

# ACADEMIC INTEGRITY

## For Part-Time Faculty

### Top 3 Tips:

1. Be a good role model... demonstrate good academic integrity & practice.
2. Clearly communicate your expectations; and,
3. Remember, not all students cheat.

## Detecting Plagiarism and Cheating

### Clues that could indicate plagiarism and/or cheating:

- citation styles and bibliographic references are inconsistent and mixed or non-existent.
- inconsistencies from one submitted assignment to another.
- when asked, the student cannot produce any research notes for the paper or summarize its main points.
- the topic of the paper is inconsistent with the one assigned, or with course content.

## Dealing with Academic Misconduct

If you suspect or know a student has committed academic misconduct, you must:

1. Gather all supporting evidence and course documents.
2. If it is a group project, assess the case for each student in the group.
3. Check with the [Academic Integrity Specialist \(AIS\)](#) or the Registrar's office to confirm if this is a first time or repeat offence.
4. Determine if remediation is an option; is it a minor or major offence? (can be based on the weight of the assignment & number of offences). If remediation is an option, complete the [Academic Integrity Remediation Form](#). If remediation is not an option, see step 5.
5. Notify the student that you suspect academic dishonesty and complete Steps 1 and 2 of the [Academic Integrity Report form](#) (if there is more than one student involved, complete a separate form for each student). Send the report and supporting documentation to the AIS.
6. Do not submit the student's grade until the case is upheld.

## Misconducts in Exams:

Before the exam, remove or ask students to put away anything that is not required for the exam. If you suspect academic dishonesty, students should be permitted to finish writing their exam, but you may remove the exam booklet and give the student a new one. Also, remove any cell phones, cheat sheets, etc. Take note of the time and details of the alleged offence including any refusal to cooperate. Do not submit any grades for the student(s) until the investigation is complete and a decision is made.

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### Preventing Academic Misconduct

- Inform students you will be checking for academic misconduct (i.e., using SafeAssign...).
- Clearly define expectations, usage of AI and reinforce academic integrity.
- Change assignments and tests every semester if possible.
- Use active pedagogies or assignments that require personal feelings, experiences, or opinions.
- Assign narrow and specific research topics that are current.
- Require that outlines/drafts be submitted three to four weeks prior to the deadline.
- In online tests, randomize questions and answers as much as possible and use question sets so that students get different questions.

### Ten Principles of Academic Integrity

1. Recognize and affirm academic integrity as a core institutional value.
2. Foster a love of and life-long commitment to learning.
3. Affirm the role of teacher as guide or mentor.
4. Help students understand the potential of the internet—and how that potential can be lost if online resources are used for fraud, theft, and deception.
5. Encourage student responsibility for academic integrity and promote an environment of trust in the classroom.
6. Clarify expectations for students.
7. Develop fair and relevant forms of assessment.
8. Reduce opportunities to engage in academic dishonesty.
9. Challenge and respond to academic dishonesty when it occurs.
10. Help define and support campus-wide academic integrity standards.

### Using web-based plagiarism detection tools

You can use Grammarly or SafeAssign to teach students to identify their own errors in paraphrasing, quoting, and citing research. Allow students to submit assignments to SafeAssign prior to the final due date and teach them how to read the Originality Report. Remind them that both paraphrased and quoted material require citations and references.

If you are using a plagiarism detection tool, you should include a statement in your course outline *and* announce in class that you are using it.

If a student refuses to submit their assignment through an AI-detection tool, have them complete the [AI Test/Exam Cover Page](#) to be handed in with their assignment. You can also ask for rough drafts and notes to be handed in with the final essay as evidence of originality.