



Academic Honesty Guidelines for School of Business Students

Supporting Links:

Student Professionalism Project: <http://bus.camosun.bc.ca/top10/>

Using APA including how to cite: <http://camosun.ca.libguides.com/apa2>

College Policies for misconduct, plagiarism and appeals: <http://camosun.ca/learn/becoming/policies.html>

Why do we have these guidelines?

In 2010, the school launched the **Student Professionalism** project. This project is designed to support you as a student to meet standards of professionalism required by today's practicing business and organizational professionals. The project is based on giving you exposure to best practices and to ensuring that you develop these important skills while you are launching your career.

The project reflects these key values:

- Accountability
- Respect
- Integrity
- Responsibility
- Professional behavior
- Professional attitude
- Adaptability
- Continuous learning
- Teamwork
- Confidentiality

These guidelines, aimed to provide a context for accountability, integrity, responsibility and professional behavior, will address issues of academic honesty.

What are these guidelines?

These guidelines are designed to help you define what academic honesty is and what the consequences of dishonesty and unprofessional practice are in the School of Business.

The most important message that should be relayed to you is that not acting honestly is very serious and the school will take action. Students should seriously consider not only the short term implications of getting caught which can include failure and reduced GPA's, as well as being ineligible for school awards, but also the long term implications including a loss of reputation.

Permanent records of these violations are kept on file in the school's main office for a minimum of five years.

We all have a sense of right and wrong but sometimes things might not seem so clear so a good starting point for you to consider is TALK TO YOUR INSTRUCTOR! If you have any questions or concerns, or you are not clear what to do then a safe strategy to follow is **when in doubt, check it out!**

What is Academic Honesty?

Academic honesty is generally defined as the performance of all academic work **without** cheating, plagiarizing, lying, stealing, inappropriately collaborating, falsifying information, or receiving unauthorized assistance from any other person or using any source of information not appropriately authorized or attributed.

Examples of academic honesty include:

- Submitting your own work that you have done completely by yourself
- Giving credit and noting clearly any passages or material from other sources including electronic, printed or multimedia material that help support your work
- Giving full credit to others - including peers - if you have collaborated on a project that your instructor has indicated you could work with others on
- Not re-using your own previous course work, assignments or research for a project or course without the express permission of your current instructor
- Studying for an exam and writing it unaided by materials like notes, text messages or friends
- Clarifying with your instructor something that may be confusing you about an assignment or exam
- Taking all exams when scheduled
- Using only access codes, passwords and log ins issued to you and not to others
- Letting an instructor know if you need help or do not understand the course material
- Asking an instructor for guidance if you aren't sure about how to use material or if you need some clarification in an exam
- Not letting a colleague have access to your online courses or other college accounts.

There are two main areas that make up academic dishonesty:

- Cheating
- Plagiarism

Cheating

Cheating is defined as using any material or information or knowledge in an unauthorized way in order to respond to or complete an assignment, exam or project. This could include taking notes into an exam, copying from another student's paper, having someone else take an exam for you, or using another individual's previously marked assignment from an earlier class and adapting it as your own.

Would you want to have surgery if your doctor had cheated in med school? Would you trust an accountant who had his friend take his final exam?

Sometimes students don't realize that cheating is taken seriously at post secondary institutes and when caught, are surprised by how serious it is. You need to be clear that if you choose to cheat there are repercussions that will have a long term impact and you won't be able to negotiate your way out of it or provide an excuse. In this instance, you will be judged solely by your actions.

This includes situations where others might influence you to cheat, either in a group setting or as a peer. It also includes occasions where you knowingly let people cheat off you or make it easy to do so. You will experience the same consequences.

Please remember our first recommendation here – **TALK TO YOUR INSTRUCTOR.** For example, if you need something in an exam, or if you aren't sure of your work in relation to a project, or if someone has asked for your help in doing an assignment and you aren't clear on how far to go, then you need to connect with your instructor and clarify.

Plagiarism

Plagiarism is defined as using someone else's work as your own. When you use the ideas and words of others, you must clearly acknowledge where you obtained the information from by identifying the author or source using APA Style. (<http://camosun.ca.libguides.com/apa2>). Plagiarism is a form of academic dishonesty and will not be tolerated.

Ignorance is not an excuse. It is your responsibility to ensure that you properly acknowledge the work of others.

