

# How to Support Academic Integrity

## **Talk openly and positively about academic integrity and ethics.**

Discuss and promote the College's values (integrity, honesty, respect and responsibility) and their importance to their studies and their careers. Help your students learn from their mistakes.

## **Clearly state your policies and expectations for documenting sources and avoiding plagiarism.**

Define plagiarism and outline where you stand on collaboration and "recycling" (self-plagiarism). Clarify the distinctions between plagiarism, paraphrasing and direct citation.

## **Assure students they can succeed in your class without having to resort to dishonesty.**

Provide information about essential student resources (Library, Learning Commons, Counseling) and encourage students to seek help as needed. Ensure equal access to study materials - you can put materials on reserve or e-reserve in the Library.

## **Design assignments and assessments that discourage plagiarism.**

Avoid re-using the same assignments semester-to-semester. Design authentic, situated assessments or assignments that are grounded in the unique experience of the course. Require students to submit draft work (thesis, outline) prior to deadlines.

## **Learn to recognize and act upon signs of stress in students.**

Personal and academic stressors are primary causes of student cheating and plagiarism. Intervention can prevent students from making unwise ethical decisions.

## **Follow COD's policy pertaining to the Code of Academic Conduct**

"College of DuPage is committed to the promotion of absolute integrity and high ethical standards of individual honesty in academic work. As members of the College community, students are expected to refrain from academic dishonesty in all forms, including but not limited to: cheating, plagiarism, furnishing false information, abuse of academic materials, misconduct during a testing situation, facilitating academic dishonesty, and misuse of identification with intent to defraud or deceive.

"All work submitted by students is expected to be the result of the student's individual thoughts, research and self-expression. When students use ideas, wording, or organization from another source, the source shall be acknowledged appropriately." *COD Policy No. 20-41*

# Tips for Your Students

## **Learn what plagiarism is and what it entails.**

Avoid plagiarism by understanding how it happens. Distinguish between plagiarism, paraphrasing and direct citation.

## **Respect the work of others**

Give credit where credit is due and acknowledge those writers, scholars, artists, and thinkers who have helped influence your thinking and contributed to your knowledge.

## **Face each assignment as a learning opportunity.**

This is your education and you will get out of it what you put in. You may not excel at every attempt, but the process is just as important as the outcome.

## **Make it clear who said what**

Use attribution phrases when you are drawing on ideas of other authors, even if you are not using their words.

## **Take good notes**

Tools such as NoodleTools ([www.codlrc.org/citing](http://www.codlrc.org/citing)) and Zotero ([www.zotero.org](http://www.zotero.org)) are freely available to COD students and will not only keep track of source information, but can help you organize your notes and create your bibliographies.

## **When in doubt, cite it**

Provide credit and citations for all sources (text, images, graphs, data, spoken word, video) quoted, paraphrased, borrowed or summarized in all of your academic work. It's better to give too much credit than not enough.

## **Start early**

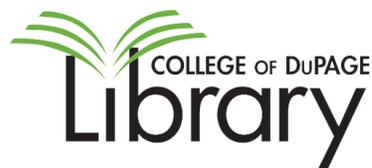
Plagiarizing is often the choice of last resort when you've procrastinated. Use the Library's Assignment Calculator to keep on track ([www.ac.codlibrary.org](http://www.ac.codlibrary.org))

## **Know the consequences of plagiarizing.**

Consult the Student Code of Academic Conduct and familiarize yourself with the responsibilities you have as a COD student.

## **Ask for help**

When you are unsure of the requirements of your assignments, ask your instructors - they want to help you succeed. Visit the Library and Learning Commons for help with writing, citing and formatting.



Adapted from Ferro & Martins (2015)