Hello and welcome the Academic Integrity Tutorial

After completing this short tutorial, you will have confidence knowing:

- Why academic integrity is critical to your college experience
- How to be more skillful in accessing resources that help you avoid plagiarism and other Honor Code violations
- And finally, what to do if you find yourself in the position you never thought you would: feeling desperate at 2 AM and feeling tempted to cheat
Academic Integrity is very important to the Carolina Community. As a community of scholars, we take pride in earning our degrees the right way. We hope this tutorial will help you understand why academic integrity is important to our community, and also help you navigate your obligations as a student.

The first question you may ask is why academic integrity is important in our community. At Carolina, we care about your **integrity** as a student. Your integrity is essential to establishing a relationship of trust between you and your professor, and this in turn, creates the best learning environment. Personal and Academic Integrity are so important that they are listed in the Carolinian Creed, the values statement for the entire University!

Think about **reputation** when you consider violating our Academic Integrity policies! Rampant cheating at a university calls into question the value of your university degree. Also, think about your own academic reputation. You don’t want to be known as the student who cheats his or her way through school.

We also care about **fairness** here at Carolina. We want a level playing field as students to perform. It is not fair for someone to achieve good
grades by cheating on tests or assignments, while those who are honest may struggle to make good grades.

Finally, consider that you are here to **prepare** yourself to perform in your field of study. If you cheat your way through your classes, you may be missing out on vital information and training for your career. You’re really only cheating yourself.

Fellow Carolinians agree—

Jess says: Academic Integrity is about more than just cheating. It is about character and representing yourself and your Institution well in all of the work that you do.

Christian says: Future jobs will care more about your character and integrity, than your GPA.’
Finally, Alicia says: Lots of classes are curved—not only are you cheating yourself but also you are hurting those students who worked hard for the curve.

Now that we know why academic integrity is important, let’s talk about the University policies regarding academic integrity.

The University of South Carolina has adopted an Honor Code. This Code prohibits any dishonesty, fraud, or deceit in connection with your academic work. Although all forms of academic dishonesty are prohibited under the Honor Code, the policy addresses seven types of academic dishonesty, including:
How does the University of South Carolina address dishonesty?

The Honor Code

It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic programs. Any student who violates this Honor Code or who in any way assists another to violate this Honor Code shall be subject to discipline.

Specifically, these behaviors are addressed:

- Plagiarism
- Unauthorized assistance
- Unauthorized materials
- Unauthorized access to tests
- Interference
- Bribery
- Lying

Our tutorial will go over these policies in detail. Let’s start with Plagiarism.

Plagiarism Tutorial: Introduction

Plagiarism is the use of another person’s work or ideas without proper acknowledgment of the source.

What is Plagiarism?
The University of South Carolina defines plagiarism as the use of another person’s work or ideas without proper acknowledgment of the source.

Why should I avoid Plagiarism?
The University of South Carolina adheres to the academic tradition of crediting the original authors of work for their contributions. Crediting the author of the work also allows the reader to verify that what you are saying has a supported basis. Give credit where credit is due.

More plagiarism cases are reported to the Office of Academic Integrity than all of the other Honor Code policies combined.

What is plagiarism, you may ask? The University of South Carolina defines plagiarism as the use of another person’s work or ideas without proper acknowledgement of the source. We prohibit plagiarism because we believe in giving credit where credit is due.
Next, you may be thinking about how you can avoid plagiarism. First you want to identify the proper citation style for your assignment. The most common citation styles used at the University of South Carolina are the Chicago Manual of Style, the Modern Language Association Style, and the American Psychological Association Style. Some academic disciplines commonly use one particular style. For example, the Modern Language Association, or MLA style, is commonly used in the humanities. If you are unsure about what citation style to use, seek guidance from your professor.

After considering what your citation style should be, next consider how you will properly credit your sources. Although the citation styles vary, in general, you will need to take the following steps to properly acknowledge your sources:

First, you need to recognize when you need to cite material.
Second, you need to properly cite any material taken directly or verbatim from another source.

Third, you need to know how to properly paraphrase any ideas that you get from your source.
Next, you need to understand how to correctly cite your sources in-text or through the use of footnotes and endnotes.

