

## *Sample Syllabus Language* **Academic Integrity**

### **Resources for Supporting Academic Integrity**

#### **Sample Statement on Student-Facing Resources**

Excellent resources to support your academic integrity appear on the UC Santa Cruz library webpage. These include guidelines for citing sources, citing and using data and statistics, and understanding plagiarism.

[Citing Sources](#)

[Citing Data & Statistics](#)

[Understanding Plagiarism](#)

In addition, you can find [links to checklists](#) so you can double-check whether you have cited everything in your work properly and thoroughly.

### **Academic Integrity Statements**

#### **Sample Academic Community & Fair Use Statement**

*Adapted from UC Berkeley's Center for Teaching and Learning*

You are a member of an academic community at one of the world's leading research universities. Universities like ours create knowledge that has a lasting impact in the world of ideas and on the lives of others; such knowledge can come from an undergraduate paper as well as the research of an internationally known professor. One of the most important values of an academic community is the balance between the free flow of ideas and respect for the intellectual property of others. Researchers don't use one another's research without attribution because we want to recognize the foundational work we have drawn on in order to create new knowledge; scholars and students always use proper citations in papers; professors may not circulate or publish student papers without the writer's permission; and students may not circulate or post materials (handouts, exams, syllabi—any class materials) from their classes without the written permission of the instructor.

Any test, paper, or report submitted by you and that bears your name is presumed to be your own original work that has not previously been submitted for credit in another course unless you obtain prior written approval to do so from your instructor. In all of your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper citation (generally, quotation marks or an indented quotation) and correct attribution.

If you are not clear about the expectations for citing sources, completing an assignment, or taking a test or examination, be sure to consult the library website on citing sources

(<https://guides.library.ucsc.edu/citesources>), and if you are still confused, seek clarification from your instructor or TA before turning in your assignment.

Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all of your academic endeavors and will be evaluated on your own merits. The consequences of cheating and academic dishonesty—including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school—are simply not worth it. Consequences and process for academic misconduct appear here: <https://ue.ucsc.edu/academic-misconduct.html>

**[You may wish to include specific consequences for cheating or plagiarism with regard to grade policies and/or reporting.]**

### Sample Statements for Specific Assignments and Class Structures

*Adapted from UC Berkeley's Center for Teaching and Learning*

Collaboration and Independence: Reviewing lecture and reading materials and studying for exams can be enjoyable and enriching things to do together with your peers. I encourage this effort to build community in the class and to study with others. However, homework assignments should be completed independently and materials turned in as homework should be the result of your own independent work. Some assignments are meant to be done together in a group. Make sure you check with your instructor or TA if you are not sure about the level of collaboration allowable for any given assignment.

Cheating: Anyone caught cheating on a quiz or exam will receive a failing grade and will also be reported to the Provosts and Vice Provost and Dean of Undergraduate Education. In order to guarantee that you are not suspected of cheating, please keep your eyes on your own materials and do not converse with others during the quizzes and exams. **[You may wish to add additional policies around exam-taking, such as how the exams will be proctored, what the seating policies are, and whether students need to bring in their own blue books or scantrons.]**

Plagiarism/Self-plagiarism: To copy text or ideas from another source (including your own previously, or concurrently, submitted coursework; work purchased from others and submitted as your own; and/or work copied from others with proper attribution) without appropriate reference is plagiarism and will result in a failing grade for your assignment and usually further disciplinary action. For additional information on plagiarism, self-plagiarism, and how to avoid it, see, for example: <https://guides.library.ucsc.edu/citesources/plagiarism>

Academic Integrity. Academic integrity encompasses the core values and basic principles of honesty and responsibility that govern our practices as scholars, researchers, and creative artists in the university. Unfortunately, incidents of academic dishonesty, especially plagiarism, have been increasing throughout colleges and universities in the United States. Plagiarism is the act, intentional or unintentional, of using other people's words or ideas as your own. This trend in part results from the ready availability of papers, codes, and other resources on the internet. The university, college, department, and I expect you to write your own papers and to provide full and accurate citations for

any specific ideas or language—words, phrases, sentences—that you take from outside sources, including the internet.

Refer to <https://ue.ucsc.edu/academic-misconduct.html> for the university’s policy on Academic Dishonesty. Any act of academic dishonesty in this class will be reported to the department, to the Provost of your college, and to the Vice Provost and Dean of Undergraduate Education, and may result receiving an F on the assignment, dismissal from class with a final grade of F, and even suspension or expulsion from the university, depending upon the severity of the violation.

Academic Dishonesty and Plagiarism Policy. Academic dishonesty includes cheating, fabricating or falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission, and plagiarism. Plagiarism occurs when writers deliberately or unintentionally use another person’s language, ideas, or materials and present them as their own without properly acknowledging and citing the source.

Familiarize yourself with the library’s excellent resources on source citation (<https://guides.library.ucsc.edu/citesources>), tutorials on how to avoid plagiarism (<https://guides.library.ucsc.edu/citesources/plagiarism>), and checklists for ensuring that you have properly cited your sources (<https://guides.library.ucsc.edu/checklists>).

### **Sample “Mutual Responsibility to Academic Integrity” Statement**

*From Bill Taylor, “[Academic Integrity: A Letter to My Students](#)”*

#### Preparation for Class

With regard to coming prepared for class, the principles of academic integrity require that I come having done the things necessary to make the class a worthwhile educational experience for you. This requires that I:

- reread the assigned reading
- clarify information I might not be clear about
- prepare the class with an eye toward what is current today (that is, not simply rely on past notes), and
- plan the session so that it will make it worth your while to be there.

With regard to coming prepared for class, the principles of academic integrity suggest that you have a responsibility to yourself, to me, and to the other students to do the things necessary to put yourself in a position to make fruitful contributions to class discussion. This will require you to:

- read the assigned reading before coming to class
- clarify anything you’re unsure of (including looking up words you don’t understand)
- formulate questions you might have so you can ask them in class, and
- complete any homework, problem sets, or reading questions assigned.

### Written Assignments

With regard to written assignments, the principles of academic integrity require that I:

- devise meaningful assignments that grow out of and further the work done in the classroom,
- provide you with a clear description of that assignment so that you know what is expected of you and what I'll be looking for when I grade it,
- give careful consideration to your paper when evaluating it and assigning a grade, and
- confront you if I suspect that you have plagiarized or in other ways not handed in work that is entirely your own.

With regard to written assignments, the principles of academic integrity require you to:

- start your research and writing early enough to ensure that you have the time you need to do your best work,
- hand in a paper which you yourself have done specifically for this course and not borrowed or bought from someone else or recycled from an earlier course,
- not be satisfied with a paper that is less than your best work,
- seek only appropriate help from others (such as proof-reading, or discussing your ideas with someone else to gain clarity in your thinking), and
- give full and proper credit to your sources.