

COLT Plagiarism Policy

- **Plagiarism almost always reflects a students' incomplete grasp of academic values. It is our job not simply to uphold the standards of our community, but also to educate/mentor students regarding those standards.**
- **To that end: the best way to respond to the issue of plagiarism is to work proactively to prevent it, and to educate.**

Prevention and Education:

1. Include a statement on all syllabi that advises students of the University's standards concerning academic dishonesty, and clearly states your sanction.

Sample language:

LMF version:

Academic dishonesty will not be tolerated in this course or at this university. All work submitted in this course must be your own and be written exclusively for this course. The use of sources (ideas, quotations, paraphrases) must be properly documented. See the Library's website for more information about plagiarism in general, and about specific UO policies:
<http://libweb.uoregon.edu/guides/plagiarism/students/>

Academic dishonesty will result in an automatic failing grade for this course. For more information about the consequences of academic dishonest or "misconduct," refer to the Student Conduct Code on the Student Life website (select tab for "Student Conduct Code").

Please also see me if you have any questions about your use of sources, or about this policy.

Student Life version:

Academic Misconduct: The University Student Conduct Code (available at conduct.uoregon.edu) defines academic misconduct. Students are prohibited from committing or attempting to commit any act that constitutes academic misconduct. By way of example, students should not give or receive (or attempt to give or receive) unauthorized help on assignments or examinations without express permission from the instructor. Students should properly acknowledge and document all sources of information (e.g. quotations, paraphrases, ideas) and use only the sources and resources authorized by the instructor. If there is any question about whether an act constitutes academic misconduct, it is the students' obligation to clarify the question with the instructor before committing or attempting to commit the act. Additional information about a common form of academic misconduct, plagiarism, is available at www.libweb.uoregon.edu/guides/plagiarism/students.

2. Routinely remind students—especially before exams, quizzes or papers are due—about the consequences of plagiarism and cheating.
3. Design assignments with specific enough guidelines that plagiarism becomes more difficult. E.g., avoid "open topic" assignments.
4. Clarify guidelines for any group project or peer-editing revision assignments; make sure students know best how to acknowledge the input of others.
5. Clarify guidelines for the use of background reference materials (e.g. Internet research, the use of dictionaries/encyclopedias, any reference to class lectures or common textbooks).

What to do if you suspect that a student has plagiarized?

(Some of these procedural guidelines have been *borrowed* from the English Department's policies.)

- 1) An initial conversation with the with the Pedagogy Director (GTFs) or Department Head (Instructors and Faculty) will be helpful in getting you oriented to the process below. **Follow this process exactly; ask for clarification as needed.**
- 2) Proceed on the basis of hard evidence that plagiarism or cheating has occurred, rather than suspicion.
 - a) If you only have suspicions and cannot find evidence, you may wish to speak to the student about the process and/or consult the Department Head about how to proceed. For advice about what constitutes "hard evidence" and for other questions about student conduct policies and procedures, contact the Office of Student Conduct and Community Standards.
 - b) The SCCS Office can also help you learn more about the individual student's history. There may, for instance, be other allegations of academic dishonesty in his/her past. A quick phone call to his office is thus highly recommended.
- 3) For GTFs: if you have evidence that academic dishonesty has occurred, inform and consult with the Pedagogy Director, Leah Middlebrook. (Instructors and Faculty should consult with the Department Head, Lisa Freinkel). If you are acting as a section leader for a large lecture class, either in COLT or in another department and hold a COLT contract, inform and consult with the instructor of record for that class as well.¹
 - a) Make copies of all relevant materials (the student's work and any evidence).
 - b) Maintain copies/records of all subsequent communications with the student.
 - c) Submit copies of all the above to the Department Office Manager, Cynthia Stockwell. Cynthia will route copies as needed to the Department Head and Pedagogy Director.
- 4) While the situation is pending:
 - a) If the incident occurs at the end of the term, give the student a "Y."
 - b) If the incident occurs during the term, the Department can prevent the student from withdrawing from the class.
- 5) Determining your reporting responsibilities: in consultation with the Pedagogy Director (GTFs) or Department Head (Instructors and Faculty), determine whether you or s/he (or, if applicable, the instructor of record) will pursue the remaining steps in this process. You may elect to turn the entire matter over to the Department Head at this point. Whoever holds reporting duties will use the online form for reporting student misconduct available at https://oregon-advocate.symplicity.com/public_report/

If you end up turning the matter over to the Department Head:

- 6) Notice to the student: contact the student via email **as well as** in person (if possible) to inform him or her that there are some concerns about his or her work and that you have forwarded the matter to the Department Head. If the student is expecting the work to be returned, inform him/her that these concerns need to be addressed first.

¹ GTFs on COLT's payroll, but teaching sections for GER/SCAN should proceed as follows: inform the instructor of record of the potential plagiarism as well as the Department Head of GER/SCAN, cc'ing the COLT Department Head and Pedagogy Director in all correspondence. The GER/SCAN instructor and Department Head will then pursue the case. Resolution of the case may entail further discussion with the GTF and with the Head of COLT, but all reporting and/or sanctioning will be handled by GER/SCAN.

- 7) At the end of the previous six steps, be sure to document the entire process to date via an email to the Department Head, cc'd to the Department Office Manager, Cynthia Stockwell and to the Pedagogy Director (for GTFs only).

If you end up pursuing the matter yourself:

- 8) Initial conference:
- a) Contact the student via email to request a meeting. Please see the SCCS website for sample email language:
<http://uodos.uoregon.edu/LinkClick.aspx?fileticket=S%2baM9cW2WKg%3d&tabid=249>
 - b) Meet with the student to inform him/her of the charge, and refer explicitly to the Code of Student Conduct as governing the process you and the student are now entering. Let him/her know that you have also consulted about the situation to the Department Head.
 - c) Be sure to inform the student that s/he has the right to refer the case directly to the Office of Student Conduct and Community Standards. (But you might also inform the student that, if s/he is found responsible by the SCCS Office, s/he will be subject to *two* sanctioning processes: an academic one and whatever that office determines. However, be sure that this information is not delivered in a coercive manner. Protecting due process, student rights and the University's educational mission is of tantamount importance throughout these procedures.)
 - d) If the student fails to meet with you, or to respond to emails requesting a meeting—or if the student is no longer available to meet with you in person—refer the matter back to the Department Head.
- 9) Non-contested case. If the student admits the dishonesty, you (and/or the instructor of record) may decide on a sanction up to and including an "F" in the course. (Note: as instructor you have great latitude in determining the appropriate academic sanction for the misconduct – even if your syllabus does not specifically state what your sanctioning policy is. However, you must take care to apply your standards consistently for all students.)
- a) Inform the Department Head of this outcome. S/he will then do all the reporting required by the Code (unless you specifically request to do so on your own.) The student needs to receive written notification of the case's outcome and sanction. (Note: the reporting form for Academic Misconduct, and other student conduct issues, is now electronic: https://oregon-advocate.symplicity.com/public_report/)
 - a) You may at this time request an additional sanction. This is especially appropriate if this is not a first offense, or if the student has lied to you during the process. "Knowingly furnishing false information to a faculty member" is its own Code violation.
- 10) Contested case. If the student does not admit the dishonesty, consult the Department Head, who will work with you to forward the case for review by the Student Conduct Office. This referral must occur within fourteen calendar days of notifying the student as in #8 above.
- 11) Document steps 8-10 via an email to the Department Head, Lisa Freinkel, and cc'd to the Department Manager, Cynthia Stockwell.

For University Academic Misconduct Procedures:

<http://studentlife.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx>