Academic Honesty Remediation Tutorial


# A Review of Plagiarism, Paraphrasing and Time Management

**The Purpose of this Review:**

In order to support your learning needs, we have provided this package to help you better understand why people fall into the trap of ***academic dishonesty*** and – more importantly – how to avoid it in the future.

We hope the knowledge and tools provided here will better equip students to rely on their own abilities rather than resort to cheating or plagiarism.

The majority of the information in this package has been compiled by the WRDSB Teacher-Librarians and is available on the ***Library Learning Commons*** at <http://library.wrdsb.ca/research/> and the ***Plagiarism and Academic Honesty*** website at <https://sites.google.com/site/wrdsbcombatplagiarism/home>.

**What is Academic Honesty?**

Academic Honesty refers to the practice of accurately documenting all sources with care and consistency. **YOU** **MUST CITE YOUR SOURCE** when you use a direct quotation, paraphrase or summarize a passage from your research. You must follow the same rule when you use a graph or image, even if the images are “copyright-free”.

***Cheating*** is another aspect of ***academic dishonesty***. Cheating on a test, copying someone else’s work, or submitting work of your own that you have previously submitted in another course is unacceptable.

**Where to go for Help:**

**On-Line:**

WRDSB Library Learning Commons

http://library.wrdsb.ca/research/academic-honesty-plagiarism/

Use the **menu on the right** to find the resources you need.

**Commonly Consulted Items:** Note-taking

 Plagiarism/Academic Honesty

 Style Guide

Purdue University Online Writing Lab: <https://owl.english.purdue.edu/owl/>

**At School:**

1. Check with your classroom teacher to be sure about what style of documentation you should be using (APA, Chicago or MLA, etc). As well, your teacher will direct you about any specific requirements he/she has about how to cite your sources.
2. See the teacher-librarian to get help researching legitimate sources and documenting them properly. You can also check out style guides from the library collection, such as the *MLA Handbook for Writers of Research Papers, 7th Ed.*

**What is Plagiarism?**

Plagiarism is the act of intentionally or unintentionally trying to pass off **someone else’s words, ideas or images as your own**.  When referring to others’ ideas, you must give proper credit. Without doing this, you are **stealing** and then committing a form of **fraud.** Plagiarism is a form of academic dishonesty and it is wrong.

**Is Plagiarism a Big Problem?**

In the age of the Internet, it has become increasingly easy to copy and paste others’ work. Plagiarism existed before the Internet, of course, but having to copy by hand takes more effort. Also, there is so much information so readily available, it may be easier to neglect the fact that the information actually ***belongs*** to somebody. **You must always give credit where credit is due.**

**Why NOT Plagiarize?**

* Plagiarism is dishonest and illegal; stealing an idea is as bad as stealing a thing.
* People who plagiarize fail to learn; learning how to research and how to learn through research is very powerful. Stealing ideas means you’ve missed the opportunity to learn.
* Under the new **WRDSB policy on** ***Assessment, Evaluation and Reporting***, students who submit plagiarized work may face a variety of penalties, such as ***detention, suspension*** or ***exemption from scholarship eligibility***. A mark of zero is not assigned for plagiarized work; students will be required to demonstrate their understanding in another activity or assignment, but some repercussions may be worse than a mark of zero.

**Why Do People Plagiarize?**

|  |  |
| --- | --- |
| **Knowledge Reasons** | **Work Habit Reasons** |
| **People who plagiarize often:*** don’t understand what plagiarism is, and why it is wrong
* don’t understand how to take effective, concise notes
* have difficulty summarizing information effectively
* don’t know when to cite sources, and how to do this properly
 | **People who plagiarize often:*** have difficulty managing time, and end up completing work at the last minute
* don’t make a work plan, or don’t stick to the plan they’ve made
* experience difficulty handling stress and competition, and choose to handle these by cheating
* don’t value their own opinions and abilities
 |

**Avoiding Plagiarism:**

As you research and write:

* Take careful and concise notes.
* Accurately record your sources.
* Accurately record quotations or paraphrased information, and cite the source.
* Record your own thoughts and ideas as you research.
* Give yourself time to research thoroughly, think through your own ideas about the topic, and fulfill the requirements of the assignment.

