Title

Walden University Academic Integrity Student Module

Welcome to this self-paced tutorial on Academic Integrity. This tutorial will focus on Walden’s academic integrity policies, SafeAssign, and academic integrity inquiries. Click BEGIN to get started.

Audio Test

This training contains audio. Please click on the headphones to test the audio and adjust your settings accordingly. Use the Next and Previous buttons to navigate throughout the slides. On most slides, you will not be able to use the Next button until you have viewed all information on the slide or the slide completes. Slide notes and a glossary can be accessed on the left panel. An audio transcript is located in the Resources tab in the upper right hand corner of the player. Click Next when you are ready to continue.

Registration

In order to mark your completion of this training, please register your full name in the Name box and today’s date in the Date box. After you have entered your information, click the Register button to continue.

Learning Objectives

Welcome to this self-paced tutorial on Academic Integrity. We will examine Walden’s definitions, expectations, tools, policies, and procedures for ensuring the highest level of academic integrity in all Walden scholarship. We will discuss types of academic integrity violations, such as plagiarism and cheating, and we will walk you through using the plagiarism prevention software tool, Safe Assign.

In this course, you will learn:
Menu

This course contains the following three topics: Academic Integrity and Plagiarism, SafeAssign, and Academic Integrity Policies and Inquiry Process. After you have completed all three sections of this module, you will be presented with an assessment to pass in order to complete this training.

Click on a topic to continue.

Academic Integrity and Plagiarism

In this part of the tutorial we will define academic integrity and how to write to avoid plagiarism.

Click LEARN MORE to continue.

Fundamental Values

In your role as student, scholar and researcher, pursuing your degree is both a privilege and a responsibility. At Walden, we expect the highest level of personal responsibility and accountability of our students, faculty and staff. As a member of the International Center for Academic Integrity, Walden subscribes to their definition of academic integrity as “a commitment, even in the face of adversity, to six fundamental values...”. Click on the columns to reveal the six fundamental values: “Honesty, Trust, Fairness, Respect, Responsibility, and Courage.” Click on the International Center for Academic Integrity link if you are interested in learning more about this organization.

Click Next to continue.
Fundamental Values

Our policies uphold these values by promoting original work and proper citation while prohibiting others to complete your work, providing false information, altering documents, cheating, plagiarism and even prohibitions on coursework exceptions and extensions. This tutorial will focus on how you can best equip yourself to adopt these six values in your coursework and generally as a student at Walden.

Next, we will discuss the importance of developing strong writing skills, including specific skills that directly contribute to upholding academic integrity by serving as your most powerful defense against plagiarism. All students at Walden should be familiar with Walden’s Code of Conduct, which includes a section devoted to academic integrity.

You can locate the Code of Conduct by visiting the Walden Catalog and selecting the Walden Handbook from the drop down bar. From there, select “Section 3: Student Expectations and Responsibilities”, then click on “Student Conduct and Responsibilities”. Click on Walden Catalog to view the catalog.

Click Next to continue.

Plagiarism Defined

One of the most serious threats to academic integrity is plagiarism. Our experience has shown that students rarely intend to plagiarize, but instead need a stronger foundation in good writing skills and a better understanding of the standards expected at Walden, including our required use of APA formatting style and citation requirements.

Plagiarism is the intentional or unintentional use of writing or other works created by another person without properly acknowledging its source or attribution. Authors are most commonly at risk of plagiarizing when they fail to adequately cite the original source material from which they took words and ideas or when a citation is present but the author has failed to compose an original paraphrase or synthesis of the source material. (Walden University Code of Conduct)

Click Next to continue.
Types of Plagiarism

Plagiarism can be intentional and unintentional. It is not just an absence of a citation but it is an absence of an original paraphrase or synthesis of the source material even with a citation present. If you would like more information on the many different ways that instructors identify intentional and unintentional plagiarism, review the Plagiarism Spectrum created by Turnitin, a company that provides plagiarism detection software.

Click on the two buttons to explore the two most common forms of plagiarism. After you have reviewed both topics, click Next to continue.

