General Suggestions:

- Honor Code in syllabus and discuss in class
- Enlist students’ help in creating a climate of integrity in the classroom by asking them to report any violation.
- Inspire, encourage, and model integrity (use citations where appropriate)
- Set clear standards for assignments and grading, and define rules for citation and collaboration
- Discuss why plagiarism is unfair to all, and how it undermines the development of thinking and writing skills
- Help students build confidence in their own abilities, providing positive feedback
- Have students sign an honor statement that their work is their own, that it is honest, and that they have taken no unfair advantage

I have abided by the Honor Code on this assignment.
__________________(signature ) __________________(date)

Exams:

- Monitor exams to deter and confront cheating (no cell phones for text messages, baseball caps, etc)
- Prohibit use of unauthorized electronic or other equipment or notes
- Use test formats that discourage copying and cheating (essay or open book, thought problems, alternate seating, multiple test versions)
- Require students to show their work & refuse credit for unsupported/unexplained answers
- Require written excuses for make-ups or extensions, and check authenticity – “what’s on exam”
- Students who need to take test at an alternate time should take after the rest of the class not before.
- Ask students to sit apart from friends during exams and to cover their work
- Photocopy [or scan] all tests or a sampling of tests before returning to students
- Clearly mark blank spaces/wrong answers in ink

Plagiarism:

- Require individualized topic selection and research; don’t allow late topic changes
- Have students turn in all stages of work (topic statements, outlines, notes, rough drafts, resource lists, final papers, along with copies of web/paper sources used)
- Require students to present their work orally in class, and to answer questions about their projects
- Required detailed citations, including page numbers. (Suggest the format APA, MLA, etc)
- Define plagiarism and rules for proper citation, and teach students how to cite sources
- Explain how to paraphrase, how to incorporate quotes or facts from sources, and how to deal with ‘common knowledge’
- Some Internet misuse is unintentional, caused by confusion about citation rules, sloppy research or careless copying and ‘pasting’
- Other misuse is intentional: buying a paper on-line, downloading & using a paper from a website, copying a published article
- Make sure your students know that inserting text, diagrams, pictures or graphics from Internet sources without citation is plagiarism
- Use TURNITIN through WebCT Vista – Excellent!!

Unauthorized Collaboration:
- Explain what collaboration is & how, when & why students may work together in your class
- Lead class discussion about different lessons learned from individual vs. group work
- Set clear rules, and give examples of acceptable and unacceptable joint work
- Explain why you have adopted course rules for permitting or limiting collaboration

References:
Center for Academic Integrity [http://www.academicintegrity.org/cai_research.asp](http://www.academicintegrity.org/cai_research.asp)
Cole, S and Kiss, E. *What can we do about student cheating?* About Campus. May-June 2000