**Miami University Syllabi Language Instructions and Template for Academic Integrity and Dishonesty**

*Below are the instructions and a template for constructing language about academic integrity and dishonesty for your syllabus. In the template, please note the areas in which to personalize the language for your course and discipline. When linking to or using language from the Academic Integrity policy, please use the most current version of the policy (from the Miami University Policy Library). The language in the template refers to the Undergraduate policy.*

As a scholarly community, we must be clear about expectations for academic integrity in the classes we teach. Based on research of best practices for syllabi language, Miami recommends inclusion of the following in a syllabus:

* A personal statement on the meaning and significance of honesty in the classroom. Such a statement might refer to students' future work in a job in the respective discipline, personal observations on the importance of integrity, etc.
* Depending on the discipline, a general statement of academic writing guidelines (e.g., APA, Chicago Manual of Style, MLA) that students must use in their academic work.
* A statement on if, when, and how students may collaborate with one another on assignments, projects, examination preparation, or examinations.
* A statement on how and what types of technology/software may be used during examinations.
* A referral to the academic integrity website as well as other resources students may use in a particular class.
* A reference to the definitions and penalties for academic dishonesty and to the academic integrity policy and adjudication procedures for undergraduate or graduate students.

Crafting Syllabus Language about Academic Integrity

The language you include in your syllabus is only one of the ways by which to communication information about academic integrity and academic dishonesty. You are encouraged to include language in your syllabus and to discuss the topic in detail in one of the first few classes of the semester and provide additional information pertaining to particular assignments throughout the semester.

To help you craft syllabus language specific to your course, you are encouraged to consider the following the questions, which address the points listed above, as well as to review the most current academic integrity policy.

1. Why is academic integrity a value we hold at Miami? Why is academic integrity important to you personally, in your profession or field, in this class? What learning/experiences will be compromised if students are academically dishonest in this class?
2. What specific behaviors are considered academic dishonesty in this class? Are these different than or in addition to the behaviors listed in the academic integrity policy?
3. How is collaboration defined in this class? What amount of collaboration is allowed? Do different assignments have differing levels of collaboration allowed?
4. What are the expectations for group assignments? How are students expected to maintain academic integrity within a group?
5. How is plagiarism defined in this class? What citation style is required for written work? What constitutes good writing? What is the purpose of written papers/projects? Will/how will Turnitin be used?

The template provided is a very general example of the type of language one might use in a syllabus. Please note that it lacks specificity that is necessary for most classes. Feel free to use or adapt this example as you wish.

Some instructors choose to include a short statement in the syllabus and link to more complete and specific information as a separate document or module in the Canvas course site. If you would like to include a module in Canvas on academic integrity, the Coordinator for Academic Integrity can provide additional materials or assignment/quiz ideas.

Brenda Quaye, the Coordinator for Academic Integrity, is available to review your syllabus language. You can contact the Coordinator for Academic Integrity at quayebr@miamioh.edu or at 513-529-2284.

Template for Academic Integrity and Academic Dishonesty language for Syllabi

Academic Integrity is at the heart of the mission and values of Miami University and is an expectation of all students. As the [Code of Love and Honor](http://www.miamioh.edu/iammiami) states, “I stand for honesty, integrity, and the importance of moral conduct.” This is an expectation for all Miami community members. Maintaining academic integrity is a reflection of your character and a means to ensuring that you are achieving the outcomes of this course and that your grades accurately reflect your learning and understanding of the course material.

*[Include statement specific to discipline/profession]*

Academic integrity is a partnership between me, as the instructor, and you, as the student. My role, as instructor of this course, is to facilitate learning and to provide you with clear guidelines and feedback to help you maintain your academic integrity. Your role in this course is to take responsibility for your learning and to complete all assignments in an honest manner and to ask for clarification from me if you are unsure of how to do so.

For more information about academic integrity, please review the [Academic Integrity Information Guide](https://docs.google.com/a/miamioh.edu/document/d/1inl3BIeHvMYl-fQjDSy2duuYa1GnNjNEdkGlmc12Mrg/edit?usp=sharing) and the [Policy](http://blogs.miamioh.edu/miamipolicies/?p=1994).

From the Academic Integrity Policy (Part 1, Chapter 5 of the Student Handbook (<http://blogs.miamioh.edu/miamipolicies/?p=1994>).

