



ERC, Spring 2016

Designing Assignments to Promote Academic Integrity

The prompt:

- Create longer assignments that are sequenced and scaffolded, so that students are thinking regularly and incrementally toward a final product
- Avoid open-ended topics, i.e. effects of domestic violence, Shakespeare and women, racism
- Tailor essay questions to the thematic content and discussions of your course
- Ask for justifications and statement of interests regarding research topics
- Set deadlines for various components of the final product (introduction, body paragraphs, transitions)
- Require photocopies of sources as part of the final submission process
- Use SafeAssign to check for plagiarism (EdTech has workshops on Blackboard and SafeAssign)
- Share your grading rubric

The process

- Dialogue with students about the various stages of their writing (brainstorming, outlining, organization, formatting, researching, citations, idea development, drafting, and revising)
- Designate class time for students to work on specific stages of an assignment (have students bring sources to class to create MLA bibliographic entries, group work with selected passages to paraphrase, peer review of specific paragraphs)
- Incorporate informal writing tasks related to the larger assignment
- Schedule conferencing with students about their progress
- Emphasize revision as a routine process for writing
- Use academic honesty contracts (see sample on next page)
- Embed writing activities that are task and discipline specific
- Require reflective writing about the essay process



Academic Honesty Contract

Academic Dishonesty “is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion.”¹ Students who practice academic dishonesty by copying written passages from sources or presenting someone else’s ideas, research or writings as their own commit a form of dishonesty called plagiarism.

Plagiarism is...

- Incorporating someone else’s words into your work without using quotation marks or providing attribution.
- Paraphrasing a passage and providing attribution, but retaining the original phrasing or forms of expression.
- Borrowing ideas without crediting the source.
- Allowing someone to rewrite or transform your essay or parts of your essay. This is different from using feedback from peers, Writing Center tutors, or the professor to improve your own work.
- Purchasing an essay from a website or a paper-mill.

In addition to Hostos Community College’s Academic Integrity webpage and your course syllabus, Purdue University’s Online Writing Lab has strategies and explanations for avoiding plagiarism: <https://owl.english.purdue.edu/owl/resource/589/01/>

Consequences:

Anyone who plagiarizes in this class will be reported to the Dean of Student Life and earn a failing grade on the assignment. Repeat offenders may face suspension or expulsion from the College.

Signing below indicates:

- I understand what plagiarism is and my responsibilities regarding this matter,
- I will ask my instructor if I have questions regarding plagiarism, and
- I agree to abide by the above consequences should I intentionally plagiarize.

_____ (student) _____ (date)

_____ (instructor) _____ (date)

¹ Academic Integrity Policy, Hostos Community College: <http://www.hostos.cuny.edu/Administrative-Offices/Office-of-the-Registrar/Academic-Info/Academic-Integrity>



Suggestions for Handling Proven Cases of Plagiarism

- Highlight plagiarized passages in the student's work
- Print out the source from which plagiarized material was taken
- Retain or photocopy the assignment for record keeping
- Return to the student a Plagiarism Notification Letter (see next page)
- Meet with the student in person to discuss the matter
- Show the student evidence of plagiarism
- Read out loud non-plagiarized and plagiarized passages of the student's work, changing tones in order to convey alterations in the language
- Invite the students to paraphrase the problem with plagiarism
- Show the student the ERC guidelines
- Fill out a reporting form
- Submit the form and the assignment to the Chief Liaison of the English Rigor Committee
(Tram Nguyen, B-339 or English Office Mailboxes)



Dear _____,

The Academic Integrity Policy of Hostos Community College defines plagiarism as Academic Dishonesty and it “is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion.” Furthermore plagiarism “is the act of presenting another person’s ideas, research or writings as your own.” Evidence of plagiarism has been found in your paper. As a result, this paper will receive a failing grade, and the Office of Academic Integrity will be informed. Please discuss this with me during office hours.

F

Professor _____