

STUDENTS' GUIDE TO ACADEMIC HONESTY AND FAIRNESS

International and Area Studies Teaching Program

Welcome to IASTP!

The coursework in your AS, DS, LAS, MES, PACS, or PEIS major will require a great deal of time, concentration, and attention to reading, research, and writing. We recognize that students today are under a great deal of stress. Sometimes it seems that no matter how well you budget your time, such activities as involvement in athletics or other extracurricular activities, the commute to and from campus, employment, and family obligations leave you with less time than you would like to devote to your studies.

No matter what pressures you may feel, it is important not to give in to the temptations of academic dishonesty. The IASTP faculty and advisors expect that students will abide by the standards of academic honesty outlined in the Student Code of Conduct. It is important that you familiarize yourself with these guidelines. They can be found on the Web at <http://students.berkeley.edu/osl/sja.asp>, or at the Student Judicial Affairs office in 326 Sproul Hall. Incidences of academic dishonesty in IASTP classes, when they are discovered, will be investigated and, if necessary, adjudicated by the Student Judicial Affairs office. Students found responsible for academic dishonesty will be subject to sanctions including a failing grade, community service, academic probation, or suspension.

What follows is a brief outline of common forms of academic dishonesty, their consequences, and a list of resources that can help keep you academically honest.

Academic Dishonesty

The following definitions come from "Academic Honesty: A Guide for Students," which is available from the Student Judicial Affairs Office, 326 Sproul Hall.

Cheating: "Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question."

Examples of cheating include (but are not limited to):

- Copying, attempting to copy, or communicating answers to others during an exam
- Allowing others to do an assignment or portion of an assignment for you
- Using a commercial or online term-paper service
- Submitting the same assignment for more than one course without prior approval of all instructors involved.

Plagiarism: "Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source."

Examples of plagiarism include (but are not limited to):

- Wholesale copying of passages from works of others into your own work without acknowledgement
- Using the views, opinions, or insights of another without acknowledgement
- Paraphrasing another person's characteristic or original phraseology, metaphor or other literary device, arguments or conclusions without acknowledgement.

N.B. Failure to cite your sources properly often gives rise to suspicions of plagiarism. Please familiarize yourself with proper citation styles before you begin a research paper or essay. In the social sciences, most professors prefer either Chicago style or American Psychological Association (APA) style. Some might also allow Modern Language Association (MLA) style. No matter which style you adopt, the most important thing is to *cite your sources correctly*.

Below are several resources for different citation styles. You should consult your instructor about what citation style she or he prefers. These guides can be found in the library. If you cannot find them, ask a reference librarian to assist you.

- *Chicago Manual of Style*, 15th Edition. University of Chicago Press, 2003.
- *Publication Manual of the American Psychological Association*, 5th Edition. American Psychological Association, 2001.
- *MLA Handbook for Writers of Research Papers*, 6th Edition. Modern Language Association of America, 2003.

You might also find the following websites useful:

<http://www.uiowa.edu/~commstud/resources/citation.html>

Explains how to cite sources in the different styles, and also gives examples of how to cite electronic sources in all three styles.

<http://www.wisc.edu/writing/Handbook/DocAPA.html#review>

APA style: explains how to format parenthetical text references as well as your references list.

The Consequences:

Instructors who suspect a student of academic dishonesty may confront that student directly. If a student admits that the accusation is true, the instructor may impose an academic penalty (such as—but not limited to—failure on the assignment/exam) and the case is closed.

If a student does not admit to academic dishonesty, and the instructor still has strong suspicions, the instructor may forward the case to Student Judicial Affairs for investigation and adjudication. You may familiarize yourself with the procedures, the penalties, and your rights by visiting their website,

<http://students.berkeley.edu/osl/sja.asp>

Avoiding the Temptation:

Feeling pressure? Worried about your academic performance? There are a number of resources on campus that you can turn to for help in improving your study skills, managing your time, or helping you through subjects that do not come easily to you. Check the Academic Difficulty website:

<http://uga.berkeley.edu/success>.

Some other resources include:

Academic Programs for Student-Athletes: 642-8402

<http://aps.berkeley.edu/>

Disabled Students Program: 642-0518

<http://dsp.berkeley.edu>

Re-entry Student Center: 643-8070

<http://reentry.berkeley.edu/>

Student Learning Center: 642-7332

<http://slc.berkeley.edu>

Student Life Advising Services: 642-7224

<http://slas.berkeley.edu/>

The Tang Center: 642-9494

<http://uhs.berkeley.edu/Students/appointments/counseling.shtml>