## Slide 1

**Load the PowerPoint**

**Introduce Yourself:**
- Year
- Major
- USJ Branch
- Any connecting information between you and the group to which you are presenting

**Briefly introduce the Office of Student Conduct:**
- Where we are located: 2118 Mitchell
- What we do: Uphold the Code of Academic Integrity & Code of Student Conduct
- Discuss Character and Ethics Education Programming—why you are there!

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---Slide Content---
Academic Integrity and Student Conduct 2015-2016

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## Slide 2

**Outline the expectations of UMD students:**
- You don’t need to read the entire slide to the students
- Explain to them why these things are important to you personally
- Explain how they relate to how a student represents the University while they are attending classes and beyond University life

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Expectations
At the University of Maryland, all students are expected to act with honor. Committing to acting with honor means that you commit yourself to acting ethically and with integrity in all of your endeavors both inside and outside of the classroom.
Slide 3

**Explain how I.C.E. relates to the things we encounter in everyday life and prompt students to tell you about the people/organizations:**

- Reading the newspaper: What would we think if we read articles from what seem like credible news sources and then find out they are plagiarized?
- Ray Rice: We expected him not to commit intimate partner violence
- In the medical field: How would we feel if we were on the operating table, about to go into surgery, and found out that the surgeon about to operate on us cheated in medical school?
- FIFA is an international organization and people expect they care about human life.
- When you go over a bridge you expect that the people who designed and built it knew what they were doing and took appropriate factors into account.
- Ask students how reputations get damaged and repercussions of violations of inherent trust

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Why is integrity important?
Everyday examples where we expect it?

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Slide 4

**Talk to students about the UMD Honor Pledge:**

- Tell them where they will see it/be asked to sign it
- Tell them when it was adopted by the Senate based on the proposal made by the Student Honor Council
- Let them know that they can come sign it at our office

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Honor Pledge
Maryland Honor Pledge
I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination
-Adopted by UMD Senate in 2001

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Slide 5

**Explain the 4 different types of Academic Integrity violations:**

- Tell students these definitions and more can be found in the *Code of Academic Integrity*
- Ask the students what they think the words mean before you click to have the definition appear on the screen
- Ask the students to provide you with examples of ways that they have seen people (or heard about people) committing academic dishonesty with these 4 violation types- They can plead the 5th no self-incrimination! You do not need to know who they have seen specifically, just general examples
- Ask them to guess which type we see the most of in our office and then give them the following statistics: “Plagiarism makes up about 45% of all the Academic Integrity violations our office sees while Cheating makes up 43%, Facilitation is 21% and Fabrication is 3%”
---Slide content---

Violations
Plagiarism: intentionally or knowingly representing the words or ideas of another as one’s own in any academic course or exercise.
Cheating: fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage and/or intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Facilitation: intentionally or knowingly helping or attempting to help another to violate any provision of this Code.
Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

---Slide 6---

**Explain the most common sanction for undergrads:**
- XF= failure of the course due to Academic Dishonesty
- Students may petition to have the X removed after 1 year and after all sanctions are completed (does not necessarily mean it will be removed)
- Graduate students are usually not given this sanction- dismissal from program is most common sanction for grad students but some academic advisors will recommend expulsion of the University.
- XF can mean a student will need to retake a class and can delay program progress
- Can negatively affect graduate school admission if it remains on transcripts

---Slide Content---
Sanctions for Violating the Code of Academic Integrity
XF and Fail

---Slide 7---

**Explain that many students come to the University with different ideas of academic integrity:**
- For some students, college is a very new experience academically
- They may not be used to the rigor of college work or these things may have been acceptable in high school

---Slide Content---
Common Mistakes
Assuming that it is okay to work with a partner
It is assumed that all work turned in is completed only by you, unless your professor says otherwise
Turning in the same paper for two classes
This is called self-plagiarism. You are at the University to learn, not just earn good grades

---Slide 8---

**Explain that many students come to the University with different ideas of academic integrity:**
- Some students may need to visit the writing center to learn how to cite things properly. It is worth the time to ensure they are doing what professors expect and to not steal others’ work
- While it may harm their grade by a few points, professors want to see where students went wrong so they can help them improve. The loss of a few points is also nothing compared to the XF.
---Slide Content---
Common Mistakes
Not citing material or doing so incorrectly
The people who made the original source worked hard! It is only right that you properly give them credit
Making up numbers to go into a lab report
If you didn’t actually get those values, don’t put them in your report

