Academic Integrity Guidelines

These instructions are intended to guide you in the preparation of graded work in this course. No such document can be completely comprehensive, and we do not wish to create the impression that anything that is not explicitly forbidden here is necessarily allowed. You must always use your best judgment and work with your instructor on an ongoing basis to ensure your understanding of these serious violations continues to evolve as your writing becomes increasingly more sophisticated. This handout is designed to identify the most common, serious issues that arise in scientific writing at the high school level.

The major sources of graded work in this course include quizzes, tests, scientific papers, activities, and homework. Rules for taking quizzes and tests are straightforward, and we hope, consistent with your past experience. All of your work must be entirely your own, written during the test period, and you may not look at or copy the work of another student during the quiz or test. You may not bring to the test prepared answers or any material that would prove helpful, unless specified by the teacher.

Preparation of scientific reports involves some gray areas which require your careful attention. Collaboration is crucial in science and students will often work in teams. All students in a team are expected to participate in the acquisition and analysis of data and in the production of a team scientific report. Each student is expected to make significant and equitable contributions to the team’s efforts. There will also be some lab activities where you will work alone. In these cases, unless you are explicitly informed otherwise by your instructor, it is expected that your work will be entirely your own and completely original.

It is expected that when you are writing a scientific report, or any other piece of work that requires research, that you will not plagiarize and that you will cite ALL sources appropriately. Please refer to the student handbook, under Major School Rules, for more on this.

As far as homework assignments are concerned, unless you are specifically told to work on your own, we expect healthy collaboration. By healthy collaboration we mean that you may cooperate with other students so long as the goal of the collaboration is to increase the level of UNDERSTANDING of ALL collaborators, and not simply to get or provide correct answers.

WHEN IN ANY DOUBT, SEEK ASSISTANCE FROM YOUR INSTRUCTOR.
Please complete the following to be kept on file by the Science Department:

1. In your own words, please confirm your understanding of the term plagiarism.

2. What is mosaic plagiarism and how does this differ from your more ‘standard’ understanding of plagiarism?

I have read and understood the Academic Integrity Guidelines document. I agree to engage in ongoing conversation with my instructor when there are instances in which I am at all uncertain about proper use of outside sources and/or annotation.

Date __________

Signature __________________________________

Print Name __________________________________

Revised 2015 js
Chemistry

ACADEMIC INTEGRITY GUIDELINES

The Science Department expects all science students to always use their best judgment regarding matters of academic integrity. When in doubt about an academic integrity matter ALWAYS consult your instructor about expectations. This handout will identify some serious academic integrity issues specific to Chemistry.

There are different graded activities and items in Chemistry including quizzes, homework, tests, group graded exercises, lab reports, and the semester exam. All of your work must be entirely your own, and you may not look at, copy the work of other students or collaborate on any assignment without the expressed consent of your instructor. Below you will find more explicit information regarding our expectations for using outside sources and lab report preparation.

SOURCES must be fully and accurately cited for all written reports.

LAB REPORTS are one of the most important assessment tools used in Chemistry because they allow teachers to test or evaluate your science process skills. Because of this, most of your work must be written on your own. NO section of your lab report can ever be a “carbon copy” of another student’s work. Lab partners may fully collaborate on preparing the “Materials and Methods” sections of lab reports. In addition lab partners may collaborate on the acquisition of Raw Data and Observations. No other collaboration may occur without your teacher’s permission. When in doubt…ask permission.

CALCULATING:
Once you begin to modify the data in any way, you are making judgment calls, which we want to be your own. So, partners may have identical raw data tables but a table of derived results must be produced on your own.

Each student is expected to make his or her own calculations in "reducing" the raw data obtained in the lab. It is acceptable to check each other’s math.

GRAPHING: When the time comes to display your results on a graph, you must make your own choices about such things as the type of graph to use, scales for the axes, the sizes of uncertainty bars, which variable belongs on which axis, etc. You may NEVER photocopy a graph produced by another student and submit it as your own, since the production of a good graph involves making a number of wise choices. Because you must practice making wise choices and because you will be evaluated on those choices, it is not even appropriate for you to look at another student’s graph until you have created your own. You may not consult with anyone about your graph unless your teacher specifically consents to your request.