And finally, how to list your sources on a reference, works-cited, or bibliography page.
Recognizing when you need to cite materials can be challenging. In general, you do not need to cite material in two circumstances:

- When the idea or thought is entirely your own and it is expressed in your own words.
- OR
- When you used common knowledge. If the idea or thought does not fall into one of these two categories, it is likely that you need to cite it.

### What is common knowledge?

Common knowledge includes information that the average reader will likely know. Distinguishing between common knowledge and information you need to cite may be challenging. If you are unsure whether the average reader will likely know the information, it is best to cite the material anyway. You can also ask your professor about whether a particular piece of information needs to be cited.
Next, let’s consider how to properly cite material that you take verbatim or directly from another source. To distinguish your words from the words you are directly taking from another source, you use direct quotations.

Anytime you take language directly from a source, you must use quotation marks and insert an in-text citation according to the writing style you are using. Take a look at the example of the correct use of a direct quote.

Often times, you will find yourself wanting to use some else’s work or ideas. You can do so as long as you still give credit back to the source. When paraphrasing, you do not need to use quotation marks, simply insert a proper in-text citation. Review the following example of how to properly paraphrase as another person’s work.

| Plagiarism: Direct Quotations | | Plagiarism: Proper Paraphrasing |
|-------------------------------|-------------------------------|
| Use of another person’s work or ideas without proper acknowledgment of source. | Use of another person’s work or ideas without proper acknowledgment of source. |
| Language taken directly from a source needs to be put in direct quotation marks. | If you want to discuss source material in your paper, but do not need to quote it directly, you need to properly paraphrase. Properly paraphrasing means putting the source material language in your own words. |
| **Original Source:** Although this study failed to prove the existence of the more hostile forms of sabotage, like destruction of materials or theft, it did prove that superficial sabotage does exist in higher education (Aurich 124). | **Original Source:** Although this study failed to prove the existence of the more hostile forms of sabotage, like destruction of materials or theft, it did prove that superficial sabotage does exist in higher education (Aurich 124). |
| **Correct Use:** Prior work completed by Aurich (2012) “failed to prove the existence of the more hostile forms of sabotage, like destruction of materials or theft, [but] it did prove superficial sabotage does exist in high education.” (Aurich 12). | **Correct Use:** Sabotage in higher education exists; however, research has suggested that it is limited to more superficial forms of sabotage. (Aurich 124). |
As we discussed earlier, anytime you use another person’s work or ideas, whether you are direct quoting or paraphrasing, you must insert an in-text citation at the end of the sentence. The format of your in-text citation will depend on the writing style you are using. Be sure to take note of the differences between common writing styles.

In addition to in-text citations, you must include a source listing at the conclusion of your work. Again, the format of your source listing will depend on the writing style you are using. To help you gain a better understanding of source listing, University Libraries has prepared a guide to help you understand how to do this.
Keeping these citation tips in mind, let's discuss the most common plagiarism issues at USC. They include copying and pasting someone else's work without using citation or the proper citation style, using another student's work without attribution, buying a paper online and submitting it, or slightly modifying that paper and submitting it, poor paraphrasing, lack of citation or failing to cite properly.

These common plagiarism issues are often detected through a software program called SafeAssign. Your professors use SafeAssign to scan for matches against another student's papers, internet sources, a large database of previously submitted papers, and other online databases.

Now that you have a better understanding of plagiarism, let's discuss the other forms of academic dishonesty included in the Honor Code.
The Unauthorized Assistance policy prohibits: “giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.”

Most students violate this policy on homework assignments, during tests, or when collaborating on an assignment.

On homework assignments, students often violate this policy by sharing homework when it is not permitted. Avoid sharing your homework or lab answers with other students, because you never know when a student will copy your work and submit it as his or her own. Of course, the students receiving the assistance also violate this policy.

Concerning test cheating, students will violate this policy by looking off someone else’s exam for the answers or by assisting another student in providing the answers. If you tend to look around while you are thinking about the answers, here’s a tip: ask to be seated in a location during the exam where you cannot see other student’s papers if you look around, such as a
location never a wall or on the front row.

Finally, students violate this rule by collaborating when it is not permitted, or through poor collaboration. Students who collaborate share an equal or roughly equal division of labor and effort. If a student merely copies another student’s work or writes down answers as directed by another student, then that student may have received unauthorized assistance.