Slide 9
Explain that many students come to the University with different ideas of academic integrity:
- You can have your grade in the class changed even if you took it a few semesters ago if you are found responsible for facilitation.
- It might seem nice or like the right thing to do, but it is important than your friends get the grade they earn on their own and learn the material.
- Suggest making up sources for a bibliography as fabrication for additional mistakes

---Slide Content---
Common Mistakes
Giving a friend access to your Canvas log in information or answers to old assignments
This is facilitation of academic dishonesty, and can land you both in trouble
What else can you think of

Slide 10
How to avoid Academic Integrity violations:
- Explain that accidents or errors in citation are considered Academic Integrity violation and that not knowing the proper way to cite sources is not considered an acceptable excuse
- Talk about how students can avoid becoming stressed by not procrastinating and that it is important to consider the consequences before acting out of haste.
- Talk about how students can use their resources on campus to avoid these types of errors: writing center, talking to their TA, asking for professor’s preferences on citation styles
- Outline how the strategies listed on the slide are helpful

---Slide content---
How to Make Sure it Doesn’t Happen to You
ENGAGE in your own learning.
EXPLORE the citation styles of your field.
ASK questions.
MEET with your professor or instructor.
SAVE contact information.

Slide 11
Tell them about the Academic Integrity Tutorial:
- It was created to simulate different types of academic dishonesty and tests students on their knowledge with a pre-quiz and post quiz
- Brand new! New content with videos and fun gifs
- It can be found at: www.academicintegrity.umd.edu
- It generally takes 30 minutes to an hour to complete
- It covers all types of academic dishonesty situations with different case studies

---Slide content---
Academic Integrity Tutorial  
www.academicintegrity.umd.edu  
30 minutes - 1 hour to complete  
Covers all types of academic situations  
Encouraged for all first year students at Maryland

## Slide 12

**Provide information about last year’s caseload:**

- Referrals have increased and professors are being more diligent in looking for academic dishonesty
- Percentage of students found responsible for violating the code is high, meaning that many students who are in our office are not here by mistake
- Describe what “punitive/educational sanctions” are

---Slide content---
In the most recent reporting period (June 1, 2014 – May 31, 2015), the academic conduct caseload totaled 486 new referrals, a 55% increase from last year.  
The percentage of students found responsible for, or who admitted to, violating the Code of Academic Integrity remains high at 90%.  
The XF was applied in 72 of the cases in which students were found responsible. Other sanctions were punitive and/or educational.

## Slide 13

**Walk students through the process for a referral of any kind:**

- First the office gets a referral from a professor, TA, RA, Police, other student, etc.
- Second the office determines whether or not there is reasonable cause to believe the student committed the act
- If there is not reasonable cause, the case is dropped and there is no record of the referral saved
- If there is reasonable cause however, we will either go to an informal resolution, disciplinary conference or a hearing
- If the student chooses to resolve the case with an informal resolution they must admit responsibility and accept an XF in the course
- If the student chooses a disciplinary conference, the student meets with one staff member from the Office of Student Conduct who determines both responsibility, and sanction if necessary
- If the student chooses an Honor Review Hearing they will present their case to 2 staff members and 3 students who will determine both responsibility, and sanction if necessary

---Slide content---
Diagram of case
Slide 14

Introduce Student Conduct:
- Cases are handled very similarly to academic cases, but cases fall under the *Code of Student Conduct*

---Slide Content---
Student Conduct

Slide 15

Explain some of the goals the University has for its students in making the *Code*:
- The University has policies to encourage students to get help for others and there are resources in place for students to stay safe from all types of danger, like intimate partner violence resources at CARE to the counseling center for mental health to police and RAs for medical or emergency assistance
- Students should work with emergency personnel and University officials to ensure that University activities are uninterrupted and emergencies are handled
- People expect that fire extinguishers will work and exit signs will be in place to find safety in an emergency situation
- These presentations hopefully help students find resources, but can call Office of Student Conduct with questions or use anonymous ask

---Slide Content---
Our Goals
At the University of Maryland we want all students to remain safe
Be cooperative with Law Enforcement and other local agencies
Equipment designed to help in an emergency should function properly
Students should know where to go for help

Slide 16

Explain some of the possible sanctions for violations of the *Code* or Residence Hall Rules:
- There are many different possible sanctions for violations
- For Res Life, they can range from community service to room reassignment, to no trespassing, to housing probation, to housing termination
- For conduct, they can range from restitution to suspension withheld, to a reprimand, to suspension, to expulsion.

---Slide Content---
Possible Sanctions
Graph of continuum of sanctions

Slide 17

Explain some of the things students do when they first get to school:
- When students go away to school they have more freedom and responsibility than ever before, which is fun, but comes with some new dangers and things to consider
- Students don’t always think through the consequences of their actions, what may seem fine or funny could turn out to be deadly

---Slide Content---
Common Mistakes
Removing any fire safety material
Playing with fire extinguishers, removing exit signs, and messing with sprinklers could harm people in the event of an emergency.