Sources NOT Cited

Copying another’s work without acknowledgement is when students use another’s exact words in a phrase, sentence, paragraph, or a full paper without proper citation. Let’s try an example. Look at the source material on the screen. Now look at the examples from two student papers using the author’s work. Roll your cursor over the example where the work is cited appropriately.

Click the Close button after you have completed this scenario.

Sources Cited

Using one or more authors’ work with acknowledgement but without proper paraphrasing is the most common form of plagiarism we see, it is often unintentional and usually takes more practice to avoid. As your writing skills develop, this problem will diminish. If your citation to a source is not in direct or block quotes, the sentence(s) must be an original paraphrase or synthesis of the source material.

You may have heard your instructors say “put it into your own words”. Simply changing a few words, deleting words from the original source material, or “patching” different sections of a source material together in a different sequence is not paraphrasing, it’s plagiarism. Your instructor, with the help of Safe Assign, will usually be able to recognize when simple words have been exchanged or patching has occurred. We will discuss this form in more detail later in the tutorial but for now, here are two examples to illustrate this patchwork concept. Roll your cursor over the example that you think adequately paraphrases the source material.
Reuse of Work

One last note on types of plagiarism: At times, students may try and reuse work they previously submitted for another course. Our Code of Conduct does not allow this unless you have been given prior permission by your current instructor. Please ask for permission in advance if you wish to reuse work and please be advised that your request may be denied.

Plagiarism Warning Signs

Once your instructors are familiar with your writing style, they are able to recognize when the voice, tone, or vocabulary of a passage appears to deviate from your usual style or skill level. Instructors will call attention to these passages and may seek out a tool like Safe Assign or even Google to determine if these passages are (a) cited and referenced correctly and (b) truly original thoughts and ideas.

Click on the Learn More to learn tips on how to avoid plagiarism and more about resources for strengthening your writing skills.

Tips to Avoid Plagiarism

Before you submit an assignment for grading, we highly recommend that you proofread your paper. Ask yourself, 1) Did you include a citation for any ideas or content that were not your own? 2) If any ideas or content that were not your own are not in direct or block quotes, did you compose an original paraphrase or synthesis before your citation? Did you, as we say “put it into your own words”? Did you avoid “patchworking” other's thoughts, or simply change or delete a few words?

Strengthening Your Writing Skills

To support you in strengthening your writing skills, the Walden Writing Center has a wealth of resources and references to practice paraphrasing and citing. In addition, writing tutors are available by appointment for individualized feedback. Walden also offers writing courses, including an academic integrity writing course, for students looking for greater instruction.
Click on the Writing Center logo to visit and explore their website before proceeding. Click Next when you are ready to continue.

**SafeAssign**

The primary tool Walden uses to detect, deter, and prevent plagiarism is SafeAssign. It assists instructors and students to ensure the integrity of submitted work.

Click **LEARN MORE** to continue.

**SafeAssign Intro**

Most, if not all of your assignments will be submitted into SafeAssign automatically when you submit your assignments for grading. The software checks your work against all the material stored in its database and on the web to see if your writing contains passages whose wording matches or is similar to previously submitted or published work. This analysis is provided in the form of an Originality Report.

The SafeAssign database includes but is not limited to websites, books, journals, and previously submitted student assignments. In the following screens we will walk you through the steps for using this tool to support your adherence to our academic integrity policies.

First, we will show you how to submit a SafeAssign Draft as a self-check measure before you submit your assignment for grading. We strongly recommend that you submit your assignment into a SafeAssign draft first, well in advance of an assignment due date to determine if you need to rewrite any passages that have not been paraphrased or summarized appropriately. Also, while discussion posts will not be automatically run through SafeAssign, you can expect your instructor to submit some of your posts into SafeAssign to ensure compliance with our academic integrity expectations. Thus, we highly recommend that you submit your discussion posts into a SafeAssign draft in advance of the assignment submission deadline as well.

Second, we will show you how to submit an assignment through SafeAssign.

Lastly, we will demonstrate how to access and interpret your originality report after you submit an assignment.