VERBALIZED RESULTS, DISCUSSION, CONCLUSION: Before you write in your own words what the results show and might mean, you need to study your data and look for patterns. You may NOT consult with your partner to debate the meaning of the data unless your teacher specifically gives consent for your request. When you actually sit down to write your report, you must not be in contact with your partner (in either a real or virtual sense, e.g., not on the telephone or connected via computer to your partner!). This separation helps ensure that the language you use to express ideas will be authentically your own, and not inadvertently influenced by others, which could create the appearance of an academic integrity problem.

(Chemistry Academic Integrity Expectations continued)
WORKING ALONE: In activities where you are told to work alone, you are expected to do every step entirely on your own.

PLAGIARISM in any form on any written work in this course constitutes a violation of Milton Academy's Academic Integrity policy. Here are some helpful definitions from the Bowdoin College web site: https://www.bowdoin.edu/studentaffairs/academic-honesty/common-types.shtml

a) Direct Plagiarism:
   Direct plagiarism is the word-for-word transcription of a section of someone else's work, without attribution and without quotation marks. The deliberate plagiarism of someone else's work is unethical, academically dishonest, and grounds for disciplinary actions, including expulsion. [See example.]

b) Self Plagiarism:
   Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from all professors involved. For example, it would be unacceptable to incorporate part of a term paper you wrote in high school into a paper assigned in a college course. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from both professors.

c) Mosaic Plagiarism
   Mosaic Plagiarism occurs when a student borrows phrases from a source without using quotation marks, or finds synonyms for the author’s language while keeping to the same general structure and meaning of the original. Sometimes called “patch writing,” this kind of paraphrasing, whether intentional or not, is academically dishonest and punishable – even if you footnote your source! [See example.]

d) Accidental Plagiarism
   Accidental plagiarism occurs when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution. (See example for mosaic plagiarism.) Students must learn how to cite their sources and to take careful and accurate notes when doing research. (See the Note-Taking section on the Avoiding Plagiarism page.) Lack of intent does not absolve the student of responsibility for plagiarism. Cases of accidental plagiarism are taken as seriously as any other plagiarism and are subject to the same range of consequences as other types of plagiarism.

NOTE: The Academic Dean adjudicates Violations of the academic integrity policy at Milton Academy.

Signed: 

Date: 

Initialed: 

JEB 9/7/2015
IV PHYSICS

ACADEMIC INTEGRITY GUIDELINES

These instructions are intended to guide you in the preparation of graded work in this course. No such document can be completely comprehensive, and we do not wish to create the impression that anything which is not explicitly forbidden here is necessarily allowed. You must therefore act at all times in accordance with Milton's broader integrity standards as published in the student handbook. You will have to use your own judgment to some degree, and should consult your instructor any time you think you may be getting into a gray area. Likewise, you should remember that there are some things not covered here which may not be illegal, but are nevertheless not in your best educational interest. This handout will however identify the most serious issues.

Daily homework may be collected in this course but will generally not be graded. We want you to feel comfortable making mistakes "for free" in your first encounter with new material. Unless specifically instructed otherwise, you may collaborate with classmates and seek their help with your homework. But you must make sure that your choices about this are in your best educational interest, e.g., don't just copy.

There are three major sources for the grade in this course: quizzes, activities and labs. Rules for taking quizzes are straightforward and, we hope, consistent with your past experience. All of your work must be entirely your own, and you may not look at or copy the work of other students during the quiz. (We also require you to show all of your work in order to receive partial credit, but this is not an integrity issue.)

