Sample Syllabus Language

General Statements:

The university prides itself on creating the nation's first Honor Code. The Code provides an environment in which trust can thrive and a level playing field for students, ensuring students are evaluated based on their own effort and ability and in which students can be taken at their word.

The Code reflects the university's value of integrity—in our words and our deeds. As an instructor, I strive to provide an environment that promotes integrity. Reasonable measures taken to protect us from temptation are not antithetical to the Honor Code; thus, I reserve the option to proctor exams, provide multiple copies of exams for distribution, and restrict the technology tools students can possess while taking exams.

I support the Honor Code and am obligated to report concerns for review and resolution by the Honor Council. As it is your obligation to resolve any perceived lack of understanding of my expectations in advance of submitting any work, I encourage you to contact me with any questions about my course and testing policies. You also are welcome to contact me if you have concerns that any fellow students are not fulfilling their obligation to uphold the Honor Code.

All work submitted in this course, whether in draft or final form, must be your own and must be cited appropriately.

Unauthorized Aid/Collaboration:

Begin by informing students as to what you do permit:

I permit the following sources of aid: (be specific...for example, can students use internet resources—AI, all internet resources, or only certain resources? Other texts? Study guides such as Quizlet? Conferring with TA's or lab assistants?)

Unless I have provided express permission to use an outside resource, assume it is not permitted—I encourage you to ask me if you have any questions about what resources are permitted on a particular assignment.

Explain whether students can work with one another. If so, note any limitations.

I permit and encourage you to collaborate with one another on (homework, take-home assignments, exams). I do not permit you to collaborate on *[fill in]*. **If I have not specifically provided authorization, assume you do not have permission to collaborate.** As a student, you have the obligation to contact me if you are unsure as to whether I authorize any form of collaboration not specifically permitted on the syllabus.

"Students cannot give or receive aid on exams. This includes, but is not limited to, viewing the exams of others, sharing answers with others, and making unauthorized use of books, notes, AI, or the Internet while taking the exam. For the

group project, teams must work completely independently. Relying on solutions from other groups, regardless of whether they are currently in the course, constitutes plagiarism and/or unauthorized aid." (source: Notre Dame University)

Posting the materials I have created for the course on commercial websites, including presentations and quiz and exam questions, can be considered seeking or providing unauthorized aid to others, and I will report such instances.

Plagiarism:

The Internet provides vast resources for students to research topics and develop their personal knowledge. As a writer at the university level, we expect you to synthesize existing information and create your own argument. Merely copying the words of others is not sufficient, nor is stringing together a series of statements and information created by others. I encourage you to review the information provided by the Writing & Communication Center (https://www.wm.edu/as/wcc) and to consult with their consultants.

The pursuit of knowledge often involves referring to other sources and building upon the prior work of others. We expect students to acknowledge these sources in the form of citation and, if using the words or phrases of others, direct quotation. A reader/reviewer should be able to discern what portion of your paper represents your original thought and argument.

Plagiarism is "the presentation, with intent to deceive, or with disregard for proper scholarly procedures of a significant scope, of any information, ideas or phrasing of another as if they were one's own without giving appropriate credit to the original source."

Proper scholarly procedures require you to organize your writing such that you keep track of original source material so you can cite it appropriately in your final paper. I recommend you develop a system to do so from the beginning of the course, and I would be happy to provide you suggestions as to how to do so.

Intellectual Property:

Posting on Internet Websites: Posting content from this course on websites such as CourseHero, Chegg, and Quizlet can be considered unauthorized distribution and a violation of my intellectual property rights under the *Student Handbook*. Posting your own work allows these sites to profit from *your* intellectual property. Postings on these websites are visible to others, including other students and me. Doing so also can facilitate cheating by others who encounter and use the solutions posted.

As a faculty member, I work diligently to carefully create questions and assessments designed to fairly apprise students' performance, and once a question is posted, I no longer can use it—in the "Community of Trust", such actions impact me and future generations of students who follow you in my courses.