Click **Next** to continue.
Submitting a Draft

This video will demonstrate how to submit a SafeAssign Draft. We highly recommend submitting your completed assignment to the draft area first to view any needed corrections before submitting your assignment for grading. But don’t forget to also submit your assignment for grading!

To submit a SafeAssign draft, click on SafeAssign Drafts located towards the bottom of the navigation bar. As with your regular assignment submission, you can either attach a file by clicking on Browse My Computer or you can copy and paste content by clicking on Write Submission. For this demo, we will select and attach a file.

Once the file appears under Attached Files, click the Submit button. Click Submit then click Direct Submit. Please allow up to several minutes for an originality report to be generated.

Once generated, the message will change from Report in Progress to a percentage. Click on the SafeAssign drop down and then click on View Originality Report when you are ready to examine the results.

Each time you want to submit a new draft, click on Start New to return to the submission page. Each draft can be found by using the Attempts drop down in the blue area. Thank you for viewing this presentation on how to submit a SafeAssign draft.

Click Next to continue.

Demo Intro

Practice! You will now walk through a simulation to practice how to submit a draft through SafeAssign. Click the Simulation button to practice. To move to the next tutorial, click the Tutorial button.

Submitting an Assignment

To submit an assignment for grading, click on the applicable assignment for your week or module. The Upload Assignment screen will appear. Scroll down to the
Assignment Submission area. You can attach a file by clicking on Browse My Computer. Once the file appears under Attached Files, click the Submit button. Click Submit then click Direct Submit. Please allow up to several minutes for an originality report to be generated. Once generated, the message will change from Report in Progress to a percentage. Click on the SafeAssign drop down to view the Originality Report. Click on View Originality Report when you are ready to examine the results. Thank you for viewing this presentation on how to submit an assignment through SafeAssign.

Click Next to continue.

Demo Intro

Practice! You will now walk through a simulation to practice how to submit an assignment through SafeAssign. Click the Simulation button to practice. To move to the next tutorial, click the Tutorial button.

Interpreting Reports

This video demonstrates how to interpret a SafeAssign Originality Report. We are going to walk through an Originality Report prepared for this tutorial.

When you open the Originality Report, it will open in a new window and will display the paper on the left with any matching content highlighted. On the right, you can see the sources of the matched content. Each different source has a different color.

This paper has a percentage of 46%. It is important to note that this percentage takes into account all similarity in SafeAssign's database, which can include appropriate citations, common phrases or assignment instructions if you included them as part of your response. What this means is that there is no need to keep revising your paper trying to get to zero percent because most papers will have some type of similarity. What is more important is to figure out if any of the matches contain plagiarism and should be re-written. So, does this paper contain plagiarism? Yes, it does contain plagiarism. Let's take a closer look at the matches to figure out why.

The first match, the yellow match, highlights content from two paragraphs. In the first paragraph, notice that the sentence is not in quotes, not cited and not paraphrased. This is classic copy and paste plagiarism and needs to be cited and
paraphrased appropriately, regardless of where it came from originally. The key is that the content is not original. The match says it is from “another student paper” and we will discuss this more in a moment.

Let’s look at the blue match. You will notice that after the highlighted sentences, there is a citation. So why is this plagiarism when there is a citation? Even though there is a citation to a secondary source, the content must be synthesized. These sentences are not in quotes and therefore are not paraphrased appropriately.

Compare these sentences to the paragraph that begins with “stem cell research supports”. It also has a citation, but the content was synthesized and paraphrased in the author’s own words and thus, did not appear as a match.

Now back to the source of the match, it is referencing an Internet page belonging to NIH but what if you never used this site during your research? As you examine more and more Originality Reports, you may notice that the matches aren’t necessarily identifying the location where you found your information. This does not matter. Multiple sources may contain identical information. What matters is that all content in your paper must be cited, paraphrased and synthesized appropriately if it is not an original thought.