Examples of plagiarism include, but are not limited to, the following:

- Directly copying someone else's work whether it is the whole work or only part of the work;

This includes using the exact words from a book, article, website, or another student's work and passing it off as your own work. This also includes any original work that is not yours, even if you revised it. Some examples include paragraphs, sentence/s, or even parts of a sentence. In addition, cutting and

pastings information from multiple sources is not acceptable. Quotation marks are required when including these excerpts into your assignments. You must also reference the source from where you obtained this information.

Submitting any assignments using electronic data files (e.g. Word, Excel, PowerPoint, etc.) that are copied or modified from another student's electronic file and using it as your own is also a form of cheating.

There have been instances where students have used another student's assignment from a previous year, made revisions and then submitted the work as their own. This too, is a form of plagiarism and both students are responsible - even if the originator of the assignment is unaware that the plagiarism occurred. The rationale that you were just helping a friend by providing her/him with some direction on the assignment is not acceptable.

- Paraphrasing another person's idea, facts, opinion, theory, interpretation, etc., whether written or verbal (e.g. personal communication, ideas from a verbal presentation) without referencing the source;

Paraphrasing is using someone else's ideas and putting them into your own words. While this is a common skill used by students and is required to build and support your arguments, citing the source of where the original information came from is required.

- Using any facts, statistics, technical drawings, charts or graphs, music, sounds, images, photographs, computer software, etc., in whole or in part, without referencing the source;

This includes any work that you did not create yourself.

- Submitting an assignment or portions of an assignment that that have already been assessed in one course and using it for another course without discussing it with the instructor(s) involved;

The same assignment or portions cannot be used twice for separate marks without pre-approval from the instructor/s involved.

- Group work;

It is the responsibility of all team members to monitor and ensure that submitted work is free from plagiarism. Even if one member of the group commits the plagiarism, it represents the work of all and subsequently all group members are subject to the consequences.

*Students often study and work together to complete assignments and to explore the concepts of course material. While the school values collaboration as a teaching and learning tool, there are some courses and assignments for which this is not appropriate. Your instructor will clearly indicate to you when an assignment must be completed by you on your own and for which you are **not** to collaborate or work with a group.*

- Editor or tutored revised assignments;

Any work partially or entirely rewritten by an editor or tutor is also considered plagiarism. This includes family or friends who have revised your assignment. It is acceptable for these individuals to proofread your work and provide feedback on spelling and writing principles, but not to rewrite it for you.

Again, remember the key piece of advice which is **if in doubt, ask your instructor**. We are here to help you.

Here's what happens when you cheat or plagiarize

If in an exam, the instructor will notify you that you have been caught cheating, either in the exam or within 72 hours after the instructor discovers that you have cheated. You will be informed by your instructor either in person or electronically. You will not get the exam back and you will not receive any marks for the exam.

If you cheat or plagiarize in an assignment or project, you will not receive any marks for the assignment or project and your instructor will inform you either in person or electronically within 72 hours after the instructor has discovered that you have cheated or plagiarized.

The instructor will then inform the Dean's office immediately following the incident. The Dean's office is notified of EVERY incident. The Dean's office will then contact you within 72 hours to make an appointment for you to meet with either the Dean or Associate Dean. As well as not receiving any marks for the project, assignment, paper, midterm, exam, or whatever you are being assessed on, you will also be required to undertake additional remedial action. This action will be at the Dean's or Associate Dean's discretion. If your incident is found by the Dean's office to be especially egregious, additional consequences may apply.

Your name and your offense are kept on file in the Dean's office for the remainder of your academic career and for five years past your time in the School of Business. If you are an international student, that office is also informed.

If you cheat and / or plagiarize a second time in the school, you will receive a fail for the entire course in which you have most recently been caught cheating. The terms and conditions of this measure will be provided to you in writing by the Dean or Associate Dean.

You will not be able to register in any course for the following term within the School of Business. Your name and what you did will be kept on file in the Dean's office and a note will be placed on your central file in Registration. This may have an impact on whether or not you can register in another school. It will definitely have an impact on your college career and on your timing of completing courses. At the end of the following term, and only with the permission of the Dean, you **may** be allowed to re- register within the school.

If there are further incidents of cheating or plagiarism, the Dean will request from the College that you be removed from the program completely.

If you drop a course in order to avoid the consequences of plagiarizing or cheating, your name will remain on file.

Please note that if you have any incident of cheating or plagiarism on your school record, you will automatically be ineligible for any school award or prize.