What is Plagiarism?

Plagiarism means using someone else’s work without giving proper credit.

~ “Work” includes, but is not limited to: written words, art, music, computer programs, information from the Internet, sound recordings, videos, interviews, pictures, graphical data, or statistics.

~ “Giving proper credit” means following the formatting rules of a documentation/citation style. Two commonly used styles are the Modern Languages Association (MLA) and the American Psychological Association (APA) styles. Check with your instructor about requirements for your assignment. You may be directed to use a different style.

WHY SHOULD I BE CONCERNED ABOUT PLAGIARISM?

~ Plagiarism is dishonest and unethical.

~ Plagiarism violates the Medicine Hat College’s “Academic Regulations and Policies,” and can result in failure and/or expulsion. Read the excerpt on page 2 of this handout.

HOW TO AVOID PLAGIARISM

✓ Hand in your own work. Do not hand in another person’s assignment or paper as your own.

✓ Learn how to use the required documentation/citation style. Documentation styles require you to give credit as you write your paper and to provide complete information about the source at the end of the paper. Check with your instructor for assignment-specific instructions.

✓ Take accurate and complete notes. When taking notes establish a system of noting whether the information is your own thoughts, a quotation, or information you have borrowed and put into your own words.

✓ Record the bibliographic information for each source you use in your research. The first time you take notes from a source, write out the information for that source: author, title, copyright date, place of publication, publisher, and any additional information that is required by the documentation style.

✓ Use quotation marks to indicate copied words. When you repeat another’s exact words, you must use quotation marks to indicate that the information was copied directly from the source.

✓ Give credit to any information or idea that you have put into your own words (paraphrasing). Even though you have restated information in your own words, you still must give credit to the source of the information.

✓ Use your own words and style of writing. Plagiarism can easily occur when you skip the step of note taking and write your paper directly from books and articles. The problem with writing directly from your sources is that it is very difficult to translate into your own words and is very tempting to use original words and parts of sentences. Plagiarism usually occurs when,

   o original words or phrases from a source are used in a sentence
   o the basic sentence structure is kept and some of the words are changed
   o reversing the order of words in a sentence

✓ Give credit to any information you acquired through your research. You do not have to give credit to commonly known facts. Whenever in doubt, give credit!
Student Conduct and Discipline

As a Medicine Hat College student, you are expected to conduct yourself with truth, honesty, and maturity which are fundamental in the search for knowledge and learning at Medicine Hat College. Unsatisfactory behavior and academic dishonesty such as plagiarism, lying, cheating by copying or bringing written or electronic answers into the examination setting, or stealing examinations and altering grades, will result in disciplinary action.

Most commonly plagiarism exists when:

1. The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work.
2. Parts of the work were taken from another source without proper referencing the original submission and without the prior agreement of the instructors involved.
3. The whole work (e.g. an essay) was copied from another source.
4. The work submitted or presented in one course was also submitted, in whole or in part, in another course without properly referencing the original submission and without the prior agreement of the instructors involved.
5. Impersonating another student in an examination or class assignment.
6. Recording lectures or classes without authorization.
7. Tampering with, destroying, stealing or making inaccessible computer programs and files.
8. Altering marks on an assignment, test, examination, or list.
9. Acquiring, attempting acquisition, possessing or distributing examination materials or information not authorized by the instructor.
10. Plagiarism, lying, cheating by copying or bringing written or electronic answers into the examination setting, or stealing examinations.

Plagiarism

Plagiarism is the submitting or presenting of work in a course as if it were the student's own work done expressly for that particular course. Plagiarism is an extremely serious academic offense. Most commonly plagiarism exists when:

1. The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work.
2. Parts of the work were taken from another source without reference to that source.
3. The whole work (e.g. an essay) was copied from another source.
4. The work submitted or presented in one course was also submitted, in whole or in part, in another course without properly referencing the original submission and without the prior agreement of the instructors involved.

Cheating

Cheating is an extremely serious offence. In an academic context, cheating most commonly occurs in tests or examinations when a student:

1. Uses unauthorized materials (e.g., textbooks, notes) or communicates unauthorized information by whatever means (e.g., cell phones, calculators and other electronic devices).
2. Copies the work of another person.
3. Leaves answer papers exposed or otherwise enables other students to inappropriately access learning materials.
4. Consults any person or materials outside the confines of the examination room without permission to do so.
5. Falsifying or fabricating the results of investigations or laboratory experiments.
6. Tampering with, destroying, stealing or making inaccessible library or other academic resources, including computer programs and files.
7. Altering marks on an assignment, test, examination, or list.
8. Acquiring, attempting acquisition, possessing or distributing examination materials or information not authorized by the instructor.
9. Impersonating another student in an examination or class assignment.
10. Recording lectures or classes without authorization.

Cheating is an extremely serious academic offense. In an academic context, cheating most commonly occurs in tests or examinations when a student:

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4. Consults any person or materials outside the confines of the examination room without permission to do so.

Other Academic Misconduct

The student is obligated to refrain from all forms of intellectual dishonesty. Each of the following actions constitutes intellectual dishonesty. These actions, however, do not necessarily exhaust the forms that intellectual dishonesty may take.

Responsibility of the Instructor

• The instructor is obligated to exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged.
• The instructor is obligated to clearly communicate the requirements for assignments, tests, and examinations, including but not limited to such requirements as source citation format in written assignments and materials authorized for use in tests and examinations.
• The instructor is responsible for the proctoring of all tests and examinations. The use of substitute proctors is allowable only with the approval of the dean.

Responsibility of the Student

The student is obligated to refrain from all forms of intellectual dishonesty. Each of the following actions constitutes intellectual dishonesty. These actions, however, do not necessarily exhaust the forms that intellectual dishonesty may take.

1. Falsifying or fabricating the results of investigations or laboratory experiments.
2. Tampering with, destroying, stealing or making inaccessible library or other academic resources, including computer programs and files.
3. Altering marks on an assignment, test, examination, or list.
4. Acquiring, attempting acquisition, possessing or distributing examination materials or information not authorized by the instructor.
5. Impersonating another student in an examination or class assignment.
6. Recording lectures or classes without authorization.

Excerpt from: Student Academic Misconduct. Medicine Hat College Calendar 2017/2018, p. 53