**Definition of Plagiarism**
(Document and process created by Ralph Swain)
Western Iowa Tech Community College

**Plagiarism** is defined as using the words and/or ideas of another and representing them as your own without proper credit to the author or the source. "**Dual submission**" is submitting an assignment in this class that you submitted in another class. Both plagiarism and dual submission are academically unethical and are in contravention of the rules of this course. Either act will result in an F grade for the submission. **A repeated act of plagiarism or dual submission will result in an F for the course.**

It is possible for the uninformed writer to unintentionally plagiarize material, but you have been informed—*when in doubt, cite your source, even when not in doubt, cite your source.* Intentional plagiarism includes cheating, copying other student's work, copying other writer's words verbatim without citation, having another person substantially assist or complete your assignments, and repeated plagiarism after being warned. **Plagiarism discovery methods by this instructor:** This instructor is aware that there is a substantial amount of cheating occurring among high school and college students nationwide. With the added temptation to "steal" material from Internet sources, the pressure to get good grades, and the stress of the responsibilities of daily life, some students wrongly choose the easy route. This is a mistake that will result severe penalties. Technology has also given the instructor valuable tools to quickly and accurately check for plagiarism. This instructor regularly utilizes Internet search engines, vast electronic databases and powerful plagiarism software (such as **Turnitin.com**) that can match borrowed words and phrases from other sources. It is simple to use, accurate and effective. To avoid plagiarism when conducting research, stay away from the Internet sites that offer essays and papers, utilize research paper format Web sites such as dianahacker.com, and download and study this instructor's documents attached to the Doc Sharing location and learn the proper technique of "paraphrasing" source material. Changing a few words here and there is still considered plagiarism.

**Methods of Discouraging Plagiarism**

1. Require “recent” sources for researched papers, i.e. no more than five years old.
2. Required annotated bibliography of sources used. (don’t accept library abstracts or book jacket blurbs).
3. Require a research proposal (includes a thesis statement).
4. Require an outline, table of contents or an introduction.
5. Require rough draft(s).
6. Request use of a persuasive argument approach to the paper. This will avoid the simple, descriptive or "theme" paper models.

**Procedure for Dealing with Plagiarism**
Western Iowa Tech Community College

When you return the assignment:

a) Attach a completed Plagiarism Detection Cover Sheet to the assignment.
b) Do not bring the student’s problem to the attention of the other students.

When you meet privately with the student:

a) If the material is stolen from the Internet, which in most cases it is, download the document, highlight the plagiarized portions on both the Internet document and the student paper.
b) Complete a **Report of Academic Dishonesty** (available from the division office) and attach this to the documents.
c) Discuss this with the student and have the student sign the Report. If they refuse to sign, write "Student refused to sign" on the bottom.

d) Turn in a complete copy of this to the division chair. You should keep a copy for yourself. (If it is after the semester ends and you have difficulty getting the student to sign, turn this in to the department chair anyway, but make sure you have notified the student of the situation)

**IMPORTANT**: Make sure you address the penalties for plagiarism in your syllabus. You can also remind the students that both the college catalog and student handbook have sections regarding this subject. "Multiple submissions" (handing in the same work done for another class) is also considered plagiarism. For formal research papers, discussion and instruction of MLA or APA format should be conducted. Location of resources should also be made available to the class.

**Useful Plagiarism Web Sites**