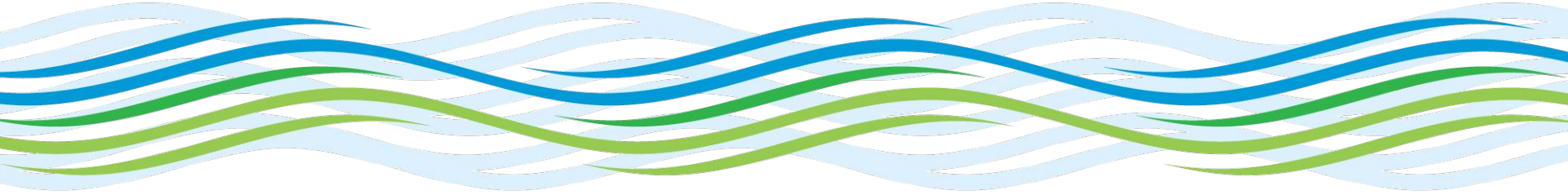


UNIVERSITY *of* WEST FLORIDA



Office of Student Rights & Responsibilities
Academic Integrity Module

Agenda

- Principles of Academic Integrity
 - UWF Honor Code
- UWF REG 3.030
 - Forms of Academic Misconduct and recommendation for prevention
 - Plagiarism
 - Cheating
 - Academic Theft
 - Resubmission of Work
 - Fabrication
 - Bribery
 - Misrepresentation
 - Facilitating Academic Dishonesty
 - Violating Professional Standards or Ethics Defined by the Academic Program
- Academic Integrity Module Completion

Principles of Academic Integrity

UWF Honor Code

As Argonauts, we act with integrity. We do not lie, cheat, steal or tolerate those who do.

Principles of Academic Integrity

- Applies to every member of the academic community
 - Faculty, students, administration, and support staff
- There are three pillars of academic activity:
 - Teaching
 - Research
 - Service
- Each person has the obligation to maintain these ethical standards

UWF Regulation

- UWF REG 3.030
 - Student Code of Academic Conduct

Types of Academic Misconduct

- Written Work:
 - Plagiarism
- Cheating
- Academic Theft
- Resubmission of Work
- Fabrication
- Bribery
- Misrepresentation
- Facilitating Academic Dishonesty
- Violating Professional Standards or Ethics Defined by the Academic Program

Plagiarism

Plagiarism

The act of representing words, data, work, ideas, computer program or output, or anything not self-generated as one's own (UWF Regulation 3.030, Article IV).

➤ Intentional Plagiarism

- Claiming original credit for work that was produced in whole or in part by someone else

➤ Examples:

- Purchasing a paper, manuscript, play, computer program, or other work written by someone else to be submitted as your own original work.
- Submitting work done jointly by a group and claiming credit for it as your own individual work.
- Creating phony citations and/or references.

➤ Unintentional Plagiarism

- Results from ignorance about or careless regard for the proper procedures for citation, quotations, and reference for the work of others

➤ Examples:

- Failure to cite and reference a source for information that is not common knowledge.
- Failure to use quotation marks or a block quote to identify the author's exact words, even if cited and referenced.

Plagiarism

Recommendations to Prevent and Avoid Plagiarizing

- Never cut & paste from online or other electronic documents
 - Paraphrase properly
 - Give proper credit to original author(s)
 - If you use someone else's exact words, you must put them in quotes
 - Be accurate in paraphrasing and quoting
 - Enlist the help of the UWF Writing Lab
 - [Website](#)
 - [Phone](#): 850.474.2229
 - [Email](mailto:writelab@uwf.edu): writelab@uwf.edu
 - Do not over-rely on direct quotes
 - Be ready to produce your sources
 - Do not send or give your written work to other students
 - For group projects, clearly document the contribution of each group member
- **Contact your course instructor if you are uncertain about course requirements***

Cheating

Cheating

Using or attempting to use material or information where such use is not expressly permitted by the instructor (UWF Regulation 3.030, Article IV).

➤ Examples:

- Attempting to look at another student's test to copy that student's answers or allowing another student to look at and copy your test answers
- Using a device (i.e. cellular phone) that is not authorized during a graded activity

Recommendations to Prevent and Avoid Cheating

- Carefully review the course syllabus
- Give yourself sufficient time to prepare for tests and assignments
- Never use materials or resources unless specifically authorized by the instructor
- Never permit other students to cheat
- Develop a personal commitment to integrity

*****Contact your course instructor if you are uncertain about course requirements***

Academic Theft

Academic Theft

Obtaining examinations, quizzes, or other academic materials without authorization (UWF Regulation 3.030, Article IV).