Let’s take a look at the green match now. It is the definition of a pacemaker. You will notice that SafeAssign says this came from another student’s paper. It is important to understand that often SafeAssign will only list the source that has been most recently matched, thus you may come across a match to “Another student's paper” more often than you would care to. Does this mean that the author copied another student’s work? For this small amount of content and for something as straightforward as a definition, the answer is probably no. More than likely, both authors used the same definition of a pacemaker found either on the Internet or in a book or article. A quick Google search should turn up at least of couple of websites with this definition. Regardless of where the definition may have been found, it needs a citation and quotes if the author wants to keep the definition exactly how it is written. You may also see matches to “another student’s paper” for common phrases (for example: The National Institutes of Health), proper citations or assignment instructions (for example writing something such as In response to question 3...). If this is the case, you can ignore as matches to these items are not plagiarism.
If the match to “another student paper” is a paper you submitted previously for another course, you must have advanced permission to reuse work as per Walden’s academic integrity policy.

You can save the Originality Report if you need to submit it to review by others by clicking on the Print icon on the top right hand of the originality report. When the print function appears, you can save the document as a PDF file on your computer or external drive. You will also notice that when you click on the Print icon, each match will display and the most likely source to that match will be displayed. This may provide additional support when reviewing your originality report. Thank you for viewing this presentation on how to interpret a SafeAssign Originality Report.

Click Next to continue.

**Academic Integrity Inquiries**

In this part of the tutorial we will look at Walden’s Code of Conduct Process, potential sanctions for violating Walden’s Code of Conduct, tips on preventing plagiarism, and additional threats to plagiarism.

Click LEARN MORE to continue.

**Academic Integrity Reporting Process**

This slide will explain the steps of Walden’s Academic Integrity Reporting process. Click on *number one* to begin.

1. As discussed, your instructor will evaluate your work both with and without SafeAssign to determine any concerns with the content as it relates to the assignment, and any changes in voice, style, vocabulary from previous work. Click on *number two* to continue.

2. If an assignment is found to contain borrowed content without the proper citing, your instructor will contact you via email, and will ask you to respond to an academic integrity inquiry. It is important to remember that while receiving an inquiry of this nature is never pleasant, this process evaluates the integrity of submitted work and is not a personal attack. Instructors are not questioning your personal integrity, only the content of the work submitted. Therefore, overly defensive responses to inquiries are not productive and will not support our
commitment to personal responsibility and accountability. Click on number three to continue.

3. Based on the integrity of the assignment and your response to the inquiry, an academic leader from your program will make a determination as to whether or not the academic integrity policy has been violated and if so, determine proper academic sanctions if necessary.

Click on the **Sanctions** button to learn more about academic sanctions and the **Prevention** button to learn how to prevent plagiarism. After you have reviewed all of the information, click **Next** to continue.

**Sanctions**

Sanctions could include, but are not limited to: rewriting the assignment, reduced points or receiving a zero on the assignment, reduced final course grade or course failure, a required course on academic integrity, up to and including academic dismissal for repeated or egregious acts of academic dishonesty.

**Prevention**

It is incredibly important that your work be original and in your own words. All citing should follow APA style guidelines. You should have an APA style guide in your possession as it is required for all new students. It should be used as a trusted source to ensure proper citing. If you are ever unsure how to paraphrase or cite properly, please utilize the Writing Center’s resources to strengthen your skills.

We hope the knowledge and tools provided for you in this tutorial will support you in minimizing any concerns about the integrity of your submitted work.

**Additional Threats**

In addition to plagiarism, there are other potential threats to Walden’s Code of Conduct that fall under the umbrella of academic integrity. Click on each of the five buttons to learn more.

After you have reviewed all topics, click **Next** to continue.
Cheating and Inappropriate Collaboration

Another threat to academic integrity is cheating. We define it as fraud, deceit, or dishonesty in an academic assignment. It includes:

- Copying or attempting to copy from others during an exam or assignment
- Communicating answers with another person during an exam
- Preprogramming a calculator or computer to contain answers or other unauthorized information for exams
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term paper service
- Submitting the same assignment for more than one course without the prior approval of all the instructors involved
- Collaborating on an exam or assignment with any other person without prior approval from the course instructor
- Taking an exam for another person or having someone take an exam for you

Cheating also includes access of another to your classroom. Under no circumstance should anyone other than you access your classroom. Otherwise, there may be a presumption that you are not the one completing your work. As with plagiarism, if there is a concern that cheating may have occurred, your instructor will contact you via email, and will ask you to respond to an academic integrity inquiry. Based on the evidence and your response to the inquiry, an academic leader in your program will determine if a violation of our cheating policy has occurred and proper academic sanctions if necessary.

