

## ACADEMIC INTEGRITY, ACADEMIC DISHONESTY AND PROFESSIONAL CONDUCT: SELECTED GUIDELINES AND ADVICE

### RESPONSIBLE PROFESSIONAL CONDUCT: GUIDELINES FOR TEACHING, RESEARCH AND SERVICE

The following guidelines relate to activities involved in fulfilling instructional responsibilities, in acquiring and using data in the course of conducting research, in authoring scholarly publications, and in interacting professionally with other individuals on this campus and elsewhere. No set of guidelines can cover all of the kinds of cases to which professional ethical considerations apply. Moreover, the interpretation of specific guidelines in actual situations may be uncertain, and the assessment of complex situations to which a number of different standards and other important considerations apply may be difficult. Those who find themselves faced with such further problems in these areas of academic life should seek the advice and counsel of campus and professional colleagues and appropriate administrators.

#### **Instructional Responsibilities**

Members of academic units have a fundamental obligation to respect the dignity of all students and to foster their intellectual growth and development.

1. Instructors should explain at the beginning of each course the grading criteria to be used and the requirements for successful completion of the coursework. Such criteria and requirements should be clear and should be applied consistently and fairly.
2. Faculty members should ensure that students are provided feedback and guidance to facilitate their academic progress.
3. Instructors should acknowledge sources of and observe copyrights for materials prepared for course distribution.
4. In any student-faculty collaboration, the intellectual contributions of the student should be fully and appropriately acknowledged.

#### **Academic Dishonesty**

Academic dishonesty occurs when someone takes credit for work produced by another. Academic dishonesty includes, but is not limited to:

1. Representing any work of another person, including materials from the professional literature, as one's own product and achievement. This includes but is not limited to:
  1. Quoting from another work without indicating the fact by quotation marks or indentation and acknowledging the source.
  2. Paraphrasing without proper acknowledgement of the source.
  3. Using the work of another student.
2. Giving or receiving unauthorized aid in any assignment or examination.
3. Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor.
4. Fabricating data.

Academic dishonesty is a serious ethical violation. Academic dishonesty and the appearance of dishonesty may be avoided if proper bibliographic citations are included whenever the work is used. Proper bibliographic citations include four elements (Rudolph & Brackston, 1990):



1. Name of author or authors, correctly spelled and in the form that appears on the work.
2. Edition number for books; volume number for periodicals.
3. Publication date.
4. Inclusive page numbers of articles; specific page numbers for cited parts of articles.

For more information on Academic Dishonesty refer to is the Academic Integrity section of the Student Code, which is available on-line at: [http://www.admin.uiuc.edu/policy/code/article\\_1/a1\\_1-401.html](http://www.admin.uiuc.edu/policy/code/article_1/a1_1-401.html)

### **Professional Conduct**

Members of an academic unit must honor contractual obligations in teaching, research and public service. They should further conduct themselves in a professional and collegial manner in all dealings with each other.

1. Members of academic units should provide an environment for professional development of all staff.
2. Individuals assessing the work of others should base their assessments on appropriate professional criteria.
3. Members of academic units should seek collegial resolution of professional disputes.
4. Individuals engaged in teaching, research or public service should respect and abide by legitimate and reasonable requests for confidentiality.
5. Individuals conducting research have an obligation to follow procedures that assure the ethical treatment of human subjects and animals, as well as applicable regulations.
6. Individuals engaged in research and teaching should understand and comply with pertinent regulations for health and safety in the workplace, should see to it that students and collaborators in learning or research projects understand and comply with these regulations; and should work to minimize risks to health and safety in the learning or research environment.
7. Individuals conducting research should spend research monies in ways consistent with the goals stated in contract documents.
8. Individuals conducting research and/or the officials of their administrative units have an obligation to keep clear records of expenditures and to make these records available to appropriate parties.

### **Withdrawal**

Any student who withdraws from the University should follow the appropriate withdrawal procedures. These are described at: <http://www.dgs.illinois.edu/policies/withdrawal.html>. Failure to attend class will not automatically withdraw a student from a course. Failure to attend without the formal withdrawal process will result in a failing grade as well as full assessment of tuition.