



## Graduate Teaching & Laboratory Assistants Orientation

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# Academic Honesty

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The preamble to the University of Georgia's policy on academic honesty states that teaching assistants, as members of the University community, are responsible for fostering a culture of academic honesty. This means being familiar with the policy and making sure your students understand how the policy applies to academic honesty in your class. Copies of the policy are available in the Dean's office of your college.

In practical terms, a policy of academic honesty means setting up a classroom environment where all students have a legitimate chance for their academic work to be evaluated fairly because all members of the class have adhered to the highest standards of honesty in completing their work. Following is a list of suggestions you might consider in fostering an environment of academic honesty in the classes you teach.

### Syllabus

- ◆ State your support and obligation to uphold the University Academic Honesty Policy in order to provide a fair learning environment for everyone.
- ◆ State your expectation that each member of the class is responsible for upholding the standard of the policy. (Pass out copies to your class.)

### Written Assignments

- ◆ Give a checklist for completing written assignments in a timely manner. (Poor time management is often the reason students are tempted to use someone else's work.)
- ◆ Provide many examples of what constitutes plagiarism.
- ◆ Give students an opportunity to practice using quotations and paraphrases with appropriate citations.
- ◆ Collect term paper assignments in stages (topic, note cards with sources or xerox of sources, outline, first draft, final draft).
- ◆ Repeat how you are obligated to report suspected plagiarism as academic dishonesty.

### Laboratory Reports

- ◆ State in writing how students are supposed to write up laboratory results on which they worked as a group. Give examples.
- ◆ Incorporate individual interpretation and synthesis in the report.
- ◆ Make understanding laboratory work essential for success in the course by testing what they have learned.

### Cooperative Efforts

- ◆ Be specific on individual contribution to a group project.
- ◆ Include peer evaluation of individual efforts and contribution.
- ◆ Include participation as individual graded component.

## Computer Work

- ◆ Require all work to be backed up on another disk to avoid excuses about technical failures.
- ◆ Explain clearly the guidelines and rationale for working alone or with other students on computer projects.

## Tests

- ◆ Get to know your students by name.
- ◆ Provide many opportunities for evaluation so that a single test does not become the only chance to do well in the course.
- ◆ Design new tests each semester which will show what students know, not just what they do not know.
- ◆ Outline testing procedures, expectations and behavior.
- ◆ Provide a large enough room to spread out.
- ◆ Provide an area to deposit book bags and materials in the front of the room.
- ◆ Provide adequate monitoring.
- ◆ Provide multiple test versions or paper colors.
- ◆ Collect and redistribute blank blue books.
- ◆ Establish a class honor code as a part of cooperative responsibility.

## Tips for Dealing with Suspected Academic Dishonesty

- Plan in advance for documenting academic dishonesty by providing multiple test monitors to corroborate observations.
- Do **not** publicly accuse anyone of cheating. Instead, remind students that tests are monitored and all students are expected to do their own work.
- Ask groups of students to spread out or move to provide a better testing environment. If individuals persist, have multiple observers or readers document what you have seen or read as the student completes the exam or assignment.
- Carefully compile all evidence pertaining to the incident and show it to your departmental supervisor.
- You or the faculty member responsible for assigning the student's final grade should report the matter by calling the Office of the Vice President for Instruction (OVPI) at 542-4336 within 15 days of discovery of the alleged dishonesty.
- Assign an "I" grade on the grade roll until the matter is resolved.
- The OVPI will contact the student to arrange a mutually convenient time for Facilitated Faculty/Student Discussion.
- Keep in mind that if the student and faculty member are unable to reach an agreement during the facilitated discussion and the case proceeds to a Continued Discussion, you are merely a witness to the proceedings and must abide by the decision of the Academic Honesty Panel.