Drinking underage and not getting help for fear of trouble

The consequences of someone dying are worse than anything else that could happen.

---Slide Content---

**Slide 18**

**Explain some of the things students do when they first get to school:**

- People hear all sorts of rumors about ways to get around getting into trouble, but it is important to know what the rules at school are
- While students over the age of 21 may drink and possess alcohol, students under 21 may not have any false identification, even if it is their own information with a fake birthday, or an older sibling's real ID, these are against University policy
- While marijuana may no longer be a criminal offense in some cases in this state, it is still not legal and not permitted to be possessed by University students

---Slide Content---

**Common Misconceptions**

- Having a fake ID with your real name and address on it
- Any ID that is not your own state issued ID is against University Policy
- Marijuana has been decriminalized in Maryland, so it is okay to have
- It is still not legal in the state and is against University policy to possess on campus

---Slide Content---

**Slide 19**

**Explain some of the things students do when they first get to school:**

- It is important for students to know what qualifies as hazing, because if people cannot identify it, they cannot work to stop it
- Forcing new inductees to get food for senior members would be considered hazing and is against University policy
- It also contains within its definition diminished physical or mental capacity, which includes drugs or alcohol
- Add that many students are unaware that the [Code of Student Conduct](#) applies off campus as well

---Slide Content---

**Common Misconceptions**

- Hazing defines only a small subset of activities that organizations on campus utilize to initiate new members
- Hazing is anything that you are compelled to do that presents a risk of physical harm, emotional harm, unreasonable requirements, or diminished physical or mental capacity, OR causing another to break University policy or any law
- What else can you think of?

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**Slide 20**

**Tell them about Sexual Misconduct Policy:**

- The University has recently changed its policies on how sexual misconduct cases are handled
- Title IX Office helps with these cases and can be a resource for victims or to help anyone learn about consent
- Talk about the clear definition and importance of consent

---Slide Content---
Sexual Misconduct Policy
Includes sexual assault, sexual harassment, stalking, relationship violence, and exploitation.
Gives a clear definition of consent.
Find out more: http://www.umd.edu/Sexual_Misconduct/
The Sexual Misconduct Office is located in 1103 Armory.

Slide 21
**Explain what the Responsible Action Policy is:**
- Talk about the importance of getting help for people in emergency situations
- How we afford people who take responsible action amnesty
- It’s about looking out for your fellow Terps!

---Slide Content---
Take responsible action and get help for those who need it in an emergency.
Call for help (911/UMD staff) for someone in need of medical attention because of drugs or alcohol, neither the person needing help, nor the person calling for help may face disciplinary action.
Know the signs of medical distress.
Call for help.
Care for someone.

Slide 22
**Introduce the anonymous ask:**
- Talk about the fact that we get all sorts of questions, ranging from academic to residence hall, to cyber security questions
- Students go onto our website and submit their question via a Google form that asks for no identifying information
- The Office of Student Conduct gets those questions and responds back on the website and on the Facebook page

---Slide Content---
Anonymous Ask
The Office of Student Conduct has recently started an anonymous ask regarding questions about the *Code of Academic Integrity*, the *Code of Student Conduct*, and the Residence Hall Rules
Can be found at: http://osc.umd.edu/OSC/AnonymousAsk.aspx

Slide 23
**The Code of Student Conduct applies off campus**
- Explain how student behavior off campus is just as important as their behavior on campus
- Going abroad, students will still be held to the University’s *Code*

---Slide Content---
Terp Nation Has no Boundaries
The Code of Student Conduct now applies off campus too, so remember the Code wherever you go!
### Slide 24

**Provide information about USJ:**
- Explain about the different branches of USJ: Res Board, Honor Council, Appellate Board, Central Board, and Community Advocates
- Help keep campus safe and maintain the integrity of the degree
- Not just for future lawyers!
- Encourage students to apply and give them information about the application process

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University Student Judiciary  
Students with a Voice in Campus Governance  
Uphold the standards of university conduct through adjudication of violations.  
Educate the campus about issues of integrity, character, and ethics (ICE)  
Accepting applications now!

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### Slide 25

**Encourage students to take out their phones and follow us on social media!**
- We often post news about our events on campus and contests on these social media sites
- Students can follow us for updates about our office and to come see us around campus

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Check us out on:  
Facebook: Student Conduct at UMD  
Twitter: @ICEatUMD  
Instagram: UMDUSJ