

Glossary

ACADEMIC DISHONESTY: Cheating on academic work, plagiarism, collusion, abuse of resource materials, unauthorized use of technology, and other acts that do not meet academic integrity standards.*

ACADEMIC INTEGRITY: Upholding and promoting high standards of personal and scholarly conduct.

ACADEMIC WORK: The preparation of an essay, thesis, problem, assignment or other projects submitted or completed for course credit and to meet other requirements for non-course credit.*

COLLABORATE: To work together, especially in a joint intellectual effort.

COLLUSION: Unauthorized collaboration. Working with another with the intent of deceit or fraud.

PEER-REVIEWED: Publications that have been reviewed and approved by a panel of authorities in that discipline or subject.

PLAGIARISM: Intellectual fraud. Taking someone else's work, idea, art, music, etc. and passing it off as one's own.

Group or Individual Study?

The library has places for both!

Group	Individual
3 Meeting Rooms <ul style="list-style-type: none"> ♦ Room 127 Multipurpose Meeting Center seats 72-100 ♦ Room 106 seats 12-14 ♦ Room 225 seats 8 	Quiet Zones <ul style="list-style-type: none"> ♦ Upper Level - tables in mural area - window areas ♦ Main Level - window areas ♦ Lower Level - window areas - AV room
Reserve meeting rooms at the Circulation Desk or call 254-968-1895. 9 Group Study Rooms <i>first-come, first-serve</i> <ul style="list-style-type: none"> ♦ Upper Level - mural area 	Ask your instructor if group work is acceptable on a project.

Location & Hours

The Dick Smith Library is centrally located on the Stephenville campus near the O.A. Grant Bldg., Austry Agriculture Bldg., and Clyde Wells Fine Arts Center.

Fall & Spring Semesters:

Mon-Thurs	7:00 am – 12:00 am
Friday	7:00 am – 8:00 pm
Saturday	10:00 am – 6:00 pm
Sunday	12:00 pm – 12:00 am

NOTE: Library hours vary during the summer and between semesters. Call 254-968-9937 or check the website (www.tarleton.edu/~library) for hours.

More Information

Access Services	254-968-9248
Circulation Desk	254-968-9450
Hours	254-968-9937
Interlibrary Loan	254-968-9660
Reference	254-968-9249
Room Reservations	254-968-1895

*Student Handbook

www.tarleton.edu/~stuserv/handbook

Student Judicial Affairs Academic Conduct Policy

www.tarleton.edu/~judicial/academicconduct.html

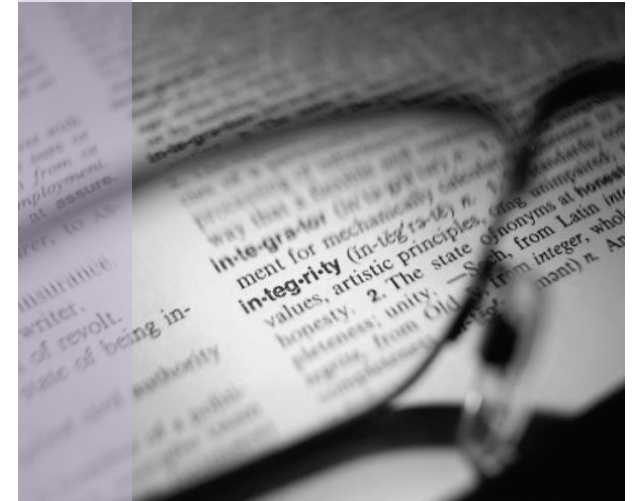


Updated 1-2008

TARLETON LIBRARIES

Dedicated to Service and Learning

Academic Integrity



It's Your Choice.

—

We Can Help!

You Decide: Student or Pretender!

USE CREDIBLE SOURCES

*Search tools are accessible
from anywhere you have Internet access.*

Library Catalog

Find books, videos, and journals reviewed
and selected based on academic criteria.
www.tarleton.edu/~library

Library Databases

Find peer-reviewed and scholarly articles.
www.tarleton.edu/~library

Internet

Find various types of materials.
*Evaluate these materials. They may not
be peer-reviewed or quality materials.*

INCORPORATE SOURCES CORRECTLY

Acknowledge sources when you quote
or paraphrase them to

- ◆ give credit where credit is due,
- ◆ avoid plagiarism, and
- ◆ maintain your academic integrity.

CITE YOUR SOURCES

Life holds many challenges.

**You must choose
between right and wrong.**

Integrity is important and critical to
your credibility and your personal satisfaction
in school, work, and life.

Paraphrasing Sources

PARAPHRASE: *rewording of a passage without changing the meaning of the original*

Why Paraphrase:

- ◆ Easier to understand.
- ◆ Clarifies concepts or terms.

How to Paraphrase & Avoid Plagiarism:

- ◆ Use your own words.
- ◆ Use your own sentence structure.
- ◆ Cite your sources.

Examples of Correct & Incorrect Paraphrasing:

Original: “Plagiarized work in a biology class may look and sound very different from that in a music composition course. Students in every class need to know clearly which acts that discipline considers to be plagiaristic” (Wilhoit, 1994, p. 163).

Correct Paraphrase: Disciplines define plagiarism differently. What is accepted in one field might not be accepted in another. Therefore, students should find out what is expected in each class (Wilhoit, 1994).

Incorrect Paraphrase: Acts of plagiarism in a biology class might look very different from that in a music class. Students need to know which acts each discipline considers plagiaristic (Wilhoit, 1994).

Work Cited: Wilhoit, S. (1994). Helping students avoid plagiarism. *College Teaching* 42: 161-164.

Cite Your Sources

Why Document (Cite Sources):

- ◆ Helps readers find the resources you used.
- ◆ Helps readers evaluate the data or information you used.
- ◆ Helps you avoid plagiarism.
- ◆ Helps you comply with copyright guidelines.

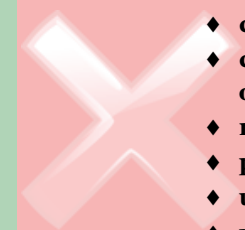
How to Document:

- ◆ Ask your instructors for their preferred documentation style.
- ◆ Use correct style guides for your subject: APA, ASA, CBE, MLA, etc.
- ◆ Find style guides at Tarleton Libraries.

Make Good Choices — Not Bad Choices!



- ◆ Check the rules.
- ◆ Do your own work.
- ◆ Take your own tests.
- ◆ Use instructor provided and approved review materials.



- ◆ collusion
- ◆ copying computer programs or someone else's work
- ◆ misusing resource materials
- ◆ plagiarism
- ◆ unauthorized collaboration
- ◆ using unauthorized materials