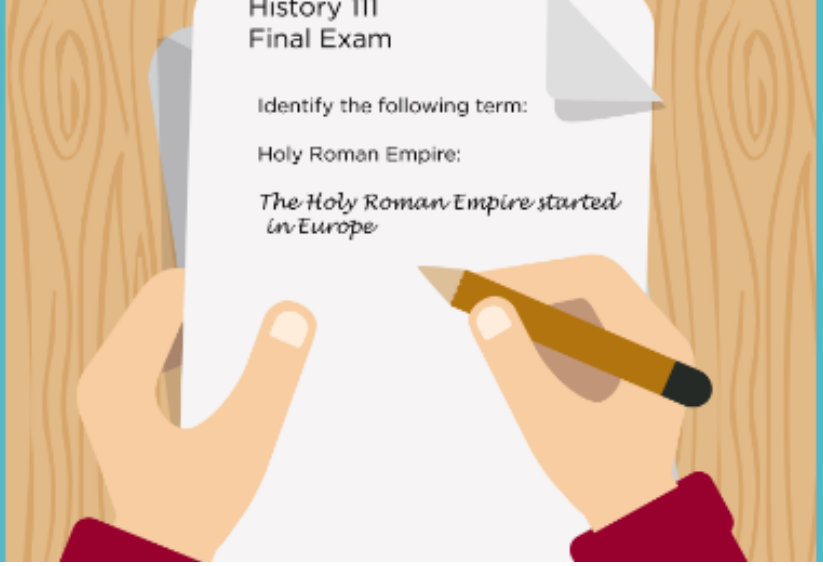
BEST PRACTICES

FOR PROMOTING ACADEMIC INTEGRITY

OFFICE OF ACADEMIC INTEGRITY
SC.EDU/ACADEMICINTEGRITY - 803-777-4333



UNAUTHORIZED ASSISTANCE IS THE SECOND MOST COMMON VIOLATION THAT OCCURS AT UOFSC. THEREFORE, IT IS HELPFUL TO STATE CLEAR GUIDELINES ON HOW STUDENTS CAN OR CANNOT WORK TOGETHER.

1 CLEARLY DEFINE COLLABORATION

Clearly articulate what group work should and should not look like in your classroom.
If you permit students to work together on an assignment, go a step further and explain what working together means.

For example, you may assign a project with group work and a follow up report that is to be independently written.

Remind your students that it is their responsibility to seek clarification if they are unclear on what constitutes proper or improper collaboration. Click here for sample statements.

2 ARTICULATE EXPECTATIONS FOR ONLINE RESOURCES

Explain to your students your expectations when it comes to using the internet to complete their assignments.

For example, compile a list of preferred online sources. This list will guide your students in a direction that encourages the use of acceptable resources.

3 INCORPORATE SYLLABUS STATEMENTS

Setting clear expectations with students via your syllabus is important. When discussing academic integrity, it is best to share your obligation (and student's obligation) to report as well as sharing the specific ways in which a student can violate our Honor Code.

Lastly, outlining your standard grade penalty for an academic integrity violation can be a helpful deterrent to academically dishonest behavior. Click here to access samples on our website.

4 CAREFULLY PROCTOR EXAMS

Tips for proctoring exams include:

- Verify student IDs to ensure the person taking the exam is the person enrolled in your class.
- Require students to leave backpacks and phones at the front of the room.
- Confront students using cellphones during the exam
- Utilize a seating chart.
- Utilize multiple versions of the exam.

5 UTILIZE RESOURCES TO ENCOURAGE INTEGRITY

Resources include (click each bullet to access resources):

- Academic integrity syllabus checklist
- Academic integrity tutorial
- Purdue Owl Online Writing Lab
- Citation exercises
- Encourage use of the Student Success Center. This can be a requirement or extra credit.
- You can also motivate your students to utilize the Writing Center

Adapted from: Excellence with integrity: A preferred practice series for faculty (2016). University of California, San Diego.

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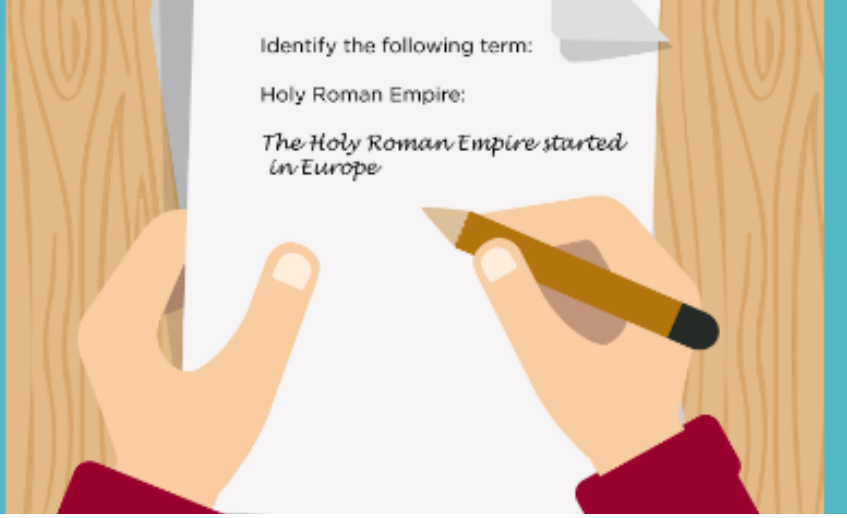

6 SET CLASSROOM EXPECTATIONS & REVISIT FREQUENTLY

Explain to your students why academic integrity is important to you and how you expect them to uphold the Honor Code and the Carolinian Creed.

Ensure you revisit your expectations throughout the semester. For example, include helpful links to plagiarism.org or owl.english.purdue.edu when building assignment instructions.

Additionally, it is important to address civility with your class. You can reference a faculty guide to classroom civility here.

"ADDRESS STUDENTS' ANXIETY SO THEY WON'T 'NEED' TO CHEAT. OFFER EXAMPLES OF USING RESOURCES, OFFER HELP IN WRITING, SHOW HOW THE EXAM RELATES TO WHAT [YOU] WANT THEM TO LEARN, WALK THEM THROUGH TYPICAL QUESTIONS."

-DENNIS BRICAULT
LEGAL BASES FOR DEALING WITH ACADEMIC DISHONESTY

7 REQUIRE STUDENTS TO SIGN AN HONOR CODE

Requiring students to sign an honor statement before a quiz or exam will affirm your commitment to creating a culture of academic integrity in your classroom.

For example, students could write "I will practice personal and academic integrity."

8 KNOW YOUR STUDENTS' VOICES

Use written assignments as an opportunity to learn your student's voices.

As a result you will better be able to detect when a student's voice may not be their own. This may be an indicator that the student's work is not their own.

9 ALWAYS USE SAFEASSIGN

SafeAssign, a plagiarism detection software through blackboard, generates originality reports that outline matches between student papers and other sources. This tool will help make detecting plagiarism easier. Click here for more information.

"A SHARP DROP IN CHEATING OCCURS WHEN STUDENTS MAKE AN HONOR COMMITMENT JUST BEFORE UNDERTAKING A TEST OR ASSIGNMENT."

- Dan Airely, Duke Researcher

10 HOW TO RESPOND TO A POTENTIAL VIOLATION

You have an obligation to report the incident to the Office of Academic Integrity.

In addition to reporting, you may discuss your concerns with your student and review our adjudication process with them. for information, call or view our website. Click here to view our reporting tutorial.

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