**How to keep track of your sources:**

It is important to keep track of where exactly you found all your information. Using note-taking templates (available on the Library Learning Commons website) will help you to do this. An MLA sample is included in this package. The ***Works Cited Source Log*** will help you to keep track of all of your sources for a project, and will also help to make sure that you collect ***all of the information required*** for a proper citation.

**[What Must You Cite?](http://library.wrdsb.ca/research/academic-honesty-plagiarism/what-must-i-cite/)**

**What does citing mean?**

When conducting research, you collect information, ideas and quotations from a variety of sources. You must **acknowledge each source with a citation**. A citation, in other words, is the identification of the source of the information you are using.

**Citing means that:**

* Your sources can be verified for their authority and currency.
* Your research steps can be re-traced, so that your audience can consult specific sources and assess your conclusions about the topic.
* You are honest about acknowledging other people’s words and ideas.
* You are able to back up your own ideas with the words and ideas of the experts.

**When do you need to cite a source, and when is it not necessary?**

Not everything needs to be cited. Use the chart below to determine what information must be cited.

|  |  |
| --- | --- |
| **You MUST acknowledge:** | **You don’t need to acknowledge,but may need to verify:** |
| * Direct quotations
* Paraphrased information or ideas
* Specialized information
* Statistics
* Images, charts, graphs, media files
 | * Well-known dates (e.g., The armistice was signed on November 11, 1918)
* Simple definitions
* Commonly known facts (e.g., Paris is the capital of France)
 |

**NOTE: Some sources are identified as “free” or “copyright-free.” That means you are allowed to use them, but you still MUST CITE where you got them! (Again – give credit where credit is due.)**

**What is included in a citation, and why?**

**A citation must make it easier for the audience to find the resource:** Providing the author’s name, the title, publication date and publisher makes the resource easier to find. In the case of an online resource, recording the URL and the date viewed is important. How you format this may vary, depending on the style guide you are using.

**A citation demonstrates the quality of the resource:**Information written by an acknowledged authority and published by a reputable institution or publisher has the most credibility.

**A citation demonstrates the currency of the resource:**Human knowledge changes over time, and our perspective also changes. A source that is current (published very recently) is more likely to be accurate and complete.

**A citation gives credit where credit is due:** Whoever wrote the book or article you are using put a lot of thinking and effort into it, and has developed expertise in their area. They deserve to be acknowledged.

**What is the correct way to cite sources?**

There are **several different methods of citing sources** (ALA, MLA, etc.), depending on the topic and style of your research, and your teacher’s requirements.  All methods require you to record basic information (like author, title, publisher, date and place of publication, etc.) as you research.  **See the APA or MLA Style Guide for further details.** As with all the information in this package, these guides are available on the Library Learning Commons website.

**[Quoting and Paraphrasing:](http://library.wrdsb.ca/research/academic-honesty-plagiarism/quoting-paraphrasing/)**

Quoting and paraphrasing are powerful ways to support your ideas. A quotation or paraphrase backs up your ideas with expert information or opinion. It is important to understand when it is appropriate to quote or paraphrase, how to do this well, and how to acknowledge or cite your sources appropriately.

**Summarize, Paraphrase or Quote when…**

* You want to demonstrate the credibility of your own ideas by showing how the experts concur with your ideas.
* You want to give examples of differing points of view on the topic.
* The idea is expressed particularly well by the author: the writing is particularly eloquent and worth noting.
* You wish to go into the ideas of the expert in more detail.

|  |  |
| --- | --- |
| **Summarize:** | Summarizing means putting the main ideas into your own words. Summaries are very short. **Cite your source.** |
| **Paraphrase:** | Paraphrasing means to put a particular passage from the source into your own words. Paraphrase when you need more detail than can be achieved through summarizing. **Cite your source.** |
| **Quote:** | Quoting means using an exact phrase or passage from the source material. Use a direct quotation from a source when the language is particularly eloquent or powerful – when the author’s language is better than you could express it or summarize it yourself. You must copy a quotation exactly as it appears. **Cite your source.** |

**Focus on Paraphrasing:**

Putting someone else ideas in your own words (NOT just substituting a few words in the original passage) is a good way to use your research. You must be sure to cite your sources when you do this.

