

# Advocate Academic Integrity with Your Syllabus and Assignments

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- I. Provide Academic Integrity Clarification in the Syllabus
- II. Discuss Academic Integrity
- III. Highlight Student Strategies to Success
- IV. Craft Assignments to Minimize Dishonest Behavior

## I. Provide Academic Integrity Clarification in the Syllabus

- ▶ **Include a copy of the LSCS brochure, *Academic Integrity & Student Success*** at [http://lonestar.edu/departments/libraries/academic\\_integrity\\_brochure.pdf](http://lonestar.edu/departments/libraries/academic_integrity_brochure.pdf).
- ▶ **Provide specific examples of what is permitted and what is unacceptable** based on your assignments.
- ▶ **Discuss organizational skills** that keep students on track when faced with multiple course requirements (e.g., time management, test taking, and study skills).
- ▶ **Anticipate questions about group work.** List what is permitted and what is improper.
- ▶ **Explain the penalties for academic misconduct** so students know how serious the issue is.
- ▶ **Talk about how to use Internet sources** and state that they require citation as well.
- ▶ **Inform students if you will be using Turnitin.com plagiarism** software to scan for passages appearing in their paper database.
- ▶ **Describe the difference between summary, paraphrasing, and quotation** and give students an opportunity to practice.
  - Find a student guide: “Summarize, Paraphrase, and Quote: When and How?” at [http://lonestar.edu/departments/libraries/cyfair\\_library/summaryparaphrasequote2012.pdf](http://lonestar.edu/departments/libraries/cyfair_library/summaryparaphrasequote2012.pdf).
  - Help students organize notes with: “Note Taking and Research: Why, How, and What?” at [http://lonestar.edu/departments/libraries/cyfair\\_library/notetakingapril2013.pdf](http://lonestar.edu/departments/libraries/cyfair_library/notetakingapril2013.pdf).
- ▶ **Cover the issue of accepting late work** and explain the penalties.
- ▶ **Clarify whether coursework used in another class can be resubmitted** for grading in a new class.

## II. Discuss Academic Integrity

- ▶ **Mention academic integrity examples at teachable moments** including the top of the semester and when assignments are given. Point out activities that are allowed when working on the assignment.
- ▶ **Discuss academic integrity and workplace ethics in the news** during class or during online discussions. Use “ripped from the headlines” examples on the LSCS library blog at <http://valueintegrity.blogspot.com/>.
- ▶ **Lead a session on ethical decision making** using scenarios of problematic situations. NOTE: The librarians can conduct a similar interactive scenario discussion in the library or your classroom. Use the online form @ <http://lonestar.edu/library/instructorsform.asp> to schedule your class.
- ▶ **Provide instruction on how to document their research.** The librarians conduct lively interactive group exercises about citing sources (based on your preferred citation style) in the library’s computer lab or your classroom. Schedule your class @ <http://lonestar.edu/library/instructorsform.asp>.
- ▶ **Distribute the academic integrity student brochure** and ask students for examples of allowed and disallowed practices.

## III. Highlight Student Strategies to Success

- ▶ **Offer tips on study skills** such as time management, goal setting, and test taking.
- ▶ **Suggest that students try the Research Assignment Calculator (from University of Maryland – University College)** @ <http://prospero.umuc.edu/calculator/calculator.shtml> that allows them to budget their research time.
- ▶ **Promote tutoring** (see <http://www.lonestar.edu/tutoring-cyfair.htm>) in the learning commons/library is available at no charge to students and distribute a schedule for your discipline and the tutoring email and phone number ([cyfair.asc@lonestar.edu](mailto:cyfair.asc@lonestar.edu) or 281-290-3279)
- ▶ **Include contacts for counseling on campus** so students under stress or dealing with family concerns can talk to trained professional (<http://www.lonestar.edu/counseling-services> or 281-290-3260 or [cyfair.counseling@lonestar.edu](mailto:cyfair.counseling@lonestar.edu)).

SYLLABUS DETAILS

DISCUSSIONS

STUDENT SUCCESS

#### IV. Design Assignments to Minimize Dishonest Behavior

- ▶ **Structure writing assignments in a progression**, so students must turn in parts of the assignment by designated due dates. In turn, students can keep current with the assignment which reduces the chances of plagiarism.
- ▶ **Practice in-class writing or project preparation** to allow students to get a feel for the bigger project.
- ▶ **Limit or customize topic choices** but check in advance whether that topic has sufficient information on it.
- ▶ **Have students write abstracts of their project** in class on the due date. Those students doing the research themselves should be able to write a convincing summary.
- ▶ **Ask librarians to help you gather materials on a topic for reserve use** in the library or for short-term check out to ensure availability of resources for all students. Use a reserve form at: <http://www.lonestar.edu/departments/libraries/TomballLibrary/ReserveReqForm11-11.pdf>.
- ▶ **Require oral presentations** that may include questions and answers about their research.
- ▶ **Use alternatives to traditional research papers** to encourage creativity and reduce plagiarism. Examples are given at <http://www.lonestar.edu/library/14655>.

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#### Works Cited:

“Academic Integrity & Your Syllabus.” *Academic Integrity*. Cañada College, 18 May 2004. Web. 3 Jan. 2008.

“Alternative Research Assignments.” *Information Services and Instruction Functional Team*. Queen’s University Library, 18 Oct. 2006. Web. 3 Jan. 2008.

Davis, Barbara Gross. *Tools for Teaching*. San Francisco: Jossey, 2001. Print.

“Evaluating Student Work III - Academic Dishonesty.” *Academic Integrity*. UCLA Office of Instructional Development, n.d. Web. 3 Jan. 2008.

Lathrop, Ann, and Kathleen Foss. *Student Cheating and Plagiarism in the Internet Era: A Wake-Up Call*. Englewood: Libraries Unlimited, 2000.

#### For More Discussion on the Topic:

Donovan, Aine and Donald McCabe. “How to Solve the Problem of Cheating in College.” *Minnesota Public Radio*.

Minnesota Public Radio, 8 Jan. 2008. Web. 8 Jan. 2008.

