

Academic Integrity: Plagiarism and Cheating Policies

EL CAMINO REAL
HUMANITAS



A Community of Scholars

As the Humanitas Program has grown, so has the need to address certain issues regarding plagiarism and cheating. As a “community of scholars,” our program has inherent issues that arise with students having the same teachers and working on the same assignments with peers that they will inevitably get to know very well. Humanitas will continually emphasize the need for academic honesty in order to maintain the integrity of our valuable program. A frank and open dialogue is the best way for students to avoid the temptations and pitfalls of plagiarism and cheating. Parents and students are encouraged to discuss these issues together.

PLAGIARISM POLICY

Each Humanitas class will discuss the issues of plagiarism, and how to use citations properly to avoid plagiarizing the work of others. The Humanitas Program’s instruction about plagiarism fosters valuable research skills, as well as academic and personal integrity that students will carry with them throughout their academic and professional pursuits.

Students are responsible for understanding the concept of plagiarism and how to avoid it. When in doubt, students are responsible for checking with their Humanitas teachers to make corrections *before the assignment is submitted*. Students are responsible for using research conventions to cite and clearly mark other people's ideas and words in their assignments. Students must understand that copying the work of another person and not giving them credit is an act of intellectual dishonesty.

Students must understand that it is academically unethical and unacceptable to do any of the following acts:

- To submit an essay written in whole or in part by another person as if it were his/her own.
- To download an essay from the Internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
- To restate a clever phrase *verbatim* from another writer without acknowledging the source.
- To paraphrase part of another writer's work without acknowledging the source.
- To reproduce the substance of another writer's argument without acknowledging the source.
- To take work originally done for one instructor's assignment and re-submit it to another teacher.

The consequences for committing any of the previous acts of academic dishonesty can include a double fail on the assignment, as per El Camino Real’s policy, which may result in a fail in the class as a whole. The teacher is neither required to nor likely to assign a make-up or re-write of the failed assignment. In the event of persistent or widespread plagiarism, the student(s) may be removed from the Humanitas program.

In addition to the above, students must know:

- All Humanitas teachers will require major assignments to be turned in on a computer disk. Students are responsible for having a pack of disks. Disks will not be returned.
- Major assignments turned in on disk will be checked through the Humanitas subscription to www.turnitin.com which compares each assignment to every web page and papermill site on the internet to look for borrowed passages or phrases.
- Assignments checked through www.turnitin.com will automatically be added to the database.

Plagiarism Statement

The following statement is abridged from pages 66-75 of Joseph Gibaldi's sixth edition of *The MLA Handbook for Writers of Research Papers* (New York: MLA, 2003). This text is the foremost American authority on scholarly writing in English literature and composition courses. It is the ultimate source of documentary procedure for English students.

You have probably read or heard about the charge of plagiarism in disputes in the publishing and recording industries. You may also have had classroom discussions about student plagiarism. Derived from the Latin word *plagiarius* ("kidnapper"), *plagiarism* refers to a form of cheating that has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own" (Alexander Lindey, *Plagiarism and Originality* [New York: Harper, 1952] 2). Using another person's ideas or expressions in your writing without acknowledging that person's work is intellectual theft. Plagiarism is a moral and ethical offense . . . [and it] carries severe penalties, ranging from failure in a course to expulsion from school.

At all times during research and writing, guard against the possibility of inadvertent plagiarism by keeping careful notes that distinguish between your own musings and thoughts and the material you gather from others. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, when paraphrasing another's argument, or when presenting another's line of thinking.

The MLA Style Manual (New York: MLA, 1985) likewise clearly outlines the dangers of plagiarism:

In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else, and to do so is considered a violation of the professional responsibility to acknowledge "academic debts" ("Statement on Professional Ethics," Policy Documents and Reports, 1984 ed., Washington: AAUP, 1984, 134).

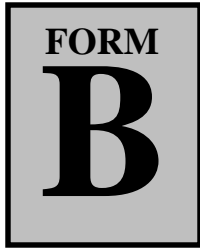
The most blatant form of plagiarism is reproducing [or submitting] someone else's sentences, more or less verbatim, and presenting them as your own. Other forms including repeating another's particularly apt phrase without appropriate acknowledgement, paraphrasing someone else's argument as your own, introducing another's line of thinking as your own development of an idea, and failing to cite the source for a borrowed thesis or approach. The penalties for plagiarism can be severe, ranging from loss of respect to loss of degrees, tenure, or even employment. At all stages of research and writing, you must guard against the possibility of inadvertent plagiarism. . . .

Even without considering the penalties of plagiarism, the best scholars generously acknowledge their debts to others. By doing so they not only contribute to the historiography of scholarship but also help younger scholars understand the process of research and discovery.

