



Academic Integrity





- Integrity = honesty
- Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner.
- Students are responsible for understanding and following the Academic Integrity policy and completing their studies honestly
- Durham College's academic policies and procedures can be found at www.durhamcollege.ca/policies



Academic dishonesty refers to a variety of practices including, but not limited to:

- copying another person's work;
- using unauthorized materials or resources during an evaluation;
- obtaining unauthorized copies of evaluations in advance;
- collaborating without permission;
- colluding or providing unauthorized assistance;
- falsifying academic documents or records;
- misrepresenting academic credentials;
- buying, selling, stealing or soliciting material for the purpose of academic gain;
- bribing or attempting to bribe personnel;
- impersonation;
- submitting the same work in more than one course without faculty authorization;
- improper use of computer technology and the internet;
- depriving others of academic resources;
- misrepresenting reasons for special consideration of academic work;
- plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement.



The faculty member documents alleged breaches of academic integrity on an Academic Integrity Alert form and submits it to the dean who then investigates it in an objective and fair manner. The student has the option of writing comments on the form and can appeal any decisions per the Grade Appeal policy. If the student is found in breach of academic integrity, a copy of the form is kept in their student file.

A first breach of academic integrity may result in one or more of the following penalties, at the discretion of the executive dean/dean or associate dean:

- A referral to Student Academic Learning Services (SALS) to complete the Academic Integrity modules;
- Repeat the original assessment or alternative assessment;
- A deduction of the assessment by a portion of the grade;
- A zero on the assessment;
- An academic performance contract;
- Removal from a course with a grade of “0” or F;
- Removal from a program.



Why is academic dishonesty so serious?

- It is a form of stealing
- It can negatively impact Durham College's reputation
- It can negatively affect the student's credibility
- Students who have been academically dishonest are not able to properly demonstrate that they understand the course material



Plagiarism





- Plagiarism is a form of academic dishonesty
- It is the **unacknowledged use** of another author's words or ideas
- A person's original thought or idea is his/her **intellectual property**
- Plagiarism can be **intentional** or **unintentional**
- College students are **responsible** for understanding what plagiarism is and learning how to avoid it



Risks for plagiarism

- When students procrastinate and don't allow enough time, there is a greater chance they will panic and take shortcuts to get the work done.
- When students don't understand the material and have struggled in class, they may think they aren't capable of doing the assignment properly. They feel extra pressure to do well and may copy and paste from the internet or copy from another student to try to improve their grade.
- When students take online/hybrid classes, they may underestimate the amount of time needed to complete their work. When they rush, they will make careless mistakes.
- Students might not carefully record or track the sources of their information. This makes it very difficult, if not impossible, to reference the material correctly.
- Students may not be completely familiar with the rules and format for proper APA or MLA referencing.



How is plagiarism detected?

- Your professor may notice that your ‘voice’, or style of writing, might be different in part or all of the assignment.
- Your professor may use plagiarism detection software such as Turnitin.com, which uses pattern matching to compare your written work to the documents in its database.



- Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin. Further information about Turnitin can be found on [Turnitin.com](https://www.turnitin.com)
- Speak with your professor and/or refer to your course outline and assignment guidelines for more information about the expectations



Avoiding Plagiarism





When you write a paper, report, or a presentation, you need to reference any work that is not your idea. All of the following must be referenced as an in text citation and at the end of your document in a References/Works Cited page:

1. Direct quotations (use quotation marks too)
2. Paraphrased information
3. Summarized information
4. Statistics
5. Graphics/images



- APA = American Psychological Association (6th edition)
- Used in the sciences, health sciences, applied sciences, and social sciences where currency of research is key
- References page at the end of the document
- In-text citations including author's surname, year (and page number when quoting) throughout the document
- In-text citations must correspond with the References page and vice versa

For example:

“We meet basic human needs through communication” (Johnston, 2017, p. 5).

Car sales in April 2016 were up 16% from April 2015 (General Motors Canada, 2016).

Refer to the APA guide from the Durham College Library to see more examples.



- MLA = Modern Language Association (8th edition)
- Used in English/Communications, business, and some GenEds
- Works Cited list at the end of the document
- In-text citations throughout the document
- In text citations must correspond with the Works Cited page and vice versa

For example:

“We meet basic human needs through communication” (Johnston 5).

Car sales in April 2016 were up 16% from April 2015 (General Motors Canada 17).

Refer to the MLA guide from the Durham College Library to see more examples.



You are not required to reference the following:

- Common knowledge
 - information that is generally known or accepted by educated people
 - well proven historical facts and dates
 - information that appears in the same form in 5 or more sources
 - if you aren't sure if something is considered common knowledge, reference it to be safe
- Your opinion



- Keep your research organized by using a separate research notes form for each source
- Record the source information (author, year, title, URL, page numbers etc.)
- Take point form notes
- Use quotation marks if you quote word for word
- Indicate where you plan to use the information
- Use your notes to reference correctly



- Print and refer to the rubric for assignment guidelines and research and referencing requirements
- Start working on your assignment early; remember that it takes time to write well at a college level
- Don't share your files; learn the difference between helping a student and sharing too much
- Learn how to summarize, paraphrase, and use direct quotations correctly



1. Learn what plagiarism is.
2. Understand the assignment criteria.
3. Don't procrastinate.
4. Use credible sources.
5. Take research notes.
6. Understand what needs to be referenced.
7. Learn and apply the referencing requirements for your discipline.
8. Integrate research.
9. Allow time to review your work.
10. Use the academic support available.



Group Work & Collaboration





- If it is a group project and a group grade is to be assigned, students should share their ideas and resources and complete the project together
- If students are asked to work in a group but individually complete the assignment, each student is responsible for doing his/her own work
- Problems occur when students share files with others when they are not supposed to or when students copy all or part of an assignment from another student

Working together equally on a group project = collaborating

Sharing a file or using a file from another student =
plagiarizing/cheating

Ask your professor if you are unclear about the assignment or course expectations



Getting Help





- Get clarification from your professor
- Use the academic resources in [SALS ONLINE – Writing, Peer Tutoring, Learning Skills](#) including the APA and/or MLA referencing modules
- Practice summarizing, paraphrasing, quoting and citing using the [Write it Again](#) module in SALS ONLINE
- Make an appointment with a peer writing tutor or the Writing Specialist
- Meet with the ESL Specialist if you have English as your second or additional language



We want you to understand your rights and responsibilities so you can be successful in your studies. It is up to you to complete your studies in an honest manner.

If you have questions or concerns about the academic expectations in a course or your program, consult your course outline and/or speak with your professor or student advisor.



- Please feel free to contact us with any questions you have regarding this workshop module
 - By phone: 905.721.2000 ext. 2491
 - By email: sals@durhamcollege.ca
 - In person: Oshawa – SSB room 204
Whitby – Room 1-10



@DC_SALS