

Useful Reference Guides

If you are not wholly familiar with conventions of citation, purchase a reference guide that is standard for your discipline. Among the most widely used guides are:

The Chicago Manual of Style (15th edition). Chicago: The University of Chicago Press, 2003.

MLA Handbook for Writers of Research Papers (6th edition). Joseph Gibaldi. NY: The Modern Language Association of America, 2003.

Publication Manual of the American Psychological Association (5th edition). Washington, DC: American Psychological Association, 2001.

If you have questions about academic integrity, get them answered *before* jeopardizing your career. Speak to your faculty adviser, your graduate program director, or, the Dean of Graduate Education.

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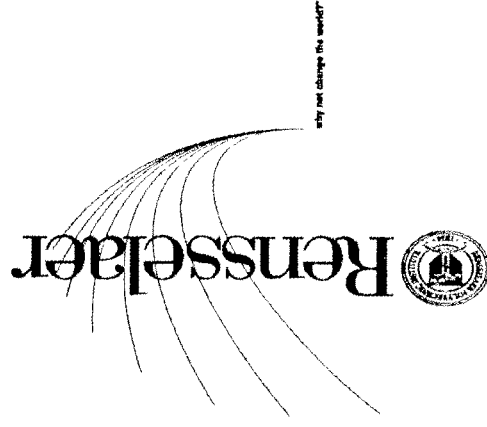
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Rensselaer

Academic Integrity:

Issues for Graduate Students



Academic Integrity

All graduate students have a responsibility to understand and to uphold the standards of the academic community. Without a commitment from all members of the community to work honestly and fairly, intellectual inquiry will suffer. A high standard of honesty and integrity is expected of you - as a student, as a researcher, and as a teacher.

Because academic integrity is such a basic element in the scholarly enterprise, it is useful to review the expectations of the institution and of your colleagues in relation to your academic work and your teaching responsibilities. It is the responsibility of every student to understand these standards thoroughly and to act in accordance with them.

This brochure outlines the expectations that Rensselaer has for its graduate students. In addition, most disciplines have a code of conduct by which their members are expected to abide.

Graduate students are expected to be aware of Rensselaer's policy and of their discipline's ethical code and act accordingly. Failure to comply with these codes is grounds for dismissal from a graduate program.

Academic Integrity Policy

The definitions and examples presented below are samples of types of academic dishonesty and are not to be construed as an exhaustive or exclusive list. The academic dishonesty policy applies to all students, undergraduate and graduate, and to scholarly pursuits and research. Additionally, attempts to commit academic dishonesty or to assist in the commission or attempt of such an act are also violations of this policy.

- **Academic Fraud** The alteration of documentation relating to the grading process.
- **Collaboration** Deliberate facilitation of academic dishonesty in any form.
- **Copying** Obtaining information pertaining to a graded exercise by deliberately observing the paper of another student.
- **Cribbing** Use or attempted use of prohibited materials, information, or study aids in an academic exercise.
- **Fabrication** Unauthorized falsification or invention of any information in an academic exercise.
- **Plagiarism** Representing the work or words of another as one's own through the omission of acknowledgment or reference.
- **Sabotage** Destruction of another student's work.
- **Substitution** Utilizing a proxy, or acting as a proxy, in any academic exercise.

A copy of the full *Academic Integrity Policy* may be found online at <http://dosso.rpi.edu/update.do?artcenterkey=676>

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic work. To avoid plagiarism, every direct quotation must be identified by quotation marks, or by appropriate identification, and must be cited properly according to the accepted format for the particular discipline. Acknowledgement is also required when material from any source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: to paraphrase Plato's comment....and conclude with a footnote or appropriate citation to identify the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited; however, the sources of all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged. In addition to materials specifically cited in the text, other materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography.

Sometimes, plagiarism can be a subtle issue. Students should be encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course.

As a Student:

All work submitted in a graduate course must be your own.

It is unethical and a violation of Rensselaer's Academic Integrity Policy to present the ideas or words of another without clearly and fully identifying the source. Inadequate citations will be construed as an attempt to misrepresent the cited material as your own. Use the citation style preferred by your discipline.

Students may never:

- Quote or paraphrase another, including material from the Internet, without complete citation;
- Cite a source that has been identified through a secondary source but has not been consulted;
- Collaborate with others on assignments or exams without the explicit permission of the instructor;
- Use materials during an exam that have not been sanctioned by the instructor of the course;
- Submit the work completed in one class to fulfill an assignment in another without the consent of the instructor.

As a Researcher:

Data must be accurate and complete. Appropriate credit should be given to all who contribute to a project.

The following actions would, in most cases, constitute a violation of the researcher's ethical code:

- Falsify/fabricate data or results;
- Selectively withhold data that contradicts your research;
- Present data in a sloppy or deceptive manner;
- Fail to mention accurate laboratory notebooks;
- Fail to credit authors appropriately. All contributors should be acknowledged;
- Sabotage/appropriate the research of another;
- Misuse research funds or Rensselaer resources for personal use;
- Develop inappropriate research/industry relationships for personal gain;
- Fail to comply with federal and/or RPI guidelines for the treatment of human or animal subjects.

As a Teacher:

All teachers have the responsibility to their students to:

- Have or acquire the knowledge to teach the assigned course and the teaching skills to facilitate learning;
- Inform students of their expectations and requirements at the beginning of the semester;
- Evaluate student performance in a fair and timely manner;
- Treat all students fairly;
- Avoid sexual relationships with students;
- Insure that while their teaching may be informed by their personal beliefs it should not be controlled by them;
- Keep all information about students confidential; inform others only on a need-to-know basis.