CHEATING POLICY

It is vital that students maintain complete academic integrity throughout their educational pursuits. Students are expected to produce their own original ideas, answers, and explanations on all course activities. Cheating and plagiarism are significant issues with serious consequences. El Camino's school policy as stated in the student handbook will be enforced. This includes, and is not limited to, a double-zero on any assignment that does not meet the standards of academic honesty.

- Students may not submit any assignment written in whole or in part by another student as if it were their own.
- Students may not download work from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
- Students may not reproduce the substance of another writer's work without acknowledging the source.
- Students may not take work originally done for one instructor's assignment and re-submit it to another teacher.
- Students may not cheat on tests or quizzes through the use of crib sheets, hidden notes, viewing another student's paper, revealing answers on his/her own paper to another student through verbal or textual communication, sign language, or other means of storing or communicating information, including electronic devices, cell phones, headsets, portable computers, etc.
- Students may not copy another student's homework in whole, part, or paraphrase and submit it as their own. Students may not be in possession of another student's work.
- Students may not assist another person in cheating by loaning papers, homework, or answers. This includes communicating quiz and test information from one period to another.
- Students may not work so closely together with another student that the work produced reflects exactly the same ideas and views.



BEHAVIOR CONTRACT: Work Habits, Cooperation, and Participation Policies

E L C A M I N O R E A L
HUMANITAS



Students, Teachers, & Parents

The following guidelines detail expectations for student conduct for participation in the Humanitas Program. Please read these guidelines carefully, as student work habits, cooperation, and participation will directly affect academic marks, participation in field trips, and eligibility for the Humanitas Program.

Work Habits

- All El Camino school rules and policies apply. Please refer to the student handbook.
- Humanitas student/teacher/parent relationships are built upon mutual respect. Treat everyone accordingly.
- Students are responsible for following the classroom syllabus of each Humanitas teacher.
- Students are required to bring the necessary course materials to each Humanitas class.
- Students must be in their seats and ready to work when the bell rings.
- Attendance and punctuality are important. Excessive absences and/or tardies may affect eligibility in the program. (If special circumstances exist, teachers must be notified.)
- Always turn cell phones off in classrooms, museums, theaters, etc.
- Lack of participation and missing assignments will lead to unsatisfactory marks in *work habits* that may affect eligibility in the program.
- Two (2) or more fails in Humanitas classes will result in removal from the program.

Cooperation

- Disruptive and/or inconsiderate behavior is not acceptable and will not be tolerated. Persistent disruptive or inconsiderate behavior will threaten student eligibility in the program. Teacher action may include mandatory weekly progress reports, parent conference with the team of Humanitas teachers, student conference with the coordinator, and an Individualized Behavior Contract.
- Students with two (2) or more unsatisfactory *cooperation* marks in Humanitas classes will not be eligible to attend Humanitas field trips and may result in removal from the program.
- Two (2) or more unsatisfactory *work habits* marks in Humanitas classes may result in removal from the program.

Participation

- Humanitas students are required to complete the theme essays that are given at each grade level.
- Students are responsible for all instructions given for each field trip. Listen carefully, follow all bus rules and stay in assigned groups within designated areas. Always be polite and considerate of everyone you encounter on a field trip. You are a direct reflection of our program.
- Attendance on *at least one* Humanitas Night is an integral part of the Humanitas experience. Students must obtain parent approval. Carpooling options are always available, and scholarships are awarded on an as-needed basis. Announcements will be sent home prior to each event.
- Field-trip attendance (for all eligible students) is expected.
- Participation in fundraising opportunities is expected from all students in the program.



Grade: _____ Date: _____

Student Name: _____
Last Name, First Name

Parent Name: _____

Parent Daytime Phone #: _____

Mailing Address: _____

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Contract Agreements

Students and parents must review the information in the Academic Integrity Contract and the Behavior Contract and sign below. This paper is due before the end of the third week of school.

FORM

A

**ACADEMIC
INTEGRITY
CONTRACT:
Plagiarism and Cheating
Policies**

I have read and understand the Humanitas Academic Integrity Contract (Form A) regarding policies on plagiarism and cheating. I understand that any incidence of plagiarism or cheating has consequences ranging from a “double-zero” score to removal from the Humanitas Program.

Student Signature: _____

Parent Signature: _____

FORM

B

**BEHAVIOR
CONTRACT:
Work Habits,
Cooperation, and
Participation Policies**

I have read and understand the Humanitas Behavior Contract (Form B) regarding student work habits, cooperation and participation. I understand that unsatisfactory work habits, cooperation, and/or participation can lead to lower academic marks, exclusion from field trip opportunities, and removal from the Humanitas Program.

Student Signature: _____

Parent Signature: _____