Tips and Strategies for Promoting Academic Integrity and RCR

For Faculty and Staff

1. Show students that you take academic integrity seriously by taking time to introduce and discuss academic integrity and responsible conduct of research in your class. You can help change the culture

2. Draft a statement for your syllabus that clearly delineates your position on academic integrity and place links in your syllabus to the Dean of Student's Academic Integrity/Honesty page, UNM Student Code of Conduct, and/or the OVPR's Responsible and Ethical Conduct of Research page. (See sample syllabi blurbs.)

3. Ask students to take a tutorial, such as that on the Graduate Studies Academic Integrity page, or have them research and write a brief essay on academic integrity and what constitutes a breach of academic honesty. (See sample assignment)

4. Discuss in class best practices for careful note taking and instruct students how to cite sources, including online sources, properly; do not assume no matter what level of class you are teaching that they already have this knowledge. After this instruction, you can ask students to write down their definition of academic integrity and what constitutes a violation and then have them sign the document to verify their understanding.

5. Assign incremental (sequenced) research and writing assignments where students write their papers in stages; you can start with asking for a topic, a short prospectus, a research bibliography, and a series of drafts.

6. Assign new paper topics each semester for standard courses; ask very specific questions for paper assignments tailored specifically for the materials you introduce in class. Set clear guidelines for collaborative work.

7. Use multiple forms of assignments and assessment measures—a mix of short papers, quizzes, exams, longer papers, project papers, posters, e.g.—to distribute the weight of the assignments broadly. Avoid high stakes assessment strategies, such as midterm, final, and/or final paper.

8. Use new questions or ask old questions in new and different ways for examinations in standard courses. Use multiple versions of multiple choice/short answer exams and distribute alternately for testing.

9. For more tips, see the Dean of Students' Academic Integrity/Honesty page as well as the resources in the "resource" section below.

For Students

1. Make a commitment to value and observe best practices with regard to academic integrity and responsible conduct of research; this commitment involves acquiring an understanding of academic integrity and responsible conduct of research, as well as understanding what

constitutes academic dishonesty, including cheating, plagiarism, unauthorized collaboration, interfering with others' research, or helping another person engage in misconduct.

2. Very simply, *take responsibility for and do your own work*. Your professors and instructors are interested in your ideas and analyses.

3. Understand the consequences of violating academic integrity—not just in terms of consequences to you personally, but to the reputation of your research lab and team, department, college, or university.

4. Plan your time well and give yourself sufficient time to complete your assigned work before it is due.

5. Develop careful note-taking practices and learn to cite sources properly, whether it be direct quotations or paraphrases and whether it be material from a print, film, internet, or another electronic source.

6. When doing collaborative work, be sure you are clear about how much and what kind of collaboration is allowed or expected. Ask your instructor if you are not sure.

7. If you are having trouble with the material, talk to your instructor, utilize campus resources such as CAPS or the Graduate Resource Center, and/or form a study group with your peers.

8. Refuse to help anyone else engage in academic and/or research misconduct.

9. Don't give your assignments—papers, lab reports, exercises, etc.—to other students.

10. Communicate freely with your professor, instructor, lab supervisor. She or he should be willing to help you ensure that your work reflects the best practices and the standards for academic and research integrity.