

Project Lead the Way Student Academic Integrity Expectations

Introduction

Southington High School's Project Lead the Way program is an academic community based on the principles of honesty, trust, fairness, respect, and responsibility. Academic integrity is a core program value which ensures respect for the academic reputation of the Southington High PLTW program, its students, and faculty.

Southington High School's Project Lead the Way program expects that all students will learn in an environment where they work independently in the pursuit of knowledge, conduct themselves in an honest and ethical manner and respect the intellectual work of others. Each member of the PLTW program community has a responsibility to be familiar with the definitions contained in, and to adhere to, the Academic Integrity Expectations.

As members of an academic community, students and faculty share responsibility for maintaining high standards of personal and professional integrity. The following sections outline the expectations for PLTW students. The following policy has been developed using Rochester Institute of Technology and University of New Haven's Academic Integrity policies.

Policy

The policy and procedures to follow apply to all Southington High School PLTW students.

A. Cheating —“Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.” i.e. Cheating includes, but is not limited to:

1. Having unauthorized notes during an exam or quiz, or communication of information by any means concerning the content of an examination during or after the testing period to anyone who has not yet taken the examination. The only materials permitted during an exam are those that an instructor explicitly instructs students they may use.
2. Copying the work of another during a test or quiz.
3. Obtaining or providing unauthorized prior knowledge of exam or quiz content.
4. Using another student's work for a homework or lab assignment or presenting the work of another as one's own.
5. Using unauthorized materials or information from others for a take-home exam. It is expected that students do independent work for exams whether they are take-home or in-class. Students are expected to comply with the guidelines set by the instructor.
6. Seeking, receiving, or giving aid during examinations through electronic means (e.g., cell phone, e-mail, text messaging).

B. Collaboration/Collusion

1. Non-permitted Collaboration. In many instances, instructors may indicate permitted forms of collaboration with other students. If the instructor does not indicate that collaboration is permitted, it should be understood that none is permitted. Students are encouraged to seek clarification from their instructors regarding the acceptable parameters for collaboration should they be in doubt regarding assignments that require group work. Acknowledgement of collaboration is required when presenting authorship of student work. Furthermore, parent collaboration with their student should remain limited in regards to assignment completion. While we encourage parents to take an active role in their students' academics, collaboration on assignments and projects must remain limited in nature.
2. Study Groups and Tutoring. Academic integrity standards do not prohibit students from studying together or from tutoring each other if done in conformance with other provisions of this policy.

C. Plagiarism —“Representing the words or ideas of another as one’s own in any academic exercise or resubmitting one’s own work under false pretenses.” Plagiarism includes but is not limited to:

1. Copying without proper citation from another student’s paper(s) partially or entirely or from any source, such as a book, article, notebook, video, or other source material, whether published or unpublished.
2. Purchasing or securing a paper from any source, to include term-paper vendors and Internet sources, and submitting that paper or specific portions of the paper as one’s own work.
3. Inserting a passage from the Internet or any computer source into one’s paper without proper citation.
4. Copying data from another source without a proper citation.
5. Appropriating another person’s computer programming work for submission as an assignment.
6. Failing to attribute material that comes from other media sources or failing to obtain proper permission for the use of such material when creating a web page, film, musical composition, or other forms of presentation or artistic expression as a course assignment.
7. Any other appropriation of another’s intellectual property without proper attribution.
8. Submitting an assignment that was written during a prior semester or submitting the same assignment for more than one class simultaneously, including resubmitting all or substantial portions of previously written work for a current assignment, unless instructors in multiple courses are informed of and approve of the submission. Students should consult their instructors if unsure of what work of their own they may use in preparing an assignment. The student should assume that, unless the instructor specifically permits it, the use of work from one previous or simultaneous course to satisfy the expectations of another course will be perceived as deceptive, and in addition, the work so used fails to qualify as original work for the assignment.
9. Citing sources improperly, which includes, but is not limited to, failure to use quotation marks or other appropriate notation for direct quotes or for an author’s distinctive phrases, and following an author’s structure of writing and ideas, but rephrasing the sentences partially to give the impression that the whole passage reflects the student’s structure and ideas.

E. Facilitating Academic Dishonesty –Knowingly helping or attempting to help another to violate any provision of this Policy, or otherwise facilitating academic dishonesty. Examples include but are not limited to:

1. Providing to other students one’s own work or that of others with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
2. Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
3. Unfairly advancing one’s academic position by hoarding, stealing, or damaging library materials.
4. Theft of other students’ notes, papers, homework, or textbooks for academic gain.
5. Placing another person’s work on the Internet without his or her permission for academic gain.

III. Faculty and Student Responsibilities for Upholding the Academic Integrity Policy

A. Faculty

Faculty are responsible for creating an educational environment where academic integrity is defined, understood, explained, and modeled while reinforcing expectations for academic integrity and the consequences for violations.

B. Students

Students are responsible for the completion of their own academic work and for encouraging their peers to act with integrity in all academic matters by:

1. Acting with honesty and integrity in all academic matters.
2. Learning the principles of ethical conduct, and being familiar with and abiding by the definitions contained in the policy on academic integrity and any other policies established by their instructors, departments, and Southington High School.
3. Informing the instructor if they become aware that any form of academic dishonesty has occurred.
4. Clarifying with the instructor what their expectations are regarding proper conduct in the completion of assignments (e.g., collaboration, citations).

Consequences

Consequences will be administered as a method to discourage dishonesty and promote integrity of the Southington High PLTW program. Each infraction will remain on the student's record for the duration of their time in the PLTW program; i.e. an offense freshman year would stay on student's record until they complete senior year. As such, offenses will be handled according to the guidelines below should it be determined that the Academic Integrity Expectations for PLTW students has been violated.

First Offense: Zero on assignment; phone call to parent/guardian; may impact SHS National Honor Society eligibility; strike one on list – placed on probation.

Second Offense: Zero on assignment; meeting with parent/guardian and student; may impact SHS National Honor Society eligibility; strike two on list – probation – final warning.

Third Offense: Zero on assignment; meeting with parent/guardian, student, SHS PLTW Coordinator, and SHS principal; will impact SHS National Honor Society eligibility; dismissal from SHS PLTW program; forfeit of college credit eligibility.

References

- Student academic integrity process*. (2013, May 16). Retrieved from <http://www.rit.edu/~w-policy/sectionD/D8.html>
- Academic integrity*. (N.D.). Retrieved from <http://www.newhaven.edu/academics/278893/>

I have been provided the Southington High School academic Integrity Expectations document. I have read, understood, and will uphold them during my duration as a PLTW student. (Note: document to be signed and returned to teacher)

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent Name (printed): _____

Parent Signature: _____ Date: _____