HOW TO DISCUSS ACADEMIC INTEGRITY EARLY IN THE SEMESTER

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LEARNING GOALS

1. How to promote academic integrity in your course from week one
2. Recognize aspects of your courses that can influence academic dishonesty and how to change this
3. Understand why reusing your old exams is a big mistake
4. Have effective strategies for discouraging cheating on assignments
5. Manage your emotions appropriately when confronting a cheating student
6. Specific practices we can implement based on our experiences
HOW TO PROMOTE ACADEMIC INTEGRITY IN YOUR COURSE FROM WEEK ONE
- Syllabus
- Students Rights and Responsibilities
- Faculty Rights and Responsibilities
- University Guidelines
SYLLABUS

• Section ADM 06-106- Handbook of Operating Procedures (Faculty Right and Responsibilities)

• The syllabus shall at minimum contain:
  • Faculty information, office hours, and contact information
  • Required materials, description of course and assignments (including exams),
  • Grading system
  • Policy in regards to absences and make up work
  • Student Learning Objectives
  • Additional information requested by UTRGV and the department
STUDENTS’ ACADEMIC RIGHTS AND RESPONSIBILITIES

- **Right:** Students have the right to know the standards of academic performance established for each course in which they are enrolled.

- **Responsibility:** Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session and for learning the content of any course of study for which they are enrolled. Rules applying to academic integrity and scholastic dishonesty must be followed.
STUDENT CODE OF CONDUCT STU- 02-100

• The purpose of this policy is to provide students fair notice of conduct considered unacceptable at The University of Texas Rio Grande Valley (UTRGV) and which may be the basis for disciplinary action. This conduct listed is not intended to be a complete list of conduct punishable by disciplinary action.

Scholastic Dishonesty Policy Statement STU 02-100

• Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or any attempt to commit such acts.
FACULTY RIGHTS AND RESPONSIBILITIES

• Section ADM 06-106

• This policy sets forth the rights and responsibilities of faculty members at the University of Texas Rio Grande Valley (UTRGV). Faculty members at UTRGV are entitled to rights, with associated responsibilities, related to their research or scholarship, teaching and service activities.

• This policy applies to all UTRGV faculty
UNIVERSITY GUIDELINES

This Handbook of Operating Procedures (HOP) of The University of Texas Rio Grande Valley contains policies and procedures for the governance of UTRGV. Policies connect UTRGV’s mission to individual conduct, clarify institutional expectations, support compliance with laws and regulations, mitigate risk, and enhance productivity and efficiency in operations. UTRGV and its activities are subject to the Rules and Regulations of the Board of Regents of The University of Texas System.

http://www.utrgv.edu/hop/handbook/index.htm
RECOGNIZE ASPECTS OF YOUR COURSES THAT CAN INFLUENCE ACADEMIC DISHONESTY AND HOW TO CHANGE THIS
DAILY ASSIGNMENTS AND HOMEWORK

• Presume the assignment requires individual, independent work
• Group or study-buddy work should be clearly identified on the course syllabus. If in doubt, ask
• Turn your materials in on time and in the proper format (hard copy, electronic, et cetera)
• Retain confirmation of document delivery if submitted electronically

https://www.utrgv.edu/srr/students/academic-integrity/index.htm
ESSAYS AND SIGNIFICANT CLASS PAPER

- Begin your research as soon as the paper is assigned.
- Make notes of your readings and properly identify the source of the information.
- Prepare several draft documents. Remember to give credit to source of the information.
- Ask the professor what style of citation they prefer (MLA, Chicago style, APA, et cetera).
- Use quotation marks and proper footnotes where applicable, regardless of academic subject.
- Protect your work from others.
- Lock your computer if you step away.
- Avoid storing your information on someone else’s computer. They may not be as trustworthy as you think.
- Be certain to put your name or identifying number on your paper.
- Turn in your assignment on time and in the manner prescribed by your professor (hard copy, electronic, et cetera).
- Save your drafts and research notes until the paper has received a final grade.

https://www.utrgv.edu/srr/students/academic-integrity/index.htm
EXAMINATIONS

• Leave all personal belongings at the front of the room—including cell phones. Turn them off or don’t bring them at all. Be respectful of your fellow students.

• Present your Bronc Card for identification if requested.

• Remove your hat.

• Keep your eyes on your own paper during the exam, and protect your responses from inquisitive neighbors.

• Don’t even consider using unauthorized materials, writing on body parts or gesturing hand signals with classmates.

• Sharing exam information, questions or answers with other students is a form of academic dishonesty.

https://www.utrgv.edu/srr/students/academic-integrity/index.htm
UNDERSTAND WHY REUSING YOUR OLD EXAMS IS A BIG MISTAKE
• What can happen to your old exam

• Recycled questions

• Online?
  • [https://facdevblog.niu.edu/onlinecheating](https://facdevblog.niu.edu/onlinecheating)
HAVE EFFECTIVE STRATEGIES FOR DISCOURAGING CHEATING ON ASSIGNMENTS
- When you cheat on an exam, it looks like you know the content, which means whenever you’re confronted with that material, you’ve got to fake it.
- When you cheat, important skillsets, those things employers assume college graduates possess, remain undeveloped or underdeveloped.
- Don’t kid yourself, a small cheating problem seldom stays that size.
- Cheating in college sets you up for cheating in life.
- Cheating puts your personal integrity at risk.
- You can accomplish what you need to without cheating.
- Cheating prevents you from being the person you want to be.

https://www.facultyfocus.com/articles/teaching-professor-blog/memo-students-cheating/
• Academic Integrity Violation Sanction Guidelines

