

Academic Integrity Guidelines (Revised January, 2017)

I. Prevention of Academic Integrity (AI) Violations

1. *Inform students of AI policies and course expectations*

- i. Put latest Brandeis AI statement prominently on the syllabus (see Appendix I)
- ii. Emphasize Brandeis AI policies, expectations, and enforcement the first day of class
- iii. Clarify what is acceptable and what is not for group work, for individual work
- iv. Emphasize mutual accountability (e.g., informing professor if cheating is going on)

2. *Support students with help on AI and good research practices*

- i. Provide link to [Brandeis AI policies and expectations](#)
- ii. Provide link to [Brandeis AI student resources](#)
- iii. Provide link to [LTS-Library Guides citation help](#) for additional help with proper citations
- iv. Have your TA provide a tutorial on how to carry out proper research practices

3. *Modify requirement for papers*

- i. Require students to submit draft assignments through TurnItIn on LATTE. Use this to help students see AI violations, so that they can revise their work to meet AI requirements.
- ii. Allow students to submit final written assignments multiple times through TurnItIn (up to the deadline) so that they can correct any remaining AI problems.
- iii. Have students give a brief oral presentation of their paper, which helps show how much they really know about their topic
- iv. Limit range of paper topics
- v. Require students to provide their personal opinions or interpretations where appropriate
- vi. Require students to discuss paper proposals with professor before topic is approved

4. *Change exam implementation*

- i. Avoid multiple choice questions
- ii. If using multiple choice, have two copies of the exam, with questions in different order
- iii. Proctor the exam yourself. And enlist the TA to help if needed
- iv. Require students to leave packs, phones, tablets, computers in the front of the room
- v. Allow only one student at a time out of the room for the restroom; have a sign out sheet with time out and time in
- vi. Assign seats
- vii. Avoid recycling last year's exam questions (same goes for problem set questions, quizzes, etc.)
- viii. Turn off your LATTE site during exams

5. *Change assessment of team projects*

- i. Require each student to clearly identify her/his contribution to the project
- ii. Award each student a grade that is a weighted average of the team performance on the project and the individual student performance on her/his part of the project
- iii. Have students submit a confidential review of their team project experience

II. Monitoring and Enforcement of AI policies

1. **Detect plagiarism**

- i. Require final papers to be run through TurnItIn, and evaluate the results
- ii. Have TA watch for copy/pasting from textbook or other sources that TurnItIn might not pick up
- iii. Google text that looks suspicious

2. **Detect inappropriate collusion or copying another students' work**

- i. Have TA look for unusual degree of similarity between student's individual assignments

3. **Know and follow the Brandeis IBS procedures for AI violations**

- i. Review Brandeis' AI standards and policies
- ii. Follow IBS procedures for AI violations

III. Professionalism in the classroom

1. **Set professional classroom norms up front**

- i. Professor starts and ends on time
- ii. Students arrive on time and remain for the entire class
- iii. Students display name cards (if appropriate)
- iv. Policy on absences
- v. Policy on late assignments
- vi. Policy on acceptable use of laptops, tablets, etc. in the classroom

2. **Clarify ethical standards**

- i. What materials (class notes, case materials, etc.) can be used in assignments
- ii. Brandeis AI policies (refer to part I.2.i above)

3. **Provide help for "learning teams"**

- i. To avoid students working in non-diverse teams, consider taking the lead in creating study groups for the course. Study groups can be helpful for case preparation and might reduce the tendency of students to try to "short cut" their assignment preparation by using existing case solutions that are on the web.
- ii. Monitoring and evaluation of student contribution to group output is recommended to address students who slack on graded group assignments.

Appendix I

Statement on Academic Integrity for your Syllabus

- **Academic honesty:** You are expected to be honest in all of your academic work. Please consult Brandeis University [Rights and Responsibilities](#) for all policies and procedures related to academic integrity. Students may be required to submit work to TurnItIn.com software to verify originality. Allegations of alleged academic dishonesty will be forwarded to the Director of Academic Integrity. Sanctions for academic dishonesty can include failing grades and/or suspension from the university. Citation and research assistance can be found at [LTS - Library guides](#)