Homework Sites and Inappropriate Collaboration

Walden University partners with our students, faculty and staff to maintain the highest standards of academic integrity. Simply said, we want all work that you submit for credit to be your own. Uploading, selling, or buying assignments from homework sites is considered cheating. Similarly, inappropriately collaborating with others in such a way that more than one student submits the same work for a grade is cheating. Discussing an assignment is permitted, though writing an assignment together is not
unless otherwise stated.
We encourage students who are struggling with academic expectations to discuss their concerns with their faculty or academic advisors to identify resources and solutions. We also remind you that we have many writing and tutoring resources available at our Writing Center and our Academic Skills Center.

Providing False Information and Alteration of University Documents

It is important to understand that there are more threats to academic integrity beyond plagiarism and cheating. Please review the examples of providing false information and alteration of university documents by rolling your cursor over the two buttons shown on the screen. Any kind of documentation you fill out or provide to the university is subject to independent verification and concerns found may lead to an academic integrity inquiry.

Providing False Information

- Furnishing False Information in the context of an academic assignment
- Fabricating or altering information, data, or results of research and presenting it as legitimate
- Providing false or misleading information to an instructor or any other university staff member

Alteration of University Documents

- Forging an instructor’s or university official’s signature on any document
- Submitting an altered transcript of grades to or from another institution or employer
- Putting your name on, or copying another person’s paper or assignment
- Altering a previously graded exam or assignment for additional academic gain
- Supplying altered documents to support an exception to university policy
**Misrepresenting Credentials**

The university will not tolerate any misrepresentation by an applicant, student, or faculty member of past or current academic programs, degrees, or professional accomplishments. Misrepresenting credentials, such as purporting to have a degree that you have not yet earned listed on LinkedIn, for example, is also another threat to academic integrity.

**Theft or Damage of Property**

The following actions are threats to academic integrity:

- Sabotaging or stealing another person’s assignment, paper, project, electronic hardware, or software
- Obtaining improper access to, or electronically interfering with, the property of another person or the university via computer or other means
- Obtaining a copy of an assignment or exam prior to its approved release by the instructor

For more detailed information, please take some time to review our Code of Conduct as violations in these areas can be grounds for serious sanctions, including dismissal. The Code of Conduct can be found in the current student handbook, located on Walden’s catalog page.

**Unwarranted Exceptions**

While Walden instructors are sensitive to crises or emergencies that might arise in a student’s life, unwarranted requests to: extend assignment deadlines, permit incomplete assignments, or submit work that does not meet expected standards can be threats to academic integrity.

Two basic principles guide instructors and assessors in these circumstances. One, ensure that all students are treated equally and fairly and two, give academic credit only for work that has been successfully accomplished. Two basic principles should guide you as students during times of unexpected roadblocks. First, make sure you understand assignment grading expectations, assignment due dates, and course drop and withdrawal deadlines. Second, communicate as soon as possible with your instructor and your academic advisors in writing if circumstances arise that affect your performance in your courses. Early awareness will assist you and
Walden staff in making the best choices for your given situation. Requests after an assignment due date or after a course has ended may not be considered.

Knowledge Check Intro

You will now take a quiz to test your knowledge of the information that was presented throughout this training. You must score 100% to pass the quiz. Click the Review button to review the material that was presented in this training. Click the Quiz button when you are ready to proceed. Good luck!

Certificate of Completion

This Certificate of Completion shows that you have successfully completed this course. Please take a screen shot of this certificate to keep in your records. Click Next when you are ready to continue.

Congratulations

Congratulations and thank you for completing today's training on Academic Integrity. We hope that you are able to recognize and avoid plagiarism, use SafeAssign, and understand the steps of the Academic Integrity Reporting process.

Click on the Exit Course button to exit the course and complete the course survey. We highly value your feedback and use it to create courses like this one.