

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> <ul style="list-style-type: none">• You are obligated to refrain from all forms of intellectual dishonesty.• Each of the following actions constitutes intellectual dishonesty. However, these actions do not necessarily exhaust the forms which intellectual dishonesty may take:<ol style="list-style-type: none">1) Copying the work of another person without giving credit to the author and submitting the work as one's own ideas (plagiarism).2) Falsifying or fabricating the results of investigations or laboratory experiments.3) Using unauthorized materials or communicating information without authorization in a test or examination.4) Copying the work of another person in a test or examination.	<ol style="list-style-type: none">5) Tampering with, destroying, stealing or making inaccessible library or other academic resource materials, including computer programs and files.6) Altering marks on an assignment, tests, examination, or list.7) Helping or attempting to help another person to commit an act of academic dishonesty, including the completion of a part or total of any assignment or examination for a student by another student. <p>Consequences of Intellectual Dishonesty</p> <ul style="list-style-type: none">• In the first offence, the penalty for an act of intellectual dishonesty by the student shall be at the reasonable discretion of the instructor, subject to the following constraints:<ol style="list-style-type: none">1) The penalty may be a reduction of the grade on the assignment, test, or examination; reduction of the final grade; failure of and expulsion from the course; or such other penalty as the instructor may reasonable deem appropriate.2) The penalty shall normally be reduction of the final grade, which may result in an "F" grade.• An offence will be deemed to be your second offence if, prior to commission of that offence, you had received warning regarding the first offence. In the case of the second offence, whether it occurs in the same semester as the first offence or in a later semester, you shall be expelled from the College, receive an "F" grade for those courses involved, and a "W" grade for other courses taken that semester.
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Excerpt from: Student Academic Misconduct. Medicine Hat College Calendar 2009/2010, p. 51.

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,
 - original words or phrases from a source are used in a sentence
 - the basic sentence structure is kept and some of the words are changed
 - 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!