Academic Integrity

SEAS Graduate Student Orientation

Fall 2013

What is Academic Dishonesty?

- "Academic dishonesty includes, but is not limited to, intentional or unintentional dishonesty in academic assignments or in dealing with University officials, including faculty and staff members."

2012-2013 SEAS Bulletin

Examples of Academic Dishonesty

- Failure to properly cite sources (Plagiarism)
  - Even from the internet
  - Even if the assignment is ungraded
  - Even if your instructor gave you the source

- Using sources when not permitted to do so
  - Even if you cite the source
  - Don't know if you are allowed? ASK!

- Submitting identical work, even if allowed to work in groups, when a unique submission was required
  - This happens a lot…

Examples of Academic Dishonesty

- Copying another student's work or allowing another student to copy yours
  - Do not send copies of your assignments to other students
  - Even if the assignment is ungraded
  - Even if your instructor gave you the source

- Cheating during an exam
  - Asking another person for help via phone, internet, etc.
  - Looking at another student's paper
  - Allowing another student to look at your paper
  - Using unauthorized resources (e.g. notes, internet)

Examples of Academic Dishonesty

- Altering a graded exam in an effort to regain points
  - Instructors maintain copies of graded exams

- Forging another person's signature

- Submitting the same assignment in two different courses without permission of both instructors
  - This is called "self-plagiarism"

Dean's Discipline Process

- Faculty are <u>required</u> to report all suspected incidents of academic dishonesty
    - Ensures consistency in findings and sanctioning
    - Allows monitoring of repeated offenses

Dean's Discipline Process

- What happens?
  - The incident is forwarded to GSA by the instructor or department.
  - The student receives an email notification from GSA with the date and time of the hearing.
  - The student attends the hearing conducted by members of the GSA office.
  - The student is notified of the outcome of the hearing and the sanctions (if any).

Dean's Discipline Process

- What are the possible outcomes?
  - Not responsible
  - Responsible

Dean's Discipline Process

- ## What are the possible sanctions?
  - No sanction
  - Warning
    - A letter is placed in the student file and, if no other incidents occur, is removed upon graduation. This sanction is not indicated on the transcript and is not reported.
  - Probation
    - A letter is placed in the student file and remains there permanently. If the student gives written permission to a person or institution to review the file, the sanction and the violation will be reported. This sanction is not indicated on the transcript.
  - Suspension
  - Dismissal

Ways to Avoid Academic Dishonesty

- When in doubt about policies – **ASK!**
  - Instructor
  - TA
  - Advisor
  - GSA office

- Desperate for help?
  - Visit office hours, email instructor, talk to TA
    - Do NOT go to other students for assistance

- Running out of time?
  - Ask for an extension (it can't hurt to ask)

Ways to Avoid Academic Dishonesty

The consequences of submitting incomplete or incorrect work are MUCH less severe than those resulting from incidents of academic dishonesty.

Plagiarism Quiz

http://bit.ly/14E8kJs

Columbia Plagiarism Definition

Plagiarism is the use of words, phrases, or ideas belonging to another, without properly citing or acknowledging the source.

Source: Columbia College. (n.d.). College and University Policies. Retrieved from http://www.college.columbia.edu/bulletin/universitypolicies.php

How to Avoid Plagiarism

- Do your own work
- Be organized (cite your sources)
- Keep track of which ideas and phrases come from which source
- Use online tools like Zotero, Mendeley or Endnote to help keep track of your sources
- Ask for Help

How to Avoid Plagiarism

http://www.youtube.com/watch?v=2q0NIWcTq1Y

Fully acknowledging your sources not only avoids plagiarism but also enables you to:

- Distinguish your original ideas while demonstrating your understanding of the existing literature
- Support your ideas and show how your work connects to and continues the work that has gone before
- Lay claim to credibility and authority for your work and your place in the intellectual community
- Enable your readers to understand more about your interpretation of the sources
- Enable your readers to learn more by consulting your sources

Source: Columbia College. (n.d.). Plagiarism. Retrieved from:
http://www.college.columbia.edu/academics/integrity/dishonesty/plagiarism

Why Cite?

- By citing sources you uphold intellectual honesty and avoid plagiarism
- Helps organize and track your research process
- Allows others to verify your sources
- Acknowledges the original source, gives credit where credit is due
- Enables citation analysis (aka citation metrics)

10 Types of Plagiarism

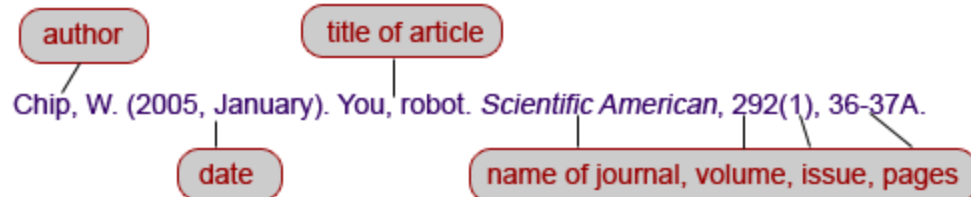http://www.plagiarism.org/resources/webcasts/

Citations

- A Citation is a reference to a published or unpublished source.
- Citations come in a variety of formats, there are many accepted citations systems (MLA, APA, Chicago, etc.)
  - Guides to these citation systems can be found in print or online (Owl at Purdue: http://owl.english.purdue.edu/owl/resource/560/01/)

Parts of a Citation

Journal Article Citation - APA Style:

author

title of article

Chip, W. (2005, January). You, robot. *Scientific American*, 292(1), 36-37A.

date

name of journal, volume, issue, pages

Source: Bellevue University. (n.d.). Part of a citation. Retrieved from: http://library.bellevue.edu/buildit/4_parts_of_a_citation.html

When to Document Sources

- When using any external sources in your work
- Anything which is not your OWN original thought
- Facts that are not common knowledge

- Direct & Indirect Citations:
    - Both require proper documentation. Quotations, in particular, must be enclosed within quotation marks or set off in a block quote.

Source: Euclid8 Design. (n.d.). Plagiarism. Retrieved from: http://plagiarism.arts.cornell.edu/tutorial/logistics6.cfm

Direct Citations

- "Where you quote a source directly, word for word"
- Where you reproduce source material without alteration (e.g. diagrams, charts, other audio-visual material)

Source: Euclid8 Design. (n.d.). Plagiarism. Retrieved from: http://plagiarism.arts.cornell.edu/tutorial/logistics6.cfm

Indirect Citations

- Where you reproduce part or all of someone else's idea in your own words (commonly known as *paraphrasing*)
- Where you use or summarize someone else's research
- Where you use facts or data that are not common knowledge
- Where you reproduce source material in slightly altered form while retaining the main idea or structure

Source: Euclid8 Design. (n.d.). Plagiarism. Retrieved from: http://plagiarism.arts.cornell.edu/tutorial/logistics6.cfm

Paraphrasing Tips

- **Rewrite** it using your own words
- **Rewrite** it using your own sentence structure
- **Quote** distinctive words or phrases taken from the original source
- Accurately represent the author
- Always **cite** the source of your information

Source: Caravello, P. *Avoiding plagiarism: Strategies & resources*. Presentation

Citation Software

- [Endnote](#) (Library subscribes)
- [Mendeley](#) (free)
- [Zotero](#) (free)
- Papers (mac)
- Citation Generators:
  - [EasyBib](#)
  - [Citation Machine](#)

Summary

- Avoid Plagiarizing
- Cite your sources
  - Direct
  - Indirect (paraphrase)
- Use Citation Management Software