

# ACADEMIC INTEGRITY

## A Resource for Instructors of Undergraduate Courses

### A Guide for a Positive In-Class Discussion

*Alternatively, you may wish to invite a librarian, your teaching assistant or a colleague to speak with your class in order to:*

- facilitate discussion about the importance of referencing and the risk of plagiarism. Both plagiarism and cheating are academic offences and need to be discussed when the course outline is distributed and reviewed in class
- help students understand that their work is serious, can lead to new thoughts or ways, and is valued

### Discuss what matters to you and in your course:

**Plagiarism** *(representing the work or ideas of another person as your own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as his or her own an entire essay or work of another, whether the material so represented constitutes a part of the entirety of the work submitted. Article 15 (a) Code of Student Conduct Disciplinary Procedures, McGill University):*

- Explain why referencing is the right thing to do:
  - It enables the interested reader to go further into the subject by accessing the references
  - It allows the reader to check their own interpretation of the idea or data source
  - It tells the reader the depth and breadth of materials accessed
- Present the reading list in your course outline as one example of good citation practice in your field
- Clarify requirements around teamwork:
  - When is teamwork encouraged or prohibited: discuss before each assignment
  - Specify how each participant's contribution to a project or paper should be identified
  - Emphasize the necessity of doing one's own lab work or calculations

**Cheating** *(submitting in any course or program of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research report, project or assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere; Submitting in any course or program of study any academic writing, essay, thesis, research report, project or assignment containing a statement of fact known by the student to be false or a reference to a source which reference or source has been fabricated. Article 16 (c,d), Code of Student Conduct and Disciplinary Procedures, McGill University):*

- Emphasize the importance of a new topic for each paper or course versus adapting or recycling a previous submission, in whole or in part.
- Explain that cheating includes making any false statements or including fabricated references or sources

### Academic Integrity Resources

- [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity)
- Library research workshops
- Library EndNote™ and Reference Manager™ reference citation sessions and software
- English for academic purposes through the center for English and French language
- Tutorials with the teaching assistant
- Tutorial Services, Student Services, term paper tutors
- *Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism and Achieve Real Academic Success* by C. Lipson (2004), University of Chicago Press

### Ethics, Integrity and Professionalism

- Make the link between studying in your course and the real world need for integrity and trust in the students' learning

Professor Bill Taylor's *A Letter to My Students* reads, in part: "I don't expect you to do original research. Instead, I expect you to read about the research of others, and to bring together their ideas in such a way that makes sense to you and will make sense to me. Therefore, it's essential for you to cite your sources in any research paper you write. ... So don't feel you need to hide the fact that you're drawing from one of your sources. That's what it's all about." (Oakton Comm. Coll., IL) (full text at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity))