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Middle Years Program Academic Honesty Policy

Standard B1.5d:

- **The school has developed and implements an academic policy that is consistent with IB.**

Our schools define academic honesty as a set of values and skills that promote integrity in teaching, learning and assessment. We believe that students must be educated to be principled, to recognize and create authentic student work and to promote student learning that includes responsible use of information and communication of original work.

Definition

Academic honesty is acknowledging responsibility to produce students' own work, recognition of the work of others, and maintaining honor and trust in learning environments of our schools.

It is important to understand appropriate academic honesty practice, it is important to clarify behavior that can lead to an unfair advantage in academic work.

Plagiarism

An act or instance of suing or closely imitating the language and thoughts of another author without authorization and/or representation of that author's work as one's own, by not crediting the original author. Examples of plagiarism include any representation of others' work as your own, non-original work that is not cited and appropriately referenced in submissions, copying information from a book or website, misuse of quotations or paraphrasing, using online language translators unless allowed, etc.

Collusion

Collusion is defined as secret or illegal cooperation or conspiracy, especially in order to cheat or deceive others, including allowing one's work to be accessed or copied or submitted for assessment by another student. Examples of collusion could be allowing your work to be copied and/or submitted by another student, helping someone else cheat deliberately and through support, representing significantly unequal work as an equal collaboration, writing a paper or doing homework for another student, sharing information about assessment content and questions with other students, etc.

Collusion is the opposite of collaboration which is when multiple students actively engage during the learning experience as well as in the creation of a product based on the assignment guidelines.

Duplication of Work

Submission of the same work, for different curriculum components or assessments.

Unfair Practice

Unfair practice is defined as any action that gains a student an unfair academic advantage. Examples of unfair practice could be falsifying records or data, sharing passwords, using unauthorized material, altering grades, false citations, impersonating a person, misconduct during testing times, etc.

It is the understanding of all school personnel that when a student puts his or her name on any assignment, they are submitting it as their own work and acknowledging themselves as the original owner.

Supporting Academic Honesty

The school community upholds the district's core values of integrity, respect, and responsibility. The staff will strive to promote positive school climate and will focus on developing attributes where good practice of academic honesty is the norm.

Roles and Responsibilities supporting academic honesty

Faculty

- **Help students understand what academic honesty is and why it is important.**
- **Help students learn definition of plagiarism, collusion, duplication, and unfair practice.**
- **Teach recognized citation methods for written and non-written works.**
- **Model good practices of academic honesty**
- **Encourage students to find their own voice and ideas.**

Students

- **Confirm understanding of academic honesty policy.**
- **Be honest in presenting all of their work**
- **Know what constitutes cheating and how to abide by the academic policy standards**
- **Produce authentic work**
- **Ask for guidance if unsure**

Administration

- **Support academic honesty policy and investigate all reports of academic dishonesty**

- **Ensure that all staff, students, and parents understand definitions and responsibilities**
- **Ensure that the academic honesty policy is applied consistently throughout the school.**

Parents, Guardians, and/or Outside Supports

- **Encourage your child to practice academic honesty**
- **Address concerns of academic honesty with your student and school personnel if necessary**
- **Monitor student work to assure authentic student work**

Guidance on Citing Sources

Students need to use a citation format that documents sources. Modern Language Association (MLA) as well as APA (American Psychological Association) are common resources used when documenting sources. Listed below are some examples of how to cite sources and format document citations.

When using APA or MLA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

In-text citation capitalization, quotes, and italics/underlining

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media, There Is Nothing Left to Lose*.

(**Note:** in your References list, only the first word of a title will be capitalized: *Writing new media*.)

- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicize the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind; The Wizard of Oz; Friends*.

- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds;" "The One Where Chandler Can't Cry."

Short quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long quotations

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Summary or paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners. APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).