

PLAGIARISM POLICY

INTRODUCTION

A. *Plagiarism*

Plagiarism is using others' ideas and words without clearly acknowledging the source of the information. Specifically, plagiarism includes:

- A. the copying of published materials without giving credit;
- B. copying parts or all of another student's assignment/hmwk that was to have been done individually;
- C. and/or lending an assignment/hmwk to another student to copy.

Whether this happens accidentally or deliberately, it is an illegal and unacceptable practice.

A. *Failure to correctly cite sources includes:*

Where the ideas of another are paraphrased or interpreted, quotation marks cannot be used. However, the source must be fully and accurately identified. While each instructor who assigns a paper, report or examination may direct students to a particular style for footnote and bibliographic documentation, the rules noted above must be followed. Ignorance here or in any other part of the code is no excuse.

PREVENTATIVE MEASURES (FOR TEACHERS)

1. *Educate*

1. The primary way to catch plagiarism is to educate about what it is. If students know what it is, they can avoid it.
2. Students often use plagiarism as a way of defending themselves from their own laziness or procrastination; however, if they know about it, and know that you're aware of it, then there will be less of a desire to take this route.
3. Any sequence of words taken verbatim from another source which is not the original work of the student must be enclosed in quotation marks, and its source fully and accurately identified. Such material must be quoted accurately.

2. *Restrict the content of the assignment*

1. Assignments that are restricted in content or are narrowly defined for a certain subject will allow for very specific information; therefore it would be difficult for a student to plagiarize.

3. *Take it step-by-step*

1. Require that students hand in various aspects of their projects
 1. the outline will tell the teacher the topic, sub-points, and sources that will be used for the project.
 2. The rough draft (perhaps written) will allow the teacher to analyze the content of the report and the value of the sources being used.
 3. the final draft will be the culmination of the project, scrutinized previously so that plagiarism is nearly impossible to miss.

4. If any of these steps are missed, plagiarism and cheating have a chance - so insist on all of them.

5. *Assign a research presentation*

1. Have students do the research behind the scenes and present material to the class.
2. Stipulate that no written notes are to be allowed while presenting.
3. Use of this method will ensure that students are reformulating what they have read, putting things into their own words.
4. Require a supplemental bibliography or written notes in order to evaluate the sources of information being presented.

6. *Hand out course packs*

1. Give the students the information they will need in order to complete an assignment. Although this takes more preliminary time on the teacher's part, it may prevent headaches later on.
 1. the teacher needs to pick and distribute topics to the students.
 2. the teacher hands out pre-made course packs of information on the topics.
 3. students use only what is in the course pack to create their report.

7. If this method is used, the teacher knows exactly what information is in the course pack, and therefore, plagiarism can be caught immediately.
8. Students will still need to write up a bibliography or sources, so it is important for the teacher to include all pertinent information of this sort.

CONSEQUENCES OF PLAGIARISM The consequences for students who have plagiarized have been detailed below. All plagiarized assignments will result in failure or "0". Additionally:

First offense: The teacher will contact the parent(s) and explain the incidence and the resulting mark (0 or failure). An office detention will be given.

Second offense: A second offence will result in a one-day suspension. This suspension will be treated as a regular disciplinary infraction.

Third offense: A third offence will result in a minimum two-day suspension. This suspension will be treated as a regular disciplinary infraction.

OTHER ACADEMIC DISHONESTY

Copying during a test includes:

- a) Using hidden notes.
- b) Copying from another students' paper.
- c) Asking another student for an answer.
- d) Giving answers to another student verbally or by letting him/her see test answers.

Power translators.

These offenses will result in a zero on the test or quiz or translation assignment, and contact with the parents.

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