

# Sturgis Charter School Academic Honesty Policy 2016

## **Introduction**

Academic Honesty can be described as a set of values and skills that ensures reliability and integrity in the communication and evaluation of knowledge, skills and understanding. This is a fundamental part of 'Sturgis school culture', a community of caring and trust in which the opinions of others are valued and the ownership of work is respected. As Sturgis students strive to become more knowledgeable and to communicate their knowledge, skills and understanding, awareness of the sources of information is essential to evaluating its authority, purpose and value; therefore, Sturgis students embody Academic Honesty as they work with integrity, responsibly producing their own work and properly citing the work of others.

Sturgis' focus is to provide an environment in which acting in a principled manner is the norm, and Sturgis faculty are dedicated to helping students develop skills that will allow them to avoid academic misconduct, whether it be intentional or inadvertent. Students must be aware of the severe repercussions of academic misconduct according to the International Baccalaureate Programme and according to Sturgis. This document defines examples of misconduct (collusion, duplication, and plagiarism) and provides examples of specific outcomes for each type of misconduct. To help students avoid collusion or misconduct in their academic work, citation requirements are outlined and links to specific citation techniques are provided.

## **Definitions and Examples of Academic Misconduct**

Generally, the IB identifies misconduct as "any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, [or] falsifying a CAS record)" (*Academic Honesty 2007*). The IB defines collusion, duplication, and plagiarism as the following:

Collusion is "[s]upporting misconduct by another candidate, as in allowing one's work to be copied or submitted for assessment by another".

Examples of collusion include but are not limited to:

- Sharing answers to a test or allowing a fellow student to copy an assignment that is to be submitted individually for assessment.
- Allowing an assessment to be copied or telling a student what is on a test invalidates the usefulness of the assessment.
- Students who are aware of collusion that occurs and do not report it to a teacher are facilitating the misconduct.

Duplication of work is the "presentation of the same work for different assessment components and/or diploma requirements". As each assessment is designed to promote learning, duplication or using the same assessment to fulfill the requirements of two separate assignments can compromise the learning process.

Examples of duplication include but are not limited to:

- If a student turns in a piece of work for a history assignment and later hands in the same, or almost the same, piece of work for his or her Extended Essay, it is a case of duplication.

Plagiarism is “[t]he representation of the ideas or work of another person as the candidate’s own,” (*Academic Honesty* 2007). Consulting the work of others provides a foundation for obtaining knowledge and developing critical thinking; presenting another’s work as your own does not allow you the opportunity to build your own understanding. Using another person’s published work without proper citation constitutes plagiarism. Sources of work include words, graphics, data that are published in print, video, audio, or electronically (online).

Examples of plagiarism include, but are not limited to:

- Copying directly from a source without using quotation marks or without citing the source
- Copying phrases that are minimally altered from the original source without citation
- Paraphrasing or restating another person’s thoughts or ideas without citing
- Using an online translator for a foreign language assessment
- Presenting the work of a friend, tutor, relative, or work found online as your own
- Presenting “mined” data or published figures for a lab without citing the source(s)
- Downloading or “cutting and pasting” another student’s IB assessment and presenting it as your own work
- Not acknowledging the sources which inspired/influenced their creative work when required according to each assessment’s formatting requirements

In the Arts, work, words, images, and ideas of others must be acknowledged “in a style that clearly identifies the section of the body of work that is being attributed and its origin (*Academic Honesty in Diploma Program Arts* 2012). For example, in Research Investigations such as the Musical Links Investigation, the Theater Research Investigation, and the Visual Arts Journal.

