Academic Honesty: Being a successful student
Objectives

• Introduce academic honesty

• 10 strategies to avoid academic dishonesty

• Find out where to get more help at the college
What is academic honesty?

Go to www.menti.com

Use code 67 69 01
What is academic honesty?

ACADEMIC HONESTY

Academic honesty is expected of all learners enrolled at Bow Valley College. Academic dishonesty is a serious offence and will result in consequences ranging from a reprimand to expulsion from the College.

Acts of academic dishonesty include, but are not limited to, the following:

• Plagiarism: that which is represented as one’s own work and has been deliberately copied from any outside source, including other learners’ work.
• Cheating: copying, falsifying, stealing, or aiding others in such dishonest activities.
• Modification and/or falsification of documents or records.
• Theft, or attempted theft of examination or any academic materials.

The department, in consultation with the program coordinator and the instructor, will administer penalties.

Penalties will be documented and stored on the learner’s file in the Registrar’s Office. Learners expelled for academic dishonesty will be assigned a withdrawal code.

Bow Valley College has an established appeals process, as outlined in the learner appeals section of this Handbook, for learners who wish to have a decision reviewed.
1. Often you need to use sources in your assignments

- Sources are used to support the points you are making in your assignment.

- You will need to use reliable sources (books, articles, etc.).

- These can be found using the college’s library (www.bowvalleycollege.ca/library) or from reliable websites on the Internet.
2. You need to cite sources you use

A citation is a note that tell your instructor what sources you used to write your assignment.

It's required when a source is quoted or re-worded (paraphrased).

It shows you are being honest and not taking credit for others' words or ideas.
3. You need to have a reference list

A reference list provides detailed information about sources you paraphrased, quoted or summarized in your work.

It is expected for most academic work.

It shows you are being honest and not taking credit for others' words or ideas.

References


4. If you copy words from a source, they need to be in quotation marks (“…””) and cited

- A quote is copied word for word.
- Usually short and specific (less than 40 words)

The Canadian Observatory on Homelessness (2012) defined homelessness as "an individual or family without stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it" (p. 1).
5. Your assignment cannot be made up of just quotations

- Quotes are used to support your own writing and points.
- Quotes are used for information or phrases that are very specific or hard to paraphrase.
- Your instructor and writing tutors can help you learn how to use quotations well.
6. Paraphrases need to be cited

- Paraphrasing = using someone’s ideas to write your own sentence.
- Paraphrases do not need to be in quotation marks but still need a citation.

7. To paraphrase a source, you need to change the words and sentence structure.

- Learning to paraphrase well is a skill that requires practice.
- Your instructor and writing tutors can help you learn how use paraphrases well.
8. Do not copy the work of other students

9. Unless it is group work, do not share your work.

10. Do not re-use your own work.
Get more help

1. Always ask your instructor for help or clarification

2. RGO Library & Learning Commons – 1st & 2nd floor of North Campus
   • Help with finding sources, citing and referencing
   • [www.bowvalleycollege.ca/library](http://www.bowvalleycollege.ca/library)

3. Academic Success Centre – 2nd floor of North Campus (Room N266)
   • Tutors, Reboot (drop-in tutoring)
   • Help with writing, paraphrasing and quoting
Thank you and questions.