

ACADEMIC INTEGRITY - PLAGIARISM GUIDELINES FOR INSTRUCTORS OF TEACHER EDUCATION UNDERGRADUATE PROGRAMS

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There is much information on the topic of Academic Integrity, and in particular, plagiarism (see [UBC Libraries websites](#)) available for instructors to access and apply to their courses.

As noted, plagiarism and other forms of **academic misconduct** are taken seriously at UBC, whether committed by faculty, staff or students. The integrity of academic work and the **observance of accepted conventions** (concerning such practices as acknowledging the work of others) depend on the honesty of all participants in this environment.

UBC policy defines *Academic Integrity* (<http://www.vpacademic.ubc.ca/integrity/policies.htm>) and also outlines it in the UBC Calendar, stating that plagiarism is a serious “form of academic misconduct in which an individual submits or presents the work of another person as his or her own.” To clarify, as a form of intellectual theft, plagiarism involves taking the words, ideas or research of another, oral or written, without properly acknowledging the original author.

Teacher education students are responsible for informing themselves of the many different forms that plagiarism can take, including **accidental and intentional** plagiarism. The library website www.library.ubc.ca/home/plagiarism/for-students.doc elaborates that plagiarism may be:

Substantial or Reckless

- “no recognition [is] given to the author for phrases, sentences, and ideas of the author incorporated in a work.”

Complete

- “an entire work is copied from an author, or composed by another person, and presented as original work.” [2]

At this address <http://www.library.ubc.ca/clc/airc.html> library sources add:

Self

- “Handing in the same term paper (or substantially the same term paper, [whether from UBC or another institution]) for two courses without getting permission from your instructor is plagiarism.”

When plagiarism has been enacted, there are processes in place to follow.

Disciplinary action in cases of plagiarism

Generally at UBC, when a member of faculty is satisfied that misconduct has occurred, the student will be notified at once that the incident will be reported immediately to the appropriate person in the faculty, such as the Associate Dean of Teacher Education, who, in turn, shall notify the Dean (or designate) without delay. If, after thorough investigation, during which the student has an opportunity to explain the incident and misconduct has been established, the academic aspects of the matter may be dealt with and appropriate academic action taken by the department or faculty concerned. When the misconduct consists of plagiarism, zero credit or some other mark may be assigned by the Faculty for the plagiarized submission.

The action thus taken shall be reported immediately to the President's Advisory Committee on Student Discipline by the Dean, together with a complete description of the evidence upon which the faculty action was based. <http://www.vpacademic.ubc.ca/integrity/policies.htm>

Communicating Scholastic Integrity within the Faculty

An obvious means to communicate an instructor's intention to apply policies relating to copyrighted materials and plagiarism is the course outline where definitions may be articulated, and even discussed, in order to reduce or eliminate misunderstandings about repercussions of such actions. Students need to know upfront how serious these matters are to the Faculty of Education. Here we provide text that faculty members in the Department of Educational Studies often used in their course outlines. The Department has permitted the following to be used by all Faculty of Education instructors for their course outlines:

Scholastic honesty is expected and required. It is a major part of university life, and gives value to your degree. All work submitted must be your own. Plagiarism is unacceptable. Copying or representing the work of others as your own (including internet sources) is cheating and will result in a failed grade. If you are in doubt about how to properly credit the work of others, please ask. Please make yourself aware of the sections of the University regulations regarding Academic Misconduct on Please see the University regulations regarding Student Discipline and Academic Misconduct at <http://www.students.ubc.ca/calendar/index.cfm?tree=3,286,0,0> . The UBC Library also has a useful webpage on plagiarism and how to avoid it. (<http://www.library.ubc.ca/home/plagiarism/>).