Academic dishonesty is defined as any activity that compromises the academic integrity of the institution or subverts the educational process. Examples of academic dishonesty include, but are not limited to:

*[YOU MAY INCLUDE JUST THE MAJOR (LETTERED) CATEGORIES OR THE ENTIRE LIST. IF YOU INCLUDE ONLY THE MAJOR CATEGORIES, YOU ARE ENCOURAGED TO PROVIDE SPECIFIC BEHAVIORS RELEVANT TO YOUR COURSE AS INDICATED IN A SUBSEQUENT SECTION]*

**1.5.B.2 Acts of academic dishonesty**

1. Cheating: using or attempting to use or possessing any aid, information, resources, or means in the completion of an academic assignment that are not explicitly permitted by the instructor or providing such assistance to another student.

 Examples of cheating include, but are not limited to:

* Possessing, referring to, or using in any way unauthorized textbooks, notes, study aids, crib/cheat sheets, or other information during an academic assignment, in paper, electronic, or other format;
* Possessing, referring to, or using in any way unauthorized electronic devices or other materials during an academic assignment;
* Looking at or using information from another student’s work during an academic assignment;
* Receiving assistance from another individual in any academic assignment when not explicitly permitted by the instructor;
* Utilizing or soliciting another person to complete any portion of an academic assignment in place of oneself or submitting the work of another person as one’s own;
* Submitting the identical or substantially the same assignment to fulfill the requirements for two or more courses without approval of the instructors involved or submitting the identical or substantially the same assignment from a previously completed course to fulfill the requirements for another course without the approval of the instructor of the latter course;
* Completing or participating in the completion of any portion of an academic assignment for another student to submit as his or her own work, including taking a quiz or an examination for another student;
* Providing assistance, information, or materials to another student in a manner not authorized by the instructor.

b. Plagiarism: presenting as one’s own the work, the ideas, the representations, or the words of another person/source without proper attribution.

Examples of plagiarism include, but are not limited to:

* Submitting material that in part or whole is not entirely one’s own work without accurate and appropriate citations and attribution (including appropriate use of quotation marks);
* Using the words, ideas, or structure/sequence of another person or source without accurate and appropriate citation and attribution (including the appropriate use of quotation marks).
1. Fabrication: falsification, invention, or manipulation of any information, citation, data, or method.

Examples of fabrication include, but are not limited to:

* Changing material on a graded academic assignment and requesting re-grading for that assignment;
* Presenting false or invented information in any academic assignment;
* Presenting false claims regarding how information or data was collected or generated;
* Providing an inaccurate account of how information or data was collected or generated;
* Inventing or inaccurately presenting citations or sources.
1. Unauthorized collaboration: working with another individual or individuals in any phase of or in the completion of an individual academic assignment without explicit permission from the instructor to complete the work in such a manner.
2. Misrepresentation: falsely representing oneself or one’s efforts or abilities in an academic assignment.

 Examples of misrepresentation include, but are not limited to:

* Utilizing another person to complete any portion of an academic assignment in place of one’s self;
* Having another individual sign-in for a course or use an iClicker or other electronic device to record one’s presence or participation in a class.
1. Gaining an unfair advantage: completing an academic assignment through use of information or means not available to other students or engaging in any activity that interferes with another student’s ability to complete his or her academic work

. Examples of gaining an unfair advantage include, but are not limited to:

* Retaining, possessing, using, or distributing previous or current academic assignment materials when the instructor has indicated that those materials are not to be retained or shared or are to be returned to the instructor at the conclusion of the academic assignment or course (including originals, copies, reproductions, or pictures and electronic or hard copy formats);
* Taking pictures of, making copies of, or reproducing any academic assignment materials when the instructor has indicated that those materials are not to be copied or reproduced in any form;
* Obstructing or interfering with another student’s academic work or ability to gain access to information to be used in the completion of an academic assignment;
* Taking another student’s work without his or her knowledge;
* Removing academic assignment materials from an instructor’s office, classroom, computer, or any other University space (physical or virtual/electronic);
* Violating the procedures described to maintain the integrity of an academic assignment.

### Attempts to engage in any of the above actions will be treated the same as completed acts.

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**Collaboration on Assignments** [EDIT TO FIT YOUR EXPECtATIONS AND GUIDELINES]

You are encouraged to discuss the concepts and material of the course with your peers to increase your understanding of the course content. However, all assignments, unless otherwise noted, are to be completed individually – meaning that you are to use your own words and understanding to complete assignments. To demonstrate your own understanding of the material, you are encouraged to complete assignments without your peers around you and without copying your notes verbatim. If you have questions about how much you can talk with or collaborate with your peers in this way, please ask.

Students are not permitted to give their partially or wholly completed work to other students.

