Academic Integrity

Student Guide

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What is “Academic Integrity?”

• Academic integrity is “the pursuit of scholarly activity in an open, honest and responsible manner.” (Senate Policy 49-20)

• It is a Penn State value

• We respect our own work, and the work of others
So what?

• If you are caught violating academic integrity at PSU, you may . . .

• Fail an assignment
• Fail a class
• Or worse!

• Let’s avoid these problems
Common Problems

• Plagiarism

• Cheating on a test

• Helping someone else cheat

• Collaborating (working with other students) when your instructor says not to

• Using online “ghost” services

• Unauthorized presence of electronic devices
When we represent someone else’s words and ideas as our own, it is called plagiarism.

Note: plagiarism may be intentional or unintentional, but either way, it’s still a problem.
Using Sources

• You need to show the reader of your work where your words and/or concepts came from

• How do we do this?
Other People’s Ideas + Words

- Place “” around any direct quotes

- Cite your work (show the reader where the info came from):
  - At the end of the sentence
  - At the end of the paper

- Citation styles vary by subject, so ask your instructor
Cheating

• During a test, it is **not OK** to . . .

• Look at any study aids (writing on your hand, cellphone, etc)

• Help someone by sharing answers

• Accept help from someone else

• Photograph and/or remove the exam from the room
Best Practices for Students

• Put phones away before tests

• Check with your instructor about when working with others is OK

• Don’t give your friends any of your homework or projects, even from classes you took in the past

• Don’t sign in for other people
What If I Get A Violation?

• Your instructor will email, or call you in for a meeting

• You will get a form that explains:

• What’s wrong

• The **sanction** (academic penalty) your instructor intends to give you
What Can I Do?

• You have 5 weekdays to sign one of the two boxes on the form

• “I accept” – your case is closed* and your teacher puts the sanction in place

• “I contest” – you will have a hearing

• Remember to choose one box. If you don’t, your case will proceed as “I accept” after 5 days
But What If I Have 2+ Charges?*

• A very small number of people have more than one AI incident

• Your second case will be automatically reviewed by the hearing committee

• For more about the committee, see next slide
Hearing = A Meeting to Find the Facts

• One person (you choose) can come to support you

• You + teacher present your accounts of what happened

• AI Committee (faculty + a student + Student Affairs member) makes a final decision about your case

• You can be found “responsible” or “not responsible.” The committee may also add to or change your sanctions
A Reminder

• You **cannot drop the class** if an AI procedure is in process

• Keep going to class and doing your work

• You can **only drop** if the hearing committee finds you not responsible
Possible Consequences

• No credit on an assignment
• Reduced grade for the course
• No credit (F) for the course
• XF (failed for dishonesty), for major violations
  • You will be referred to the Office of Student Conduct, and it will appear on your transcript and conduct record
• So to avoid these problems . . .
Tips for Success

• Understand PSU policies and do your work honestly

• When you are unsure of something about AI, ask -
  ✓Your professor
  ✓The Learning Resource Center
  ✓International Students Office
  ✓Dr. Whitney in Academic Affairs (sew17@psu.edu)