

SMC STUDENT GUIDE TO AVOID PLAGIARISM



ADOPTED

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At SMC academic integrity is important. Anything that undermines the evaluation process at SMC undermines the value of our degrees and will not be tolerated.

Definition:

Plagiarism is defined by major universities as:

“No student shall, with intent to deceive, represent the work of another person as his or her own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as his or her own an entire essay or work of another, whether the material so represented constitutes a part or the entirety of the work submitted.” *Source: McGill University*

“All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or whatever. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain.” *Source: University of Kentucky*

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Guidelines:

The following guidelines for avoiding plagiarism include¹:

- When writing a paper use your own words.
- When you do use another person's words, use quotation marks and give credit to the source, either within the text or in a footnote.
- Don't make slight variations in the language and then fail to give credit to the source. If the expression is essentially the same, the author still deserves credit.
- Even if you aren't directly quoting the material, you should still document information and ideas that you use in your paper whenever they are new to you (i.e., something that you discovered in your research).
- If you're unsure, add the footnote or citation. It is better to be extra cautious than not give credit when you should.

These rules concern information obtained from any source, e.g., books, journal articles, the Internet, other students and apply to any written submission such as: term papers, essays, assignments, take-home exams and reports.

Self-Plagiarism:

It is possible for a student to self-plagiarize. Self-plagiarism refers to the copying of previously submitted or published work for the same or other course and passing it as original work. You must reference your own work if you include it in any new assignments, thesis work or dissertation. Occurrences of Self-Plagiarism will face the same penalty as those of Plagiarism.

Reference Style:

SMC will allow students to reference their work using either APA or MLA referencing style. Resources may be found on the web or at the SMC Bookstore.

Penalties:

The minimum penalty for the first occurrence of plagiarism is an "F" in the course and the requirement to repeat the course at a later date. The penalty for the second occurrence of plagiarism by a student is immediate termination within the program at SMC.

¹ Hendrickson, Raymond J., "The Research Paper", Henry Holt and Company, New York, 1957

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Electronic Monitoring:

In order to supervise and insure academic integrity SMC uses state of the art electronic and digital software to evaluate the possible occurrence of plagiarized text. This surveillance is automatic and ongoing by the University's LMS, learning management system as also supported by the random submission of student submitted materials to outside third party monitoring organizations.

Unacceptable Reference Sources:

Any internet source that is not a widely regarded as a reputable institution, such as: major print or television company, online academic journal, online scholastic dictionary or online governmental agency is unacceptable. Wikipedia is expressly considered as an unacceptable reference source.

Useful Resources:

All SMC students should make themselves comfortable with the information found on the following websites in order to better understand the issue of plagiarism and academic integrity.

1. Proper Citation: Indiana University Writing Tutorial Services found at <http://www.indiana.edu/~wts/pamphlets.shtml>
2. How Not to Plagiarize found at: <http://www.utoronto.ca/writing/plagsep.html>
3. Using Sources: Acknowledging Intellectual Indebtedness found at: <http://www.hamilton.edu/writing/sources.html>
4. Publications For Students found at: <http://sja.ucdavis.edu/publications.html>
5. <http://www.Turnitin.com> Resources
6. Understanding Plagiarism found at: <http://www.indiana.edu/~tedfrick/plagiarism/>

Notwithstanding:

Notwithstanding the foregoing this document may be amended by the University at its discretion and at any time. Moreover, issues of plagiarism and the penalties that result from its occurrence may be addressed in other documents and policies by the University and in no way reduce or detract from the foregoing. It will be considered sufficient that students are made aware of any changes to the foregoing by virtue of the fact that any updates are posted within the student commons or within any designated or commonly accessible digital location where

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such documentation is to be commonly found by students following program at SMC. It is the sole responsibility of all students to remain current with any changes to policies and procedures at SMC as updated and posted by the administration.

Locator: SMCStudentGuideToAvoidPlagerism-20-February-2009