

# TEACHING ACADEMIC INTEGRITY

## AT UC DAVIS

### A guide for TAs and instructors

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#### ***A word about our philosophy***

We believe that University students learn from experience as well as from coursework, and have the capacity not only for intellectual growth, but also for developing character and personal integrity.

#### ***Preserving Integrity at UC Davis***

Maintaining an environment of honesty and integrity is the shared responsibility of all members of our academic community. In the classroom you play a key role in upholding standards of excellence, fairness, and integrity under the UC Davis *Code of Academic Conduct*.

#### ***Enlist your students' help***

- **Encourage your students to talk to you** if they have questions about course material or course rules.
- **Explain that integrity is essential** to the learning process. Honest work builds knowledge, skills, and self esteem.
- **Educate students about plagiarism.** Explain how to correctly use and cite sources. Stress the importance of developing their writing skills.
- **Set clear standards** for grading and assignments. Tell students whether they may work together and if so, how much.
- **Remind students of proper exam etiquette** such as no talking during exams, keeping eyes on their own paper, and storing all devices and materials out of sight in a bag or backpack.
- **Monitor exams to discourage cheating** and intervene if you see suspicious conduct. Let your students know that if they see cheating they can report it to you and remain anonymous.

#### ***Insist on honesty***

Let your students know that you care about their learning experience. By talking to students about why honesty and integrity matter you can positively influence the choices they make.

Remind students throughout the quarter about the UC Davis *Code of Academic Conduct* which expects them to be honest and act fairly at all times. We recommend the following:

- Include an honor statement in your syllabus.
- Remind students before every exam.
- Include an honor statement that students sign at the beginning of exams. *"I will be honest and act fairly at all times. I will not cheat nor seek an unfair advantage during this exam."*
- Include an honor statement on assignment prompts.

Calling attention to an honor code immediately prior to an exam or assigning graded work has a positive impact in reducing academic dishonesty.

It is also important to structure test environments, homework and writing assignments to reduce opportunities for cheating and plagiarism. Let them know that you are paying attention and that you will report suspected misconduct to OSSJA.

#### ***When to refer a student to OSSJA***

Refer when you have a reasonable suspicion of academic misconduct. Examples include but are not limited to:

- A student appears to be looking at another's exam.
- A student appears to have notes or unauthorized material out during an exam.

- Exam answers correspond to another version of the test.
- Students who sat next to each other have similar unusual wrong answers on an exam.
- Correct exam answers do not correspond with the work leading up to the answer.
- A correct exam answer does not show work that would reasonably be needed to obtain the answer.
- An exam submitted for re-grading appears to be altered.
- A student's writing style appears to change significantly within a paper.
- You find portions of a student's paper copied from or improperly paraphrased from a source.
- Two students' assignments appear similar in outline and style even though collaboration is not permitted.
- A student gives an excuse for missing an exam or turning in an assignment, but cannot verify the information.
- A student's answers on an assignment or lab match the answers from a previous year's assignment that you have revised.

**How to make a report to OSSJA:**

- 1) Online reporting is now available and makes reporting quick and easy <http://ossja.ucdavis.edu>
- 2) Hand deliver or mail to Student Support and Judicial Affairs, 3200 Dutton Hall
- 3) Fax to (530) 754-6195
- 4) Email to [sja@ucdavis.edu](mailto:sja@ucdavis.edu)

***How can OSSJA be a resource for you?***

OSSJA works with the UC Davis campus community to preserve academic integrity, promote responsible behavior, and facilitate student learning.

**Our website**

Visit [ossja.ucdavis.edu](http://ossja.ucdavis.edu) for additional information on how the disciplinary system works, how to prevent cheating and how to deal with in-progress cheating. Handouts are also available to print and distribute on topics of plagiarism, unauthorized collaboration, student conduct policies, academic integrity, and suggestions for avoiding academic misconduct.

**Student Grievances**

OSSJA provides information and advice about campus grievance processes and student rights and responsibilities, including privacy rights and protection from sexual harassment and other discrimination.

**Students of Concern**

OSSJA helps in dealing with high-risk/disruptive students or situations in conjunction with members of the Students of Concern Response Team. If you encounter a distressed or distressing student, please submit a report on our website or call and we can provide advice and assistance.

**Student Leadership Opportunities**

Students play a critical role in maintaining academic integrity. Each year, 12 students are selected to serve on the Campus Judicial Board. Student involvement in the disciplinary process is essential and helps shape a campus where students take pride in their own character and integrity, as well as the academic excellence of UC Davis. If you are aware of students who might excel in this leadership role, please let us know or have them contact us. Applications for the CJB are available early Winter Quarter.

***We are always available to talk with you about options for handling a situation.***

**Do not hesitate to contact us or visit if you:**

- have questions or concerns about a student.
- have questions about how to handle a particular situation.
- have questions about the student disciplinary process.
- want help with how to prevent academic misconduct in your classes.
- have suggestions about how to improve our services.

**How to contact us:**

Student Support and Judicial Affairs • 3200 Dutton Hall • (530) 752-1128 • [sja@ucdavis.edu](mailto:sja@ucdavis.edu) • <http://ossja.ucdavis.edu>