➤ **Examples:**

- Stealing research ideas before anything is published
- Stealing an instructor's answer key for an assignment (i.e. an exam, quiz)
- Obtaining a copy of a test prior to it being administered

Recommendations to Prevent and Academic Theft

- Always give credit to parties involved in academic work (i.e. group project, research, etc.)
- Never physically or electronically remove materials from the workspace of a faculty member
- Never steal the academic work of fellow students

Resubmission of Work

Resubmission of Work

Resubmitting a paper, assignment, or portion thereof that the student originally created for another assignment or course constitutes academic misconduct; unless:

- *Both instructors in concurrent courses expressly agree to accept the same work; or*
 - *An instructor expressly agree to accept previously submitted work (UWF Regulation 3.030, Article IV).*
- Example:
- Submitting academic work that has already been submitted to other courses

Recommendations to Prevent and Avoid Resubmission of Work

- Always discuss with all respective instructor(s) regarding the use of materials that has been submitted for credit in other forums
- Do not make minor modifications to prior work to be accepted as reworking of an assignment

Fabrication

Fabrication

Presenting, as genuine, any invented, falsified, or inaccurate citation, data, or material (UWF Regulation 3.030, Article IV).

➤ Examples:

- Altering the information or data and presenting as true
- Providing misleading information to an instructor
- Providing incomplete or assumed results

Recommendations to Prevent and Avoid Fabrication

- Never alter data or observations whenever carrying out academic work
- Always be honest in reporting research findings even when the results are unfavorable
- Never falsely report the origin of academic works and ideas

Bribery

Bribery

The offering, giving, receiving or soliciting of anything of value to influence a grade or other academic evaluation (UWF Regulation 3.030, Article IV).

➤ Examples:

- Offering monies to students or instructors for test answers
- Offering a professor something valuable (i.e. concert tickets, etc) in exchange for a passing grade or any type of academic advantage

Recommendations to Prevent and Avoid Bribery

- Do not offer money or anything of value to anyone (student or faculty) for academic gain
- Spend adequate amount of time studying and preparing for all graded assignment

Misrepresentation

Misrepresentation

Any act or omission taken with intent to deceive an instructor or the university so as to affect a grade, a student's academic performance or to gain admission to a program or course (UWF Regulation 3.030, Article IV).

➤ Examples:

- Changing grades in a gradebook, on a computer or on an assignment
- Lying to an instructor when confronted with allegations of academic wrong doing
- Submitting someone else's work as one's own
- Turning in a forged doctor's note to avoid penalty for class absence
- Falsifying or arranging for someone else to falsify an attendance roster, test, or other course record (i.e. signing the class attendance sheet for another student)

Recommendations to Prevent and Avoid Misrepresentation

- Do not lie for academic gain
- Never falsify documents

Facilitating Academic Dishonesty

Facilitating Academic Dishonesty

Knowingly contributing to, assisting, or planning with others to engage in academic misconduct, or failing to inform the proper authorities when a violation has occurred regardless of one's participation (UWF Regulation 3.030, Article IV).

➤ Examples:

- Failing to report your witnessing a group of students cheating on an exam
- Taking a picture of an exam and distributing it to a group of students who have yet to complete it

Recommendations to Prevent and Avoid Facilitation

- Be honest in keeping your peers accountable
- Never help or allow another student to commit academic misconduct
- Never allow anyone to do your work for you or never agree to do someone else's work for them

Violating Professional Standard or Ethics

Violation of professional standards or ethics as defined by the academic program

(UWF Regulation 3.030, Article IV).

- Examples:
 - A social work student who violates the National Association of Social Workers (NASW) code of ethics for social workers (i.e. violating a client's confidentiality).
 - A nursing student who violates the American Nurses Association (ANA) code of ethics for nurses (i.e. violating HIPAA rules regarding a patient's medical records).

Recommendations to Prevent and Avoid Violating Professional Standards and Ethics

- Students should be aware of the ethical guidelines in their major, program, or profession. If you have a question regarding ethical standards in your field, contact your department/program director.

Academic Integrity Module Completion

Congratulations you are almost done! As a wise person once mentioned, “no one is perfect, we all make mistakes” (Unknown Author), the hope is that we learn from those mistakes.

To complete this module you must write a reflection paper identifying and describing the critical moments during the course of events resulting in your charges when you could have made a different choice in the situation. Reflect on how each alternative choice might have affected the eventual outcome of the overall situation.

Formatting:

- Minimum of 500 words
- Name on paper
- Student ID number on paper
- Date on paper
- 0.5 inch margins
- 12 point Times New Roman font
- Double spaced

Paper Composition:

1. What you learned from the Academic Integrity Module
2. What impact has this incident had on how you think and feel about academic misconduct
3. What was the most important lesson you learned from this incident

Criteria for a successful Reflection Paper:

- Use clear, unambiguous, and profanity free language
- Use complete sentences
- Fully address all questions

This paper may not serve to justify your own actions or evaluate the actions of others.

- **You must submit this paper at the following link to the OSRR to ensure that you receive credit for completing this sanction requirement:**

- https://cm.maxient.com/reportingform.php?UnivofWestFlorida&layout_id=10