*[Include statement about particular assignments to note differences in COLLABORATION guidelines between assignments]*

**Writing, Citation, and Plagiarism**

The purpose of all assignments in this course is for you to demonstrate your understanding of the material, your ability to critique or apply it, and your ability to build on it or bring in knowledge from other areas. You are encouraged to spend significant time reading for, understanding materials in connection with one another, drafting, and revising your written assignments.

For **all** assignments, you are expected to provide proper attribution and ethical use of all sources and source material (e.g., use of in text and reference citation, use of quotation marks, proper summarizing/paraphrasing). You are expected to do so not only to demonstrate how well you are able to incorporate and interpret source material to aid in your argument or understanding but also to distinguish others’ thoughts from your own. Proper attribution and use of source material is the cornerstone of academic writing and allows you to build upon others’ ideas in your work. Merely copying and pasting (or restating) others’ work in your assignment with little to no original thought will not constitute an acceptable assignment, and any use of source material without proper attribution and usage will be handled under the Academic Integrity Policy and procedures as suspected plagiarism. You are expected to use **XXX** style in all assignments. If you do not know how to use **XXX** style, please talk to me and/or consult the Howe Writing Center and online resources: <http://writingcenter.lib.muohio.edu/ask-kate-online-writing-advice/> or <https://owl.english.purdue.edu/owl/section/2/>.

Remember, writing well is more than citing well. Even if all of your citations are technically accurate, if you do not put information and ideas into your own understanding, it is still considered plagiarism. DO NOT COPY AND PASTE in any stage of your writing.

**Suspected Dishonesty**

Any suspected instances of academic dishonesty will be handled under Miami University’s Academic Integrity policy found in Part 1, Chapter 5 of the Student Handbook (<http://blogs.miamioh.edu/miamipolicies/?p=1994>). Please review this policy, and note that lack of knowledge or understanding of the appropriate academic conduct is not an excuse for committing academic dishonesty.

In addition to the list above, the following acts of academic dishonesty are particularly pertinent to this class:

*[List acts as found in or in addition to THE academic integrity policy that you wish to draw particular attention to for your students (these may be general or pertain to particular assignments)]*

Students who are found responsible for committing academic dishonesty will receive a sanction that ranges from a zero on the assignment to an F in the course, which could also include the AD transcript notation. Students who commit academic dishonesty twice automatically will be suspended from Miami.

If you have questions about how to complete an assignment or what could constitute academic dishonesty for a particular assignment, please ask. It is better to ask first than have to explain yourself later. If you find yourself in a situation in which you are unable to ask for clarification, please do not try to cut corners or rely on a peer for assistance. It is better to submit flawed or incomplete work than dishonest work. Ask yourself what is better – getting a C on an assignment because it wasn’t completed or potentially getting an F on the assignment (or for the course) and having a record of academic dishonesty?

Maintaining academic integrity comes down to how seriously you take your own learning, being responsible for your own learning, and the choices you make about what kind of student you will be and how you will complete your academic work. I promise to uphold my end of our academic partnership in this class, and I hope you choose to do the same.

Example of Completed Template

Academic Integrity is at the heart of the mission and values of Miami University and is an expectation of all students. Maintaining academic integrity is a reflection of your character and a means to ensuring that you are achieving the outcomes of this course and that your grades accurately reflect your learning and understanding of the course material.

Cutting corners or cheating in this class will result in cheating yourself out of learning. This class is a foundational course in the major. If you do not understand the concepts learned in this class, you will struggle in your future classes and in your future job. Cheating now may lead to a future of cheating and other unethical behavior to cover up the fact that you didn’t learn what you were supposed to learn. Try your best, ask questions, and be ethical. Don’t be a cheater!

Academic integrity is a partnership between me, as the instructor, and you, as the student. My role, as instructor of this course, is to facilitate learning and to provide you with clear guidelines and feedback to help you maintain your academic integrity. Your role in this course is to take responsibility for your learning and to complete all assignments in an honest manner and to ask for clarification from me if you are unsure of how to do so.

For more information about academic integrity, please review the [Academic Integrity Information Guide](https://docs.google.com/a/miamioh.edu/document/d/1inl3BIeHvMYl-fQjDSy2duuYa1GnNjNEdkGlmc12Mrg/edit?usp=sharing) and the [Policy](http://blogs.miamioh.edu/miamipolicies/?p=1994).

From the Academic Integrity Policy (Part 1, Chapter 5 of the Student Handbook (<http://blogs.miamioh.edu/miamipolicies/?p=1994>).

