# **Syllabus template1**

**Academic integrity is core to teaching and learning. Giving it space on your syllabus is a way to communicate that, but also to convey any nuance that might be needed for your discipline. Your academic integrity syllabus statement sets the stage for you to discuss academic integrity throughout your course. Directly teaching your expectations for academic integrity is important because some students may have learned about academic integrity in a way that does not align with your expectations. Although some students may cheat to game the system and gain unfair personal advantage, others engage in unethical behaviours without fully realizing they are doing anything wrong.**

Please feel free to adapt this content to suit the needs of your course and your discipline.

**Check that your syllabus statement addresses the following questions, if relevant:**

* **To what extent can students collaborate on homework or other assignments?**
* **What is permitted to be used during quizzes and tests?**
* **How should students resolve any uncertainty they may have about academic integrity and academic misconduct?**

**Academic Integrity**

**What is academic integrity?**

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work; nor should you help others to do the same. For example, it is prohibited to: share your past assignments and answers with other students; work with other students on an assignment when an instructor has not expressly given permission; or spread information through word of mouth, social media, websites, or other channels that subverts the fair evaluation of a class exercise, or assessment.

**Why is academic integrity important?**

*Sample text for writing and other courses where students are producing new knowledge:*

The course teaching team, UBC, and the scholarly community at large share an understanding of the ethical ways that we use to produce knowledge. A core practice of this shared value of academic integrity is that we acknowledge the contributions of others to our own work, but it also means we produce our own contributions that add to the scholarly conversation: we don’t buy or copy papers or exams, or have someone else edit them. We also don’t falsify data or sources, or hand in the same work in more than one course.

*Sample text for courses where students are demonstrating knowledge through assignments and tests:*

As a student, your number one task is to learn new things. Just like your professors, however, you are a member of a university scholarly community. As a part of this community, you are responsible for engaging with existing knowledge and contributing ideas of your own. Academics—including you!—build knowledge through rigorous research that expands on the contributions of others, both in the faraway past and around the world today. This is called scholarship. Academic integrity, in short, means being an honest, diligent, and responsible scholar. This includes:

* Accurately reporting the results of your research, e.g., when collecting data in a lab.
* Taking exams without cheating.
* Completing assignments independently or acknowledging collaboration when appropriate. Collaboration through group work is an effective way to learn. I will clearly indicate when you should collaborate, for example during in-class group work and on some online homework assignments.
* Creating and expressing your own original ideas.
* Engaging with the ideas of others, both past and present, in a variety of scholarly platforms such as research journals, books by academics, lectures, etc.
* Explicitly acknowledging the sources of your knowledge, especially through accurate citation practices.

**What should I know about sharing course materials?**

We are working hard to provide all the materials you need to succeed in this course. In return, please respect our work. All assignment instructions, quiz questions and answers, discussion questions, announcements, PowerPoint slides, audio/video recordings, Canvas modules, and any other materials provided to you by the Teaching Team or in the textbook are for use in this course by students currently enrolled [course/section]. It is *unacceptable* to share any of these materials beyond our course, including by posting on file-sharing websites (e.g., CourseHero, Google Docs). It is *unacceptable* to copy and paste sentences from the textbook (e.g., definitions) into for-profit software (e.g., Quizlet) for use in studying. Respect the Teaching Team and textbook authors’ intellectual property, and follow [copyright law](https://copyright.ubc.ca/students/?login).

**What happens when academic integrity is breached?**

Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred for consideration for academic discipline. Careful records are kept to monitor and prevent recurrences. Any instance of cheating or taking credit for someone else’s work, whether intentionally or unintentionally, can and often will result in at minimum a grade of zero for the assignment, and these cases will be reported to the Head of the Department of [department] and Associate Dean Academic of the Faculty of [name].

**What support is available?**

Feel free to ask me about academic integrity. Part of my job is to guide your growth as a scholar, and I would much rather you ask for clarification than unintentionally engage in academic misconduct, which has serious consequences. If you are unsure about what constitutes academic misconduct, please reach out to me [how].

Sometimes students who are experiencing a lot of stress feel the only way to deal with a situation is to cheat. Please do not do this. Talk to me, and I am sure we can work something out together.

To help you learn your responsibilities as a scholar, please read and understand UBC’s expectations for academic honesty in the UBC Calendar: “[Academic Honesty](https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-honesty-and-standards),” “[Academic Misconduct](https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/student-conduct-and-discipline/discipline-academic-misconduct/3-academic-misconduct-ubc-students),” and “[Disciplinary Measures](https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/student-conduct-and-discipline/discipline-academic-misconduct/9-disciplinary-measures),”. Read and reflect on the [Student Declaration and Responsibility](https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/student-declaration-and-responsibility). There are resources to help you meet these expectations, for example the Chapman Learning Commons ["Understand Academic Integrity"](https://learningcommons.ubc.ca/understand-academic-integrity/).

For written assignments and help with plagiarism and citation, see the [Centre for Writing and Scholarly Communication](https://writing.library.ubc.ca/?login).

Additional resources for learning with integrity can be found on the UBC [Academic Integrity Website](https://academicintegrity.ubc.ca).

**Reference**

1. The content in this syllabus template is adapted from the helpful [document](https://docs.google.com/document/d/1NJEweHnimA0eGm4_0Z66eGVa-XJXqsOJUoG9_BWHnG4/edit?usp=sharing) Dr. Catherine Rawn and others created in the summer of 2020. This document has complete examples from several instructors that are Creative Commons licensed for re-use with attribution.