

Guidelines for Academic Integrity

In order to help you succeed in your education at UMS, the faculty has developed guidelines for Academic Integrity. Integrity is defined as “firm adherence to a code or standard of values” (Webster’s II New College Dictionary, 2001, page 576). Honesty is when you tell the truth. Integrity is when you tell the truth when no one is around. All work submitted by students should be a true reflection of their effort and ability. If submitted work is not, then the student has demonstrated unacceptable academic behavior, and a lack of academic integrity. As you approach your assignments this year, we hope you will keep the following list in mind.

Actions to Avoid

1. **Plagiarism:** “The act of stealing and using (the ideas or writings of another) as one’s own” (Webster’s II New College Dictionary, 2001, page 841). Plagiarism is stealing words or ideas; it can be as serious as stealing possessions from another person. The most common forms of plagiarism occur when a student:
 - submits a paper written entirely or partly by another student;
 - copies another student’s homework (even with permission);
 - obtains and submits a paper off the Internet or other electronic media;
 - copies a published author’s words, phrases, sentences, or ideas
(published authors write in books, periodicals, encyclopedias, and internet cites);
 - fails to cite all sources in a bibliography;
 - talks to another student during an assessment
2. **Letting someone copy your work, or write your work for you (even parents).**
3. **Sharing or looking at another paper when instructed not to – even if just “checking” to see if you have the same answer.**
4. **Changing data when doing a survey or experimentation. Don’t change numbers to prove a point – be true to the data.**

If you have any questions regarding the integrity of your work, be sure to see your teacher before you submit it.

Keeping the Integrity of Group Work

Students will be asked to complete assignments both individually and as part of a group. If you are involved in completing group work, remember to give credit to those who have done the work and don’t take credit for work you did not do. If you are unsure of your responsibility, ask the teacher.

Consequences for Cheating

All work submitted by students should be a true reflection of their effort and ability. If submitted work is not, then the student has demonstrated unacceptable academic behavior. Any behavior that can be defined as cheating represents a violation of mutual trust and respect essential to education at Montgomery Middle School, or any academic environment. Students who cheat should expect to be confronted by their teacher and/or an administrator. Consequences are outlined in the Student Agenda.

Give credit to those who have done the work and don’t take credit for work you did not do.