

How to protect Academic Integrity

Many violations of academic integrity occur because students do not know the correct way to do something, for example how to cite sources and how to work with information from a web site. In other situations, students simply make poor decisions. Here are some suggestions for how to avoid academic dishonesty:

- Read the syllabus carefully. Seek clarification from your instructors regarding class policies and whenever expectations about an assignment are unclear; do not just rely on other students for such information. Instructors want to see students succeed!
- Always assume that you are expected to complete assignments independently unless your instructors indicate otherwise. Clarify what is expected of you when you are working on a group project.
- In group projects, determine whether you are expected to think about the assignment together and write it up on your own, or whether the report, problem set or paper itself is supposed to be a group effort. Clarify it with the professor if you are unsure.
- Don't wait until the night before to begin an assignment. Being rushed for time is not an excuse for cheating or plagiarism. Good time management also allows you to contact your instructor in case you have questions.
- Don't share your assignments with others. If fellow students have a question, try to help... but copying your assignment won't teach them anything and you might get accused of academic dishonesty as well.
- Keep track of sources and learn how to cite properly. If you paraphrase or summarize what someone else said, you still have to attribute this information to them. When you do research and make notes that you will use later, use the letter "Q" or a different sign to denote the beginning and the end of the quote so you don't forget to cite the passage in your work. If in doubt, cite.
- Don't be afraid to ask for an extension for an assignment. If you cannot submit an assignment on time, you're better off taking a zero for it rather than copying/submitting someone else's work and being charged with academic dishonesty, which might hurt your course grade much more.
- For in-class exams, be cautious where you sit. Cover your answers and distance yourself from others to reduce temptation to look. Also, don't look into your bag or use your cell phone during an exam in order to avoid the impression of cheating.

Use of materials

In general, only legally obtainable materials are allowed. This excludes the use of all materials protected by copyright and other laws, for which permission has not been obtained or that have been created and/or published illegally.

> **No materials allowed** (including textbooks or personal classroom notes).

> **Only class-materials allowed**

- Allowed are all materials mentioned in the syllabus, materials provided on Katie and personal/peer classroom notes
- Not allowed are all other materials, including from previous versions of the course, old tests/assignments, other students' homework, etc.

> **Supplemental materials allowed**

- Allowed are all class-materials as well as books, website and other sources that offer legally obtainable related, general information and help; the use of those materials might require the permission of the instructor first.
- Not allowed are all sources that provide exact answers to the assignment's problems/exercises, e.g. websites with proofs; also Instructor's Manuals, test banks, materials from previous versions of the course, old tests/assignments, homework from other students, etc.
- All supplemental materials must be referenced.

> **Additional materials allowed**

- Allowed are all legally obtainable materials.
- Not allowed are therefore materials protected by copyright or other laws, e.g. most Instructor's Manuals, pirated electronic books, classified materials, private information from individuals not cleared for publication, illegal recordings of conversations, movies, or concerts, pictures and graphics with copyright, etc. For some courses, this might also include tests and materials from previous versions of the course.
- All additional materials must be referenced.

If not otherwise specified, you are expected to complete assignments on your own without any help from other individuals (other than an official tutor) and without any materials other than those mentioned as course materials in the syllabus or on Katie. The use of other materials or sources (e.g. from the Internet) and help from other students or individuals – if not specifically permitted – is a violation of academic integrity. **When in doubt, ask!**

Working with others

When you submit work with your name on it, it is a written statement that credit for the work belongs to you alone. If the work was a product of cooperation or collaboration, you are expected to clearly acknowledge in writing all persons who contributed to its completion.

> Individual assignment (no work with others allowed)

- For this assignment, you may not work with any other student, talk about the assignment, or exchange notes and ideas.
- You may not show your work to others or look at others' work.
- Official tutors are the only exception.

> Discussion allowed

- You may discuss the assignment with peers.
- Discussion means that all exchange has to be verbal. You may not take notes during the discussion and you may not have an electronic discussion (e.g. via text messages).
 - A posting on Facebook, for example, would not count as discussion, but as cooperation or collaboration.
 - Sitting together, talking about the assignment and simultaneously taking notes would also not be considered a discussion in this context.
 - You may, however, once the discussion is over, write down ideas and questions you got from the discussion.
- Discussion is not a one-way-street: If another person is basically telling you what you do, it is not considered a discussion. Also, a discussion usually cannot be an exchange of answers.
- Be aware that some assignments might not allow for discussion.
- Instructors may require disclosure of all students with whom you discussed the assignment. Therefore, keep track of the people with whom you discussed the assignment.

> Feedback allowed

- You may ask another student to give you feedback on an assignment. This is usually for a paper, an artifact, or a performance (usually not for exercises, problems, proofs, calculations, etc.).
- Feedback is usually given verbally.
 - Often, instructors require that you meet in person, i.e. you cannot simply send someone your paper and they use the comment and track-changes function.
 - You might take notes when you meet, but the person giving feedback generally should not make any changes to the assignment directly.
 - For example, if a person is giving you feedback on a paper, they should read the paper, perhaps mark typos, but otherwise should not make changes to the paper.
- Feedback can be about the structure / organization of a paper, the logic of an argument, factual information, or aesthetic quality.

- Feedback differs from the other forms of working together as information is mostly flowing in one direction.
- Instructors may require disclosure of all students from whom you received feedback for the assignment. Therefore, keep track of the people who gave you feedback.

> Cooperation allowed

- You may cooperate with other students on an assignment.
- Cooperation means that you can help each other and work together on parts of the assignment.
 - For example, you might generate the relevant data, conduct the required experiment, and do the research together.
 - Usually, you can share notes, take notes while you talk about the assignment, and use electronic means of communication.
- However, you still have to complete the assignment on your own and hand it in individually.
 - This means that you usually do not write the entire report or essay together.
 - This also means that you may not share completed (or almost completed) assignments and that you may not simply share/exchange answers.
 - As a rule of thumb, an assignment that allows cooperation should still be at least 2/3 your own work
- Often, cooperation is done within assigned groups, but sometimes student find themselves for collaboration.
 - If you cooperate with students outside of an assigned group-setting, you will have to list all students with whom you cooperated.
 - If groups are assigned into cooperation groups, information usually should not be shared with students outside the group.
- In cooperation, students should make an effort to be fairly equally involved.
 - Cooperation is active. You cannot simply receive.
 - If one student can contribute only very little or not at all, this student should instead work with a tutor.

> Collaboration allowed

- You may collaborate with other students on this assignment.
- Collaboration means that you can work together on all aspects of the assignment.
 - Your instructor will specify if you submit one assignment for the entire group or if you submit individual versions of the assignment.
 - If you have to submit individual versions of the assignment, these might be very similar, but should not be identical.
- You may talk about the assignment, share notes and all materials connected to the assignment, work on it together and use electronic means of communication.
- Collaboration is very often done in assigned groups and should be done only within the group, i.e. information should not be shared with other groups or individuals.
 - If you form your own collaboration groups, you are usually asked to list all students with whom you collaborated.