CalTPA Code of Honor Guidelines

The California TPA program involves a series of take-home tasks which measure a teacher candidate's ability to design and implement student-focused pedagogical practices. Since passing the California TPAs is a credentialing issue at California State Polytechnic University, Pomona it is essential that each teacher candidate **SUBMIT HIS/HER OWN WORK**. Guidelines for the take-home assessment are often difficult to determine; therefore, the following chart is **DESIGNED TO ASSIST YOU** in understanding acceptable practices. As you submit each TPA through TaskStream, you will be required to acknowledge adherence to the Code of Honor.

ACCEPTABLE PRACTICES	UNACCEPTABLE PRACTICES
1. **BRAINSTORMING** with another teacher candidate about **CHARACTERISTICS** of an effective lesson activity, assessment, or adaptation.	1. **COPYING AND NON-REFLECTIVELY USING** a lesson activity or adaptation that was **DEVELOPED WITH ANOTHER** teacher candidate and/or master teacher.
2. Asking another teacher candidate and/or professor of the course to **RESPOND** to my CalTPA by asking me **QUESTIONS** that will **CLARIFY** my thoughts regarding a specific response.	2. Asking another teacher candidate and/or professor to **PROOFREAD** a response and comment on the **COMPLETENESS AND/OR ACCURACY** of the response.
3. When seeking to **UNDERSTAND** the places where **CONNECTION** between prompts is needed, use **ONLY** the CalTPAs released by Cal Poly Pomona.	3. Constructing a response to a prompt by **SUMMARIZING INTO MY OWN WORDS** something I read in another teacher candidate CalTPA.
4. **REFUSING TO FIND** and/or **USE** a CATPA found through an internet search.	4. **VIEWING A CalTPA PUBLISHED ON THE INTERNET** as a public domain document that can be used to shape personal responses.
5. Arranging a time to **BRAINSTORM** and **DIALOG** with another teacher candidate who is asking you for help.	5. **SHARING MY CalTPA** with another teacher candidate who **ASKED FOR HELP** in understanding the CalTPA process.
6. **USING** lessons, lesson activities, or adaptations found on the internet or provided by another source as a **FOUNDATION** for individual planning and ultimately using **LESS THAN 50%** of what was examined.	6. **USING THE MAJORITY** of a lesson, lesson activity, or adaptation found on the Internet or provided by another person.
7. If you are willing to allow your CalTPA to be used to assist other teacher candidates, **SIGN** a release form that **ALLOWS Cal Poly Pomona** to use your CalTPA for **RESEARCH** and **TEACHING** purposes.	7. **POSTING** my CalTPA on an Internet site.
8. Using the California TPA as an opportunity to develop your ability to **INDIVIDUALLY ASSUME RESPONSIBILITY** for engaging in intentional teaching practices.	8. Submitting a CalTPA document where the **MAJORITY** of the work was the result of **COMMENTS OR WRITINGS OF ANOTHER** person.

I hereby affirm that I have adhered to the above stated acceptable procedures related to completing the CalTPA tasks. I further certify that the work I am submitting is **ORIGINAL AND PRODUCED BY ME**. Any modifications to the above that I feel are relevant to understanding my preparation and completion of the CalTPA tasks will be recorded when acknowledging acceptance of this code.

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