Academic dishonesty is defined as any activity that compromises the academic integrity of the institution or subverts the educational process. Examples of academic dishonesty include, but are not limited to:

**1.5.B.2 Acts of academic dishonesty**

1. Cheating: using or attempting to use or possessing any aid, information, resources, or means in the completion of an academic assignment that are not explicitly permitted by the instructor or providing such assistance to another student.

b. Plagiarism: presenting as one’s own the work, the ideas, the representations, or the words of another person/source without proper attribution.

1. Fabrication: falsification, invention, or manipulation of any information, citation, data, or method.
2. Unauthorized collaboration: working with another individual or individuals in any phase of or in the completion of an individual academic assignment without explicit permission from the instructor to complete the work in such a manner.
3. Misrepresentation: falsely representing oneself or one’s efforts or abilities in an academic assignment.
4. Gaining an unfair advantage: completing an academic assignment through use of information or means not available to other students or engaging in any activity that interferes with another student’s ability to complete his or her academic work

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**Collaboration on Assignments**

You are encouraged to discuss the concepts and material of the course with your peers to increase your understanding of the course content. In this class you will have both individual and collaborative assignments.

1. On individual assignments, you must use your own words and understanding to complete assignments. You are encouraged to complete assignments without your peers around you and without copying your notes verbatim to demonstrate your own understanding of the material.
2. On collaborative assignments, you will work with peers to complete one assignment. Each student involved in the collaboration should contribute equally to each response. Students should not divvy up questions or parts and merely paste the responses into one document. You will complete a collaboration reflection for each collaborative assignment.

**Writing, Citation, and Plagiarism**

The purpose of all assignments in this course is for you to demonstrate your understanding of the material, your ability to critique or apply it, and your ability to build on it or bring in knowledge from other areas. You are encouraged to spend significant time reading for, understanding materials in connection with one another, drafting, and revising your written assignments.

For **all** assignments, you are expected to provide proper attribution and use of all sources and source material (e.g., use of in text and reference citation, use of quotation marks, proper summarizing/paraphrasing). You are expected to do so not only to demonstrate how well you are able to incorporate and interpret source material to aid in your argument or understanding but also to distinguish others’ thoughts from your own. Proper attribution and use of source material is the cornerstone of academic writing and allows you to build upon others’ ideas in your work. Merely copying and pasting (or restating) others’ work in your assignment with little to no original thought will not constitute an acceptable assignment, and any use of source material without proper attribution and usage will be handled under the Academic Integrity Policy and procedures as suspected plagiarism. You are expected to use **APA** style in all assignments. If you do not know how to use **APA** style, please talk to me and/or consult the Howe Writing Center and online resources: <http://writingcenter.lib.muohio.edu/ask-kate-online-writing-advice/> or <https://owl.english.purdue.edu/owl/section/2/>.

Remember, writing well is more than citing well. Even if all of your citations are technically accurate, if you do not put information and ideas into your own understanding, it is still considered plagiarism. DO NOT COPY AND PASTE in any stage of your writing.

All assignments will be submitted through Turnitin.

**Suspected Dishonesty**

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The list above outlines the definition of types of acts that are considered academic dishonesty. The following is a list of acts particularly pertinent to this class and if violated will be considered academic dishonesty:

* All exams are to be completed individually. You are not to consult with anyone about your exam. You may use your notes and books during exams.
* All individual assignments are to be completed as described in this syllabus. Students are not to submit individual assignments that contain the same or too similar wording as others.
* All assignments must be in your own words and understanding. You must use APA style and provide proper references/citation for all sources used (including the use of quotation marks).
* You must paraphrase and summarize well. Too much similarity in wording between the original source and your work will be considered plagiarism. If you need to use the original words, do so, and use quotation marks.
* You must submit original work for this class. You may not submit any work that you have completed for another class.
* You may not give your partially or completed work to any other student.

Students who are found responsible for committing academic dishonesty will receive a sanction that ranges from a zero on the assignment to an F in the course, which could also include the AD transcript notation. Students who commit academic dishonesty twice automatically will be suspended from Miami. Students may also be required to complete and educational seminar.

If you have questions about how to complete an assignment or what could constitute academic dishonesty for a particular assignment, please ask. It is better to ask first than have to explain yourself later. If you find yourself in a situation in which you are unable to ask for clarification, please do not try to cut corners or rely on a peer for assistance. It is better to submit flawed or incomplete work than dishonest work. Ask yourself what is better – getting a C on an assignment because it wasn’t completed or potentially getting an F on the assignment (or for the course) and having a record of academic dishonesty?

Maintaining academic integrity comes down to how seriously you take your own learning, being responsible for your own learning, and the choices you make about what kind of student you will be and how you will complete your academic work. I promise to uphold my end of our academic partnership in this class, and I hope you choose to do the same.