### **Giving Credit Where Credit is Due**

At Sturgis, four different citation styles are commonly used: MLA, APA, Turabian and CSE. Departments decide which citation style is appropriate for their discipline. For more information and specific citation examples, please use the resources listed below:

The Sturgis Student’s Guide to Works Cited

<http://www.livebinders.com/media/get/Njl3ODkzNw==>

Guidance and specific examples for using MLA and APA formats at OWL: Purdue University Online Writing Lab <http://owl.english.purdue.edu/owl/>

*MLA Handbook for Writers of Research Papers* (available in the Library) <http://www.mla.org>

*Publication Manual of the American Psychological Association* (available in the Library)

<http://www.apastyle.org>

*A Manual for Writers of Research Papers, Theses, and Dissertations* (available in the Library)

[http://www.press.uchicago.edu/books/turabian/turabian\\_citationguide.html](http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html)

*Effective citing and referencing* <http://www.ibo.org/globalassets/digital-toolkit/brochures/effective-citing-and-referencing-en.pdf>

## **Authentication of Work**

The International Baccalaureate Organization encourages schools to use online services such as Turnitin.com to help students improve their writing and also to avoid plagiarism and overreliance on other people's work. Sturgis requires students to submit most IB written assessments through the Turnitin.com web site in order to ensure the students are conforming to the School's academic honesty policy before submitting their assessments to the IB.

Students sign cover sheets of their IB assessments, including the Extended Essay, verifying that the assessment is the student's own work and that the ideas, work and words of others have been properly cited. Once the cover sheet is signed, students may no longer alter the work in any way. It is, therefore, essential that all authentication of work by teachers and use of services such as Turnitin.com take place before the coversheet is signed.

Prior to sitting IB examinations, the IB Coordinator meets with all Seniors to review and discuss the procedures and regulations for IB testing (*Conduct of the Examinations* 2015). The Code of Conduct expectations are clarified and students role-play possible incidences of misconduct. At the end of this hour-long discussion, each student signs the code of conduct, declaring, "I have read the above rules that pertain to the IB Examinations. I acknowledge that I am responsible for understanding and adhering to the IB Code of Conduct and the Academic Honesty Policy." Students are given a hard-copy of the code of conduct and it is posted on our website (<http://sturgischarterschool.org/academics/ibacademics.html>). In addition, the code of conduct is posted in the school buildings and at each testing location.

## **Consequences of Academic Misconduct**

Academic misconduct is considered to be extremely serious as it devalues student learning and is contrary to the culture of Sturgis. Consequences for misconduct will be both internal to Sturgis and, if an IB assessment is involved, the misconduct may be reported to the IB. Students who are suspected of misconduct will be approached by the teacher to discuss the situation. The teacher will notify a school administrator. Parents may also be contacted. If academic misconduct has occurred, the student may receive no credit for the work. Additional discussions with student, faculty, parents, and administration will reinforce the value of Academic Honesty and outline how academic misconduct can be avoided in the future.

If academic misconduct involves a significant IB assessment the student may no longer be qualified for IB credit on that assessment and may lose the opportunity to obtain an IB Diploma. Both Sturgis and The International Baccalaureate do not distinguish between intentional or unintentional breach of Academic Honesty. It is the student's responsibility to make certain all works are properly cited. Upon receiving notice from either Sturgis or an IB examiner that misconduct is suspected, the International Baccalaureate will commence an investigation, requiring statements from the candidate, her/his teacher, and the IB Coordinator. The IB investigation committee will review the statements and the work in question and make a judgment as to whether or not Academic misconduct had taken place. If it is determined that misconduct has taken place, the student will not receive credit for that piece of work and may, depending on the misconduct, lose credit for the course.

Works Cited (available at <http://sturgischarterschool.org/academics/ibacademics.html>)

International Baccalaureate Organization. *Academic Honesty*. IBO, 2007. PDF file.

International Baccalaureate Organization. *Academic Honesty in Diploma Programme Arts*. IBO, 2012. PDF file.

International Baccalaureate Organization, *Conduct of the Examinations*. IBO 2015. PDF

International Baccalaureate Organization. *Effective Citing and Referencing*. IBO, 2014. PDF file.