Next, let’s consider unauthorized materials. The policy prohibits unauthorized use of materials or information of any type of the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.

Students may violate this rule in online classes by using materials not permitted for an online exam. Remember, just because the test is online doesn’t mean you can use whatever materials you would like. Review the syllabus and seek guidance from your professor about what materials can be used for the exam and strictly follow that guidance.
## Unauthorized Materials
Unauthorized use of materials or equipment by any person for unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.

### Online Assignments/Sources
- Use only materials/sources that the professor permits on the online exam.
- Seek clarification if confused about which materials are permitted.

### Cell Phone Use
- Use of cell phone or other electronic communication device is rarely permitted during the exam.

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## Unauthorized Access to Exams
Unauthorized access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.

### Solutions Manuals/Publishers’ Tests
- Will likely never be authorized exam study materials and are generally not permitted, unless your professor gives you explicit permission to use them.

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A word on cell phone use during the exam. Using your cell phone during the exam is almost always going to be considered a violation—the presumption will be that you are using it for dishonest purposes. So leave it in your book bag or at home.

Finally, and this is obvious, but unauthorized notes will be a violation of this policy. Examples include taping equations to your calculator cover and writing definitions on your legs. Again, read your syllabus to find out what you can have in the testing room and strictly follow that guidance.

Moving on, let’s talk about unauthorized access to a test before its administration.

Getting the publisher’s copy of the test or getting a copy of the test from a friend or other source is an egregious violation of the Honor Code. Your professors work hard to ensure a fair evaluation process of your work. By having the answers in advance, you receive an unfair advantage over the other students in your class.
Next, let’s look at the policies of bribery and interference. The policy of bribery is fairly straightforward. Exchanging or offering to exchange money, or other things, such as football tickets, to gain an academic advantage will be considered bribery. It will NOT be a defense to this charge that you were just joking.

Interference is a policy that is fairly straightforward too. It includes any act that is intended to interfere with your professor’s ability to assess your competency or performance in an academic setting.

Finally, let’s talk about lying. When you lie about your work or misrepresent the truth, you lose your professor’s trust and your risk your credibility.

This includes fabricating documents and altering documents, telling little “white lies,” and signing your friends in for class, or asking a friend to sign you in for class.
Every student at USC has a responsibility to engage in a high level of academic honesty. However, at different points in your career you may find yourself making poor choices. When students are involved in an Honor Code violation, more often than not, poor time management can lead to poor decision making and policy violations. Consider these seven time management tips as you prepare for your next paper or exam. I find the following three tips to be most helpful:

**Try to Combine Activities:** Bring your psychology notes to study while you are waiting on your laundry.

**Self-Care:** Make sure you have time to eat and sleep properly.

**Use distributed learning:** study in short time blocks, with short breaks in-between.
The cost of academic dishonesty

Academic Reputation
- Loss of professor's trust and respect
- Loss of potential recommendations for graduate and professional schools

Financial Impact
- If suspended, loss of tuition, books, and fees for the semester (total approximately $10,775 for in-state; $19,895 out-of-state)

Student Status Impact
- Potential failure of the course in which the violation occurred
- If suspended, loss of academic credit for the semester

Other Considerations
- Breach of personal ethics
- Disclosure to family and friends
- Disciplinary penalties

We’re here to help! Contact:

There are plenty of resources, both online and in-person, that can help you understand and avoid plagiarism. Here are a few:

- University Writing Center
  By appointment 603.777.2075
  http://artsandsciences.sc.edu/write/university-writing-center

- University Libraries
  Thomas Cooper Library
  http://library.sc.edu/p/TCL
  Citation Guide: https://guides.library.sc.edu/content.php?pid=884&tid=58859

- Student Success Center
  Thomas Cooper Library
  603.777.1000
  http://www.sa.sc.edu/sec/

- Office of Academic Integrity
  255 Bull Street Building
  603.777.433
  http://www.ouintegrity.sc.edu

- Seek help from your professor

Academic dishonesty carries with it many repercussions including loss of trust and respect with your professor and potential failure of your course.

Additionally, if suspended, you could face a large financial impact. Not to mention the various disciplinary penalties imposed if found responsible for a violation. It is just not worth it.

We are here to help! Know your resources and utilize them. Always keep in mind the Carolinian Creed and practice personal and academic integrity.