Preparation of lab reports and write-ups for activities involves some gray areas which require your careful attention. The guiding principle in this part of the course is the distinction between an observation and an interpretation. In many of the lab and other hands-on activities, you will be working jointly with one or more partners to make observations and measurements (which can be thought of as quantitative observations). This information is "in the public domain" and can be shared freely among team members. There is therefore obviously no problem with identical data appearing in the lab reports prepared by the different individuals---after all, you did the same experiment. However, once you begin to modify the data in any way, you are making judgment calls which we want to be your own. Each student is expected to make his or her own calculations in "reducing" the data obtained in lab, the results of which must also be reported. When the time comes to display the results on a graph, each student must make his or her own choices about such things as the scales for the axes, the size of the uncertainty bars, which variable belongs on which axis, and so forth. Naturally you may talk with your partner(s) after you have made these decisions yourself, and it is certainly all right to check each other's calculations, but if you are following these guidelines, this part of your report (the "Results" section generally, and specifically, any graphs) can never be an exact copy of another student's work. In particular, you may not xerox or print a second copy of a graph produced by another student and publish it as your own, since the production of a graph itself involves interpretations. Finally, you will be asked to write in your own words about what the results mean ("Discussion" and "Conclusion"). Here again, we want you to consult with your partner(s) and to discuss and even debate the meaning of the data (consensus need not be reached, by the way). But when you actually sit down to write this section of your report, you should not be in the presence of your partner (in either a real or "virtual" sense, e.g., not on the telephone with them!). This ensures that the language used to express your ideas will be authentically your own, and not inadvertently influenced by others, which could create the appearance of a problem. For the same reason, you are obviously not allowed to show any other student any portion of a lab report you have produced before it has been collected, graded, and returned by your instructor. Doing so will be treated as an academic integrity violation equal in severity to copying someone else's work.

In a few labs and activities you may work alone. In these cases, unless you are explicitly informed otherwise by your lab instructor, it is expected that your work will be entirely your own and completely original.

In the spring term, you will undertake a major project called DYO. Your instructor will provide you with further guidance about academic integrity as it relates to this project at a later date.
PHYSICS

ACADEMIC INTEGRITY GUIDELINES

These instructions are intended to guide you in the preparation of graded work in this course. No such document can be completely comprehensive, and we do not wish to create the impression that anything which is not explicitly forbidden here is necessarily allowed. You must always use your own judgment to some degree, and consult your instructor any time you think you may be getting into a gray area. Likewise, you should remember that there are some things not covered here which may not be illegal, but are nevertheless not in your best educational interest. This handout will however identify the most serious issues.

Graded work in this course will include homework, quizzes, tests, activity write-ups, and lab reports. Rules for taking quizzes and tests are straightforward and, we hope, consistent with your past experience. All of your work must be entirely your own, and you may not look at or copy the work of other students during the quiz or test. (I also require you to show all of your work in order to receive partial credit, but this is not an integrity issue.) You are permitted, and encouraged, to consult with others about homework problems and assignments. However, if someone has helped you solve a problem, please make a note of that on your paper. Copying someone’s answers verbatim is not allowed.

Preparation of activity write-ups/lab reports involves some gray areas which require your careful attention. The guiding principle in this part of the course is the distinction between an observation and an interpretation. In many of the lab activities, you will be working with one or more partners to make observations and measurements (which can be thought of as quantitative observations). This information, jointly obtained, is “in the public domain” and can be shared freely among team members, even to the extent of Xeroxing one member’s lab notebook to make copies for the others. There is no problem with identical data tables appearing in the lab reports prepared by different individuals. However, once you begin to modify the data in any way, you are making judgment calls which we want to be your own. Each student is expected to make his or her own calculations in “reducing” the data obtained in lab. When the time comes to display the results on a graph, each student must make his or her own choices about such things as the scales for the axes, the size of the error bars, which variable belongs on which axis, and so forth. Naturally, you may want to consult with your partner(s) after you have made these decisions yourself, and it is certainly all right to check each others calculations, but if you are following these guidelines, this part of your report (the “RESULTS” section) can never be a carbon copy of another student’s work. In particular, you publish it as your own, since the production of a graph itself involves interpretations. Finally, you will be asked to write in your own words about what the results mean (“DISCUSSION”). Here again, we want you to consult with your partner(s) and to debate the meaning of the data (consensus need not be reached, by the way). But when you actually sit down to write this section of your report, you should not be in the presence of your partner (in either a real or “virtual” sense, e.g., not on the telephone or on line with them!). This ensures that the language used to express your ideas will be authentically your own, and not inadvertently influenced by others, which could create the appearance of a problem. In some lab activities you will work alone. In these cases, unless you are explicitly informed otherwise by your lab instructor, it is expected that your work will be entirely your own and completely original. It is also expected that if you are writing a document that requires research that you will not plagiarize and that you will cite ALL sources appropriately. Please refer to the Student Handbook, under Major School Rules, for more information on this policy.

I, ____________________________, have read and understood these integrity guidelines, and have been offered the opportunity to ask questions about them.

Signature ____________________________ Date __________

Course ____________________________ Teacher ____________________________