**How to Write a Paraphrase:**

* 1. Read over what you want to paraphrase – carefully. It’s good to read the passage a few times.
	2. Write out the idea(s) in your own words, without looking at the original passage. Rely only on your memory.
	3. Check your paraphrase against the original copy to be sure you haven’t used the same words or phrases accidentally, and to check that the information is accurate.

**Recognizing Unacceptable and Acceptable Paraphrases:**

First, record your source information carefully.

**Book:**

Author(s): Stephen Krensky

Title of Book: Monster Chronicles: Frankenstein

Place of Publication: Minneapolis

Publisher: Lerner Publications Company

Copyright date: 2007 Medium: Print

**Here’s the original passage from page 7:**

Of course, it doesn’t help that Frankenstein is not pretty. A monster made entirely from dead body parts doesn’t win many beauty contests. The short temper is no advantage either. And he’s always breaking things.

**Here’s an UNACCEPTABLE paraphrase that is PLAGIARISM:**

Of course, it doesn’t help that Frankenstein is **unattractive.** A monster made **completely** from dead body parts doesn’t win many beauty **competitions**. The short temper is no **benefit** either. And he’s always **destroying** things.

**What makes the preceding passage plagiarism?**

* 1. The writer has only changed around a few words

and phrases, or changed the order of sentences in the original passage.

* 1. The writer has failed to cite a source for any of

 the ideas or facts.

**If you do either or both of these things, you are plagiarizing.**

**Here’s an ACCEPTABLE paraphrase:**

Unfortunately, Frankenstein was an ugly monster. He was created out of scrap body parts and he was often angry and violent (Krensky 7).

**Why is this passage acceptable?**

1. The writer accurately passes on the information in the original but uses his/her own words.
2. The writer lets the reader know the source of the information.

**Here’s an example of quotation and paraphrase used together, *which is also acceptable*:**

Unfortunately, Frankenstein was an ugly monster. He was created **“**entirely from dead body parts” and he had “a short temper” (Krensky 7).

**This is acceptable paraphrasing because the writer:**

* records the information in the original passage accurately.
* gives credit for the ideas in this passage.
* indicates which part is taken directly from the source by putting the sentence in quotation marks, and citing the page number.

**Now test your paraphrase skills by completing the Paraphrase Practice Activity.**

**Paraphrase Practice Activity**

1. Read the passage below from *UFO’s Fact or Fiction.* Re-read the passage a few times.
2. Cover it up and write your own version, in your own words. Maintain the facts in the passage.
3. Check your work carefully by looking at the original, ensuring you used your own words but kept the meaning.

First, record your source information carefully:

**Book**

Editor: O’Neill, Terry Author: Hesemann, Michael

Title of Book: UFO’s Fact or Fiction Essay Title: Military Eyewitnesses in England

Place of Publication: Michigan

Publisher: Greenhaven Press

Copyright date: 2003 Medium: Print

**Here is the original passage from page 56:**

The case has generated a great deal of controversy, in part because of the sensational claims of some of the eyewitnesses. One non-UFO explanation considered plausible by many people was a nearby lighthouse that sent out strong light beams. But deputy base commander Lt. Col. Charles Halt told reporters on a television program, *Strange But True*, “A lighthouse doesn’t move through a forest, doesn’t explode, doesn’t change shape, doesn’t send down beams of light.”

**Now, cover up the original text and write a paraphrase of the passage:**

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**Finally check the passage to see that you have paraphrased properly.**

**Time Management and Organization**

Often, poor time management can lead to academic dishonesty. With careful planning and organization, you can avoid being unprepared for tests, presentations or due dates. The following is an adaptation of *8 Steps for Strong Time Management for College Students* by Kelci Lynn Lucier.

The original article can be found at:

<http://collegelife.about.com/od/academiclife/a/timemanagement.htm>

1. **Get a calendar…AND USE IT.**

Find the right format that works for you. Your calendar can be on paper (pocket size? note book size?) or on your phone or computer. Your elementary teachers gave you a planner for a reason! Keeping a calendar or planner is a good habit to get into and it takes a while to find the right fit for your schedule. So try something for a semester, and if it doesn’t quite work, try a different format the next time. Keep all your commitments in one calendar – try colour coding to quickly identify work/school/social obligations.

