

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 style. Two commonly used styles are the Modern Languages Association (MLA) and the American Psychological Association (APA) styles. MLA is commonly used in English, History, and Philosophy. APA style is common in Psychology, the Social Sciences, Earth Sciences, and Nursing. Please note these are not the only styles used. You may be directed to use a different style.

WHY SHOULD YOU 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.

<p>Student Conduct and Discipline</p> <p>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 sealing examinations and altering grades, will result in disciplinary action.</p> <p>Responsibility of the Student</p> <p>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.</p> <p>Plagiarism</p> <ol style="list-style-type: none"> 1. 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: 2. The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work. 3. Parts of the work were taken from another source without reference to that source. 4. The whole work (e.g., an essay) was copied from another source. 5. 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. 	<p>Other Academic Misconduct</p> <ol style="list-style-type: none"> 1. Falsifying or fabricating the results of investigations or laboratory experiments. 2. Tampering with, destroying, stealing, or making inaccessible library or other academic resource materials, including computer programs and files. <p>....</p> <p>Academic misconduct also includes helping of another person to commit an act of academic dishonesty (e.g., the completion of a part or whole of any assignment for another student).</p> <p>Moreover, as a responsible member of the academic community of Medicine Hat College, all students are expected to take an active role in encouraging other members to respect the basic standards of intellectual integrity. If a student suspects a violation of intellectual integrity by another student, the suspicion should be made known to the instructor. If a student suspects a violation of academic integrity by the instructor, the suspicion should be made known to the dean.</p> <p>Consequences of Intellectual Dishonesty</p> <p>The penalty for an act of intellectual dishonesty shall ordinarily be determined at the reasonable discretion of the instructor, and may be the reduction of the grade on the assignment, test, or examination. The penalty shall normally be a zero grade on the assignment, test, or examination.</p> <p>Academic Misconduct Procedure</p> <p>Should the instructor deem the offense to warrant a stronger penalty, the matter shall be referred to the dean whereupon the penalty may result in an F grade for the course or courses, expulsion from the courses, expulsion from the program, or expulsion from the college.</p>
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Excerpts from: Student Academic Misconduct. Medicine Hat College Calendar 2010/2011, p. 50.

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 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.
- ~ *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.
- ~ *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.
- ~ *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 that you have put into your own words.* 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!