What is Academic Integrity?

- Demonstration of honest and moral behavior
What is academic misconduct?

- Plagiarism
- Cheating
- Fabrication
Agenda

- What is academic Integrity?
- Identification of misconduct
- How to prevent it from happening
- Case studies for discussion
Recognizing Plagiarism

- Taking someone’s work and using it as your own
- Examples
  - Copying full text or partial text without in text citation
  - Missing quotation marks
  - Paraphrasing too closely without citing in text source
  - Missing resource page/having resource page without alignment of in text citation
IT’S STEALING

Most people do not shop lift, why is it OK to take someone’s work?
Cheating

- Plagiarism is a form of cheating
- Copying others answers/work
- Using unethical means to get answers to assignments/exams
  - Using electronics to find answers- when not permitted
  - Using other materials with answers keys- when not permitted
  - Working on projects together when it is supposed to be individual work
Why do people cheat?
Fabrication

Unauthorized creating of work

Alteration of information

False reporting
Technological Advancement Challenges
Case Study 1!

You have a student that has been performing poorly on exams. You meet with the student to discuss their academic performance. The student admits to not studying, and a plan of improvement is implemented. On the next test the student's grade has increased 30%, however, the student is testing the same on pop quizzes. You decide to take a closer look at student when test are given. You notice that the student is fidgeting and checking the time frequently. You observed this behavior and notice that the student have their notes saved as a screensaver on their watch.
Questions:

- What is your approach in talking to the student?
- What consequence will the student face from cheating?
- What could be done to prevent this from happening in the future?
Report Out!

Our Classroom Discipline Plan

Classroom Rules:
1. We keep hands and feet to ourselves.
2. We work at all times.
3. We have quiet lines.
4. We meet our daily procedures.
5. Our voices and actions are respectful.

Our classroom discipline plan is designed around simple classroom rules so that students will know exactly what is expected of them. When a rule is broken, the student will sign the C&R classroom log, noting the comment code. The teacher will then document the comment code on the student’s C&R Calendar. There will be both daily and weekly consequences for signing the log. These consequences are listed below. This is a way of communicating with parents on a daily basis. C&R calendars should be checked daily and signed weekly.

C & R Comment Codes:
1. Not following teacher's instructions
2. Talking during instruction or work time
3. Playing during instruction or work time
4. Not getting along with others
5. Not returning homework / signed papers
6. Not completing work in a timely manner
7. Poor behavior outside the classroom
8. Disrespectful
9. Other misbehaviors

Daily Consequences:
0 signs: Super Job!
1 sign: Just a Warning
2 signs: Miss half of recess
3 signs: Miss all of recess
4 signs: Note home / Call Parent
5 signs: Parent conference / removal from class

Weekly Grade:
A: 0-5 signs
B: 6-10 signs
C: 11-15 signs
D: 16-20 signs
F: 21 or more signs
Prevention!

Stopping it from happening before it begins
Documentation Opportunity

- Refer to school academic integrity policy
- Have acknowledgement forms attached to course syllabi
- Invite a guest speaker from the library or resource center to identify plagiarism so they have definite accountability for their actions
- Add area with specific language in program handbook
Implementing Expectations Timeline

1. Include language & training prior to beginning the program
3. Each course syllabi
4. Make it visible! – Post it up in the classroom
**Example Policy Language**

**Cheating**
- Using unauthorized materials such as electronic devices (phones, tablets, laptops or computers, calculators), books, notes, or crib sheets to answer examination questions
- Taking advantage of information considered unauthorized by one's instructor regarding examination questions
- Copying another student's homework, written assignments, examination answers, electronic media, or other data
- Assisting or allowing someone else to cheat
- Utilizing former work or previously submitted work
- Plagiarism - defined as, representing the ideas, expressions, or materials of another without due credit, paraphrasing or condensing ideas from another person's work without proper citation, failing to document direct quotations and paraphrases with proper citation, other forms of academic dishonesty