• Both instructor and student should be able to have a clear understanding of the course and what is expected

• All questions or concerns should be address and answered clearly
  • Daily assignments
  • Essays
  • Exams

• Students will have a disciplinary record that is retained for 7 years that may affect future admissions to colleges or careers due to background checks. – Student Rights and Responsibilities
VIOLATIONS OF ACADEMIC INTEGRITY

• A student commits an act of academic or scholastic dishonesty such as:
  • Cheating
  • Plagiarism
  • Collusion
  • The submission for credit of any work or materials that are attributable in whole or in part to another person
  • Taking an exam for another person
  • Any act designed to give unfair advantage to a student
  • The attempt to commit such acts
TOOLS FOR DETECTION

• SafeAssign – helps to identify sources of plagiarism

• Youtube - helps to identify classroom tactics employed by cheaters
  • LockDown Browser

• Knowledge through experience (yours and ours)
PREVENTION BY FACULTY

• Comprehensive Course Syllabus Statements
  Set Expectations on First Class Day
  Course and Assignment Design
  Create Well Crafted Writing Prompts
  Safe Assign as a teaching tool
  Provide Examples and Resources
  Opportunities to ask for Clarification
  Test Administering Procedures
  Test Integrity
MANAGE YOUR EMOTIONS APPROPRIATELY WHEN CONFRONTING A CHEATING STUDENT
STUDENT RIGHTS AND RESPONSIBILITIES PROCESS

• Strongly suggest professor meet w/student
• Submit report online
• SRR will meet with student and start investigation
• Student must still attend class/participate/submit assignments/exams
• Submit Incomplete if grades are due before case is resolved
• Do not confront the student by yourself
REPORTING ACADEMIC DISHONESTY

• Identify students involved
• Gather relevant materials
• Submit Report On –line
• Sanction Options
  • Resubmit assignment/retake exam
  • Reduce grade on assignment/exam
  • Reduce final grade in course
  • F on assignment/exam
  • F in course
DISCIPLINARY PROCESS

All Student Code of Conduct Violations are submitted via Vaqueros Care Report It.

The information is directed to a staff member at SRR.

- Academic Dishonesty (faculty only)
- Student Violations
- Equity & Title IX
- Concerns About a Student
- Complaints
- Residence Life Violations
ACADEMIC DISHONESTY DISCIPLINARY PROCESS

Option A:
- Faculty member meets with student
- Faculty member may determine if the evidence supports a finding of violation.
- If evidence supports a finding of violation, student may choose to:
  - Accept responsibility, waive hearing procedure, and receive a **Faculty Disposition** *(sanction determined by faculty)*. A form is signed by both parties and forwarded to SRR for review to determine whether an additional sanction is warranted.
  - Not accept a Faculty Disposition. The matter is then referred to the **Student Rights & Responsibilities (Option B)**. If applicable, student is assigned an “Incomplete” until matter is resolved.

Option B:
- Faculty member refers student to **Student Rights & Responsibilities (SRR)**
- Student Rights & Responsibilities investigates the matter and confers with student and faculty member to determine if the evidence supports a finding of violation.
- If evidence supports a finding of violation, student may choose to:
  - Accept responsibility, waive hearing procedure, and receive an **Administrative Disposition** *(sanction determined by SRR)*
  - Deny responsibility and proceed to formal **Hearing**. The matter is reviewed by a Hearing Officer. The case may be dismissed or found in violation and sanction will be imposed.

UTRGV Student Rights and Responsibilities
DISCIPLINARY PROCESS

**Summons**

Students that require a meeting with staff receive an appointment letter or a summons charge letter to meet with SRR staff. Witnesses, staff members or other students may be requested to schedule an appointment as well.
DISCIPLINARY PROCESS

Investigation

Allegations of misconduct will be investigated. After the student is summoned for a meeting, the student will be able to discuss the allegations with an SRR staff member.

Reviewing the Evidence/Determine Sanction

Staff review the evidence, (PD report, witness statements, professors materials, etc.) determine whether to proceed with charges, and develop a sanction appropriate for the situation.
APPEAL PROCESS

• Appeals are submitted to SRR within 10 days of accepting an Administrative Disposition or Hearing Decision.

Disciplinary Process

• How does having a disciplinary record affect a student?
  • Students will have a disciplinary record that is retained for 7 years that may affect future admissions to colleges or careers due to background checks.
SPECIFIC PRACTICES WE CAN IMPLEMENT BASED ON OUR EXPERIENCES
• Learn from our experiences
• Share information
• Talk to others in your department
• Reach out for help
• Stay updated
• Learn to adapt and evolve with changing times
• Create and keep a network with your peers
RESOURCES

• http://www.utrgv.edu/en-us/search/?q=handbook
• http://www.utrgv.edu/hop/handbook/index.htm
• http://www.utrgv.edu/hop/policies/adm-06-106.pdf
• http://www.utrgv.edu/en-us/search/?q=academic+integrity
• http://www.utrgv.edu/hop/policies/stu-02-100.pdf
• https://www.utrgv.edu/srr/students/academic-integrity/index.htm
• http://www.utrgv.edu/en-us/student-experience/report-it/
• https://www.insidehighered.com/news/2008/06/10/postyourtest
• http://postyourtest.com/
• https://wcetfrontiers.org/2015/02/17/empowering-practices-3-steps-you-can-take-now-to-improve-academic-integrity/
• https://facdevblog.niu.edu/onlinecheating
• http://tutorials.istudy.psu.edu/academicintegrity/academicintegrity9.html
• https://www.facultyfocus.com/articles/teaching-professor-blog/memo-students-cheating/