Policy on Academic Honesty

Students come to the A.L.I. to develop English skills and acquire knowledge to prepare them for study at the college or graduate level. This is only possible if learning activities are undertaken honestly. Therefore, students also need to learn the academic standards of higher education at The University of Toledo, including the standards of academic honesty.

On all speeches, papers, tests, and homework:

- **The student must do his/her own, independent work**
- **When any ideas, sources, or materials other than the student’s own are used, the student must cite a source according to the rules of the program**
When do I cite sources?

- Whenever you use a chart, graph, photo, or text that was not originally made by you.

Examples:

Imagine you were giving a presentation on an endangered species. The orangutan (pictured at left) is an endangered ape.  


Or, if you were writing a report on the US economy, you might include a graph, like the one at left.

The U.S. national debt is increasing over time  (Source: [http://www.brillig.com/debt_clock/inflation.gif](http://www.brillig.com/debt_clock/inflation.gif)).
When do I cite sources? (continued)

• When you use **paraphrased ideas** from another source that are **not common knowledge**.

Example: According to Wikipedia.org, there are currently fewer than 7,500 Sumatran orangutans left in the wild ([http://en.wikipedia.org/wiki/Orangutan](http://en.wikipedia.org/wiki/Orangutan)).

• When you use **statistics** from another source.

Example: The Wildlife Conservation Society Indonesia Project **states that** due to forest destruction, the population of wild orangutans in Indonesia **fell 43% over the past ten years** ([http://www.wcsip.org/](http://www.wcsip.org/)).

When do I cite sources? (continued)

• When you use **direct quotations** or exact words in both written essays and spoken Presentations.

  **Example:** If you go online and find a good explanation that you want to use, word-for-word in your presentation, you need to cite the source.

Example: “According to information I found on Wikipedia.org, *The word orangutan is derived from the Malay and Indonesian words *orang* (meaning person), and *hutan* (meaning forest); thus *person of the forest**. ”
Also, if you were writing a paper about the US economy and you found a useful quote, you would need to copy the quotation exactly as it appears, and put it in quotation marks.

Written Example: In 2004, US Federal Reserve Chairman Alan Greenspan said, “as a nation, we may have already made promises to coming generations of retirees that we will be unable to fulfill” (http://www.bis.org/review/r040916a.pdf).

The information in the parentheses ( ) is the URL, the exact online location of the information that you have used. The teacher, or any reader, should be able to easily find your source online.
How to Cite Sources in Speeches & Oral Presentations

• If you use the picture of a baby orangutan that you found online as part of a PowerPoint presentation, you should include a photo credit.

During a speech or presentation, you should also cite a reference for a photo or graphic that you downloaded from the Internet.

Example: As this picture appears on the screen or you hold up a printout of it, you would say “This graph from the United States Treasury Department shows the growth of the National Debt over time.”
The University of Toledo Policy Statement on Academic Dishonesty

Policy Statement on Academic Dishonesty

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor’s advice. Examples of academic dishonesty include, but are not limited to:

1. Plagiarizing or representing the words, ideas or information of another person as one’s own and not offering proper documentation;
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
4. Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
5. Giving or receiving substantive aid during the course of an examination;
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
8. Submitting the same written work to fulfill the requirements for more than one course.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of calculator, computer, text materials, etc.). Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

- The student may be assigned an F for the work in question.
- The student may be assigned an F for the course. In this case the instructor should inform the Dean and the student of this action. The Dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
- The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the Dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student’s permanent record. It is expected that the Dean will consult with the instructor and the student in making such a judgment, and that the Dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to procedures approved by the respective colleges. The procedures for making a final appeal to the Student Grievance Committee may be found in the Student Handbook.
What is Plagiarism?

Plagiarism is the act of presenting someone else’s work as yours without citing a source to explain to your teacher that the work is not of your own origin.

Definition

• If a student copies a passage or even a sentence word-for-word from a posting on the Internet and submits it as his/her own original work, this is plagiarism.

Consequences

• Plagiarism is a very serious violation of the principles of academic honesty; students, including international students, who have been found guilty of plagiarism have been expelled from Universities in the US.

Remember

• Part of the reason why some students commit plagiarism is that they are embarrassed by their low English skills. However, taking other peoples’ work and recycling it will not help you improve.

• Your teachers will respect honest, hard work even if it is not perfect!
Examples of Plagiarism

• Intentional Plagiarism
This is when someone copies word-for-word from another person’s work (it could be copied from an online source, a book, or even another student). Here is a blatant example of intentional copy-and-paste plagiarism.

Example:

Student finds content on website

J. Doe
2/15/09

Global Warming

Global warming is a very serious problem these days. It’s being talked about in the news very often...

WHAT IS GLOBAL WARMING?

Carbon dioxide and other gases warm the surface of the planet naturally by trapping solar heat in the atmosphere. This is a good thing because it keeps our planet habitable. However, by burning fossil fuels such as coal, gas and oil and clearing forests, we have dramatically increased the amount of carbon dioxide in the Earth’s atmosphere and temperatures are rising.

The vast majority of scientists agree that global warming is real, it’s already happening and that it is the result of our activities and not a natural occurrence. The evidence is overwhelming and undeniable.

We’re already seeing changes. Glaciers are melting, plants and animals are being forced from their habitat, and the number of severe storms and droughts is increasing.
Global Warming

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I think that governments and people need to be concerned about this problem.

Warning: An action like this can result, at the very least, in an “F” for the assignment.

• Unintentional Plagiarism

This is when someone uses a source honestly, but does not cite the source correctly.

Incorrect: Paraphrase containing too many words from the original According to the website Climatecrisis.net, CO2 and other gases warm the surface of the planet in a natural way when they trap the sun’s heat in our atmosphere (http://www.climatecrisis.net/thescience/). Do not include more than 3 words in a row from the original passage.

Incorrect: Paraphrase of source material without citation Gases like CO2 warm the Earth’s surface in a natural way when they trap the sun’s heat in our atmosphere. When you paraphrase from an original source, changing the wording is not enough. You must also cite a source.

Correct: Acceptable paraphrase According to the website Climatecrisis.net, gases like CO2 warm the Earth’s surface in a natural way when they trap the sun’s heat in our atmosphere (http://www.climatecrisis.net/thescience/).

Here, the writer has carefully changed the wording of the original passage and cited the source correctly.
Regarding Translation Software

The American Language Institute does not allow students to use translation software or online translation apps, such as Google Translate or Odyssey Translator Pro to assist them with any written assignments or polished speeches. There are several reasons for this. First of all, students engaged in intensive English study need to make continuous progress in their language learning. Shortcuts like plagiarism or the use of translation software forestall the natural learning process. In addition, people who work as professional translators must consider variability of context, which is responsible for a high degree of accurate understanding in any language. For instance idiomatic phrases which make sense in English, such as “a square meal” and “it’s raining cats and dogs” do not translate into other languages. The same is true of idiomatic expressions in other languages when translated directly into English. Finally, experience shows that when a student does write a passage in his or her native language and simply runs it through a translation app, the translation is likely to be so literal that the resulting text is incomprehensible to the reader, and thus a waste of valuable time for all parties involved.