**Fraud, Deception, and the Alteration of Grades or Official Records**
- Changing examination solutions after the fact, inventing, changing, or falsifying laboratory data or research
- Purchasing and submitting written assignments, homework, or examinations
- Reproducing or duplicating images, designs, or Web pages without giving credit to the developer, artist, or designer
- Submitting work created for another course without instructor approval
- Misrepresenting oneself or one's circumstance to gain an unfair advantage (This statement is open to broad interpretation and may be ineffective if challenged)
- Collaborating with another person(s) without instructor approval
- Selling or providing term papers, coursework, or assignments to other students

**Consequences of Honor Code Violations**

Violating XX College's Honor Code can (will) result in four possible consequences:
Suggestions for Intervention

- **Consequences of Honor Code Violations**
  - Violating XX College's Honor Code can (will) result in four possible consequences:
    - **First Occurrence;**
      - Failure of the assignment, possibly the course*, and be immediately placed on an Academic Learning Contract
    - **Second Occurrence in the same course or subsequent courses;**
      - Failure of the course*, which may result in some instances of students being dismissed from their program
    - **Final Occurrence in the same course or subsequent courses;**
      - Expulsion from XX College
      - Rescinding a certificate or degree
Professionalism/Accountability issues include but are not limited to:

- **Tardiness, Absenteeism, No Call No Show**
  - Student is consistently late for class, or returning from break
  - Student calls in to class more than Baker College Policy for attendance
  - Student fails to show up for class, doesn’t call or email instructor

- **Inappropriate Conversation/Behavior**
  - Participates in gossip during class
  - Lack of respect regarding authority figures
  - Not adhering to the non-smoking policy of Baker College
  - Being present during class setting while under the influence of drugs/alcohol (students need to alert the instructor if they are taking medication)

- **Lack Of Proper Time Management**
  - Extended break times
  - Failure to utilize designated class time for class-related study/questions
  - Failure to adhere to instructor directive during class activities

1) **Verbal warning:** Meet with the student as soon as possible, preferably the same or following day of the occurrence. Give the student an account of what was reported. Allow the student to make a statement on their interpretation of the events. Discuss with the student the issues and offer suggestions for acceptable protocol in the situation. The conversation should be documented and signed and dated by both the student and instructor. Student should receive a copy of documentation.

2) **Written warning:** If the student fails to correct the identified behavior, the student should be placed on a learning contract. The problem is identified and the student is responsible for creating an action plan and timeline in which they will correct the problem. All possible consequences of failure to do so should be clearly documented on the learning contract. Both student and instructor sign. Student should receive a copy of documentation. Once the student successfully fulfills the learning contract, follow-up documentation should be initiated and signed by both parties and a copy placed in the student file.

3) **Final warning:** If the student fails to correct the identified issue(s) in the allotted amount of time, the student may be sent home from the course. Discussion with the instructor and program director to correlate the time off from class and make up time should be discussed prior to conversation with the student. This may result in the student being removed from the course. It will be up to the discretion of the program director to remove the student from the program. Either way, clear concise documentation must be written with dates or events stated on the documentation. Both student and program instructor sign off. If the instructor and student are in agreement, a time off to think about the behavior may be the
XX College, Somewhere
Surgical Technology Program
Documentation of Verbal or Written Warning

Name: _______________________________________

Instructor: _________________________________

Date: _____________________________________

This is a warning: ______ Verbal Warning ______ Written Warning

Explanation of Behavior:

Date: ____________  Time: ____________  Location: ______________

Witnessed by: __________________________________________

Explanation:

________________________________________________________________

________________________________________________________________

________________________________________________________________

Your behavior in class/clinical is not acceptable.

Please refer to the Professionalism document distributed and signed by you at orientation; also
Prevention Tips

- Avoid large tests from home when possible
- Have a variety of assessment styles: Individual, Partner, Group
- Use the correct weight for each type of assessment
An assignment has been given by the instructor and a study group has been established among the students. The students in their study group has decided to take the questions and answer them evenly. The assignment is turned in the next day and the instructor is appalled to see that the students answered the questions identical.
Case Study Questions

- Who is at fault in this situation?
- How could this be handled differently?
- What actions are taken to correct the group that participated?