

# Building a Community of Trust with Students

## Faculty Checklist for Academic Integrity

### **Understanding Academic Misconduct**

#### **FEAR OF FAILURE:**

Many of our students are first in their families to attend college. There are many pressures both monetarily and emotionally. How can we as educators address this?

Provide students with more opportunities to practice their skills and receive feedback BEFORE high stakes tests. Whether it is small group work, quizzes, extra practicing assignments, etc. Building their confidence will help them go into a testing situation with less fear.

Use StarFish to give KUDOS to students who are doing well or making progress. We tend to only use the flags for when students are not doing well but it is equally important for our students to hear when they are making good progress. This builds confidence in their academic abilities.

#### **TIME MANAGEMENT:**

Whether they are fresh out of high school or adult students, managing time and understanding what it takes to succeed in your specific course is critical to students feeling prepared for testing. How can we as educators address this?

Clearly layout what time-management looks like for your class. How many hours should they spend in session, reading, completing assignments, and preparing for test. Work through their first test, quiz, or project timeline so they can see what time management looks like for this work and they can apply it to others. For example, for the test in two weeks, what should they be doing each day to prepare.

\* Note: There is a sample guide that is provided in the student planner and resource guide/handbook that can help students plan. [StudentPlanner-20-21.pdf \(csc.edu\)](#) (pg. 17)

#### **NOT UNDERSTANDING WHAT CHEATING MEANS IN THE ONLINE ENVIRONMENT:**

Students have been conditioned over the years to understand cheating as looking onto another student's test while testing in the classroom, using "cheat sheets" under their test, copying someone else's words without citation, etc. In the online environment where some faculty conduct open-book testing, allow a page of notes, encourage students to search the internet, sometimes the lines get blurred and we need to make sure they know specifically what you consider academic misconduct for your class and remind them often.

## Prevention is the best way to build a Community of Trust

1. **Build relationships** with students at the beginning of the course; the more they get to know you and their peers, the less likely they are to deter from the class rules and the more likely they will ask for clarification if there are unsure.
2. **Teach students how to be successful** in your course. Tell them what to study, provide reviews and study guides along with opportunities for them to practice.
3. **Review the meaning of Academic Integrity** and specifically what is considered cheating in your course. Students enrolled in multiple courses may find it very confusing when they are allowed to use their book in testing in one and not in the other. Be very clear about the expectations in your specific course. A generic syllabus statement is not enough in this environment. Consider having students review these free online workshops as a way to start the conversation.
  - [Academic Integrity: Do's and Don'ts](#)
  - [Understanding and Avoiding Plagiarism](#)
4. Get buy-in from the students (**honor pledge**). Have students sign off on a statement about your expectations for testing at the beginning of each test so there is no misunderstanding and they are reminded of your specific expectations.  
Consider adding a question to an assignment that simply asks students to affirm a statement like the following:

*Honor Pledge: I agree that my answers to this exam/test/quiz or essay represent my work and my work only. I also understand that all forms of academic misconduct are prohibited including, but is not limited to, all forms of cheating, fabrication, plagiarism, or the use of unauthorized materials. Sharing course and test materials online is a violation of Columbus State Copyright policy.*

Alternately, embed a Kaltura video in the quiz instructions for providing guidance about the quiz and remind students about academic integrity. Seeing you on video reinforcing academic integrity can psychologically deter students.

5. **Openly discuss academic misconduct** and let students know you are willing to help them succeed AND willing to act if they cheat.

Here are two example statements from faculty members:

- *Next week, you'll be submitting Essay #1. Some of the texts we've been reading and analyzing have been challenging, and I appreciate your efforts to move toward a greater understanding of them in our discussion board and in your journals. I'd like to take a moment to remind you about the importance of academic integrity, and the need to avoid plagiarism in your work. What I am seeking in your essay is the culmination of your own thoughts and assertions about the texts we're studying. In moments of doubt, it can*

*be tempting to go to one of the many websites that provide essays written by other students, and use the information you can find there for our class. I sincerely ask that you resist this temptation. I've been reading your work for several weeks now, and I've become familiar with your voice. And like you, I'm able to find those sites online as well. Because I take plagiarism very seriously, I hope you understand that however much I prefer not to, I will investigate the provenance of essays that appear to be plagiarized. If you have any questions about what constitutes plagiarism, please review the "How to Avoid Plagiarism" link you can find in "Course Information." I look forward to reading your essays next week!*

- *Hello,*

*Academic honesty is important, and I want to address what that means for this course. Academic honesty means that your work in this course is your own and that you have followed the instructions provided by your instructor. Academic dishonesty is a term that means cheating. Any student who is found to have cheated will be reported to the student conduct office and the college procedure will be followed.*

*You must read the directions of all assignments, quizzes, and exams for specific instructions as to what resources are permitted or are not permitted while completing course work. If at any time, you have questions as to what is and is not permitted, please ask me.*

*In this course:*

*Exams/Tests and Quizzes:*

*You are not permitted to use any resources while completing all quizzes and exams/tests in this course. This means that you are not permitted to use your book, Blackboard content, websites, or any other type of resource when taking exams/tests and quizzes. This also means that you are not to talk to your classmates or other individuals while taking exams/tests and quizzes. All the answers must be your own answers. Close all other browser windows while taking exams/tests and quizzes. Remove all materials from your testing area.*

*Assignments:*

*Please read assignment instructions carefully. Unless otherwise specifically noted in the instructions, all assignments are to be done by you independently and not completed by collaborating with other individuals. Do not copy and paste answers from other sources such as the internet or another person's work.*

*Group Work:*

*Assignments that are collaborative and completed with classmates are clearly marked in this course. The instructions will clearly state when an assignment is a group collaborative assignment. When you have any questions about an assignment, you may contact me, and I will be happy to answer any of your questions.*

*Sharing Work:*

*Some coursework is collaborative and some course work is done independently. Unless specifically stated that you may do so in the instructions of an assignment or test/exam, sharing your work with others either personally or posting to websites or message*

*boards is also a form of academic misconduct. Please do not share any of your work from this course with others unless you have permission to do so by your instructor. Being honest in your work shows that you respect yourself, your classmates and your instructor. If you complete the reading assignments, participate in class activities, complete assignments as instructed, participate in discussions, ask questions, etc. you will learn the content of this course and you will be successful. I am here to help guide you through learning about (course name). I want you to succeed in this course so that you can succeed in future courses and in your career.*

*Thanks*

The Office of Student Conduct can assist instructors and students when suspicions and allegations of academic misconduct arise. It is imperative to document situations consistently and accurately so matters can be appropriately reviewed and resolved. This process allows for CSCC's standards to be upheld; for continued learning and accountability for students; and to provide further support to students in order to enhance their understanding of academic integrity and the impact that academic misconduct can have on them, the institution, and their current or future professional lives.

To report matters of academic misconduct, please see the following link:

<https://cm.maxient.com/reportingform.php?ColumbusStateCC>

For additional information on Academic Misconduct and the Office of Student Conduct, please see the following links:

- Academic Misconduct: <https://www.cscce.edu/employee/faculty/classroom-management/academic-misconduct.shtml>
- The Office of Student Conduct: <https://www.cscce.edu/services/student-conduct/>

6. **Preventative Testing Techniques** (A few examples below)

- Test Banks and rotating questions
- Split Tests
- Time Limits (used carefully as to not prevent students from being able to fully read and understand the questions before answering)
- Short answer justification for random quiz questions

Indiana University Bloomington has developed some great resources. Check out the blog below and their other teaching and learning resources.

<https://blogs.iu.edu/citl/2020/03/13/exams-online/#.X-uMMthKiUI>