1. **Allow for flexibility.**

Things inevitably come up that you weren't expecting. An unexpected family obligation can arise that you did not anticipate, or you may become ill, or suddenly be given tickets to a concert or game you don’t want to miss. Leave room in your calendar so that you can move things around a little when needed.

1. **Plan ahead.**

Do you have a large research paper due toward the end of the semester? Work backward in your calendar and figure out how much time you need to write it, how much time you'll need to research it, and how much time you'll need to pick your topic. If you think you'll need six weeks for the entire project, work backward from the due date and schedule the time into your calendar before it's too late.

1. **Respect Due Dates.**

Although there is no academic penalty for submitting a late assignment, some dangerous repercussions can arise from ignoring a due date. Obviously, if an assignment is left undone, work will begin to pile up. It’s a bad situation to get into, especially when the skills in later activities build on those you were supposed to develop in the earlier assignments. If a due date published by your teacher really won’t work for you, speak to him/her and negotiate a mutually agreeable date on which you can (and will) submit your assignment.

1. **Schedule rewards.**

Many students think they are excellent at “multi-tasking”; studying, Facebook, music, and texting are all happening “at once” – but are they really? In reality when we are doing one thing, we cannot really be doing another. Although you think you can just quickly jump from the essay you are writing to Facebook and check in, you may suddenly find half an hour has passed while you read statuses and looked through friends’ photos. Use these distractions as rewards – plan to work on your assignment or studying for a certain period, say, one hour, and then allow yourself 10 minutes to take a short break.

**Reflection Activity**

**Take a few minutes to reflect on YOUR TIME MANAGEMENT skills. What do you do now to ensure you have enough time to do all you need to do? Do you consider this a strength or an area that you can improve in? What can you take away from the suggestions above to help you get organized?**

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**Test Your Knowledge – Review Activity**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Complete the following review questions to help solidify your knowledge of Academic Honesty.

Indicate T for TRUE or F for False for the following statements.

\_\_\_\_\_\_ It is okay to hand in an assignment that you wrote and already submitted to another teacher.

\_\_\_\_\_\_ You must cite the source of pictures that are copyright –free, like those from Creative Commons.

\_\_\_\_\_\_ People often plagiarize because they are unsure of how to cite sources or have difficulty summarizing information effectively.

\_\_\_\_\_\_ Charts and graphs do not need to be cited; only text does.

\_\_\_\_\_\_ It’s okay to borrow ideas and not cite them, as long as you cite anything in quotation marks.

\_\_\_\_\_\_ A commonly known fact that is hard to debate, such as “SJAM is a high school in Waterloo, Ontario” does not need to be documented.

\_\_\_\_\_\_ Sources must be cited both in-text and in a References List or Works Cited Page.

\_\_\_\_\_\_ When using a quotation, the original text must be copied exactly and the source cited.

\_\_\_\_\_\_ The MLA (Modern Languages Association) format is the only proper way to cite sources.

\_\_\_\_\_\_ Providing a complete citation helps your readers know the quality of your sources and makes it easier for them to find the information you have consulted.

Explain how good time management skills can contribute to Academic Honesty.

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What are TWO good time management habits?

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Identify THREE different places (or people) you can go to for help regarding Academic Honesty.

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**On-Line Interactive Tutorials**

The next part of this Academic Honesty project asks you to view the interactive tutorial titled

“You Quote It, You Note It.” The tutorial is found at the following address:

<http://library.acadiau.ca/tutorials/plagiarism/>

Once you have completed viewing the tutorial, please indicate ONE new piece of information you learned.

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Finally, go to the link below to play the ***Goblin Threat game*** developed by Lycoming University. Be sure to **enter your name** at the beginning of the game so you can **print the certificate** when you are finished. Bring the certificate and this package to the library with you when you are finished.

<http://www.lycoming.edu/library/instruction/tutorials/plagiarismGame.aspx>

**An Important Note about Penalties for Academic Dishonesty:**

The on-line tutorials you are asked to view were designed for post-secondary audiences. All the information regarding the citing of sources and documentation of information is consistent with our practice (MLA or APA sets their rules, and plagiarism is plagiarism, no matter what). However, the penalties are different. Often, in post-secondary, the penalty can include a mark of zero, loss of course credit, academic probation or expulsion from the institution.