



**PREVENTING CHEATING AND
PLAGIARISM AT WESTHILL**

STUDENT HANDBOOK

Defining Cheating:

Cheating is finding ways to pretend you have learned the material or done the work when you have not.

Examples of Cheating:

- Copying a friend's homework.
- Getting someone else to do your project including parents.
- Letting your partner or other members of your group do all the work.
- Looking at/copying another person's test.
- Using unauthorized "crib" sheets.
- Turning in a paper from another class or another year without permission.
- Sharing answers or files in a class without permission.



Why you shouldn't do it!

- Cheating is unfair to your friends and fellow students.
- Cheating is unethical. It is a deliberate deception.
- Cheating bothers many of your friends and fellow students.
- You fail to learn material you may need to build on later.
- Cheating harms you and your school.

Defining Plagiarism:

Plagiarism is a form of cheating by claiming someone else's work, words, and/or ideas are your own.

Examples of plagiarism:

- Cutting and pasting directly from the Internet.
- Buying or copying a paper/essay.
- Hiring someone to write your paper for you.
- Using the words you found in a source of information with only minor changes.
- Not citing sources of information for papers/essays.
- Failing to provide citations for ideas taken from someone else.



Why you should not plagiarize:

- Intellectual Property- People own the words, work, and/or ideas they have created. They own the copyright to what they have created.
- Theft of someone's intellectual property is as serious as any other kind of stealing.
- The courts take cases of copyright infringement seriously and so does Westhill.
- There are consequences: e.g. the *New York Times* plagiarism scandal: a reporter lost his job and destroyed his career by plagiarizing his reports; two top editors were also forced to resign.

*Plagiarism may be deliberate or accidental.
Be sure to give credit where credit is due.*

How to Avoid Plagiarizing:

NEED TO DOCUMENT	NO NEED TO DOCUMENT
<ul style="list-style-type: none"> • You have used the exact words or phrase from an information source – a direct quote. • You are paraphrasing information you found in an information source – not a direct quote. • You are using information from an interview or from an e-mail responding to a question – usually from an expert. • When you use charts, diagrams, graphics, or pictures found in an information source. 	<ul style="list-style-type: none"> • The information is “common knowledge” – that is common sense, information generally known about your topic. Example: Columbus discovered the new world. • You are using your own ideas based on your own experience, observations, or an experiment you performed. • You are stating your conclusions based on the information you have already discussed and documented. • You have created your own chart, diagram, graphic or picture to illustrate your point.

WHEN YOU ARE:	BE SURE TO:
<ol style="list-style-type: none"> 1. Paraphrasing – 2. Using an indirect quote – 3. Using a direct quote – 	<p>Write paraphrase without looking at the original source. Then check to be sure you left nothing out and that you did not inadvertently use the same wording. Use parenthetical documentation to give credit.</p> <p>Be sure to rewrite the idea/information using your own words and sentence structures. Try writing the idea(s) with original source out of sight, then check for accuracy. Use the name of the author in your sentence/paragraph.</p> <p>Put quotation marks around the text for short quotes. Set quoted text off (larger margins) from the rest of the text. Use ellipses (...) to indicate omitted text.</p>

How to Give Credit

Documenting the sources of information used.

Use a Works Cited listing:

Every in text reference must match a listing in your "Works Cited."

To see how to document and create a "Works Cited" –

- See a copy of the MLA Handbook for Writers of Research Papers available in the Media Center.
- The Media Center provides a handout of examples based on this handbook.
- Go to Westhill's web site at <http://www.westhillweb.com/>, go to "Media Center" and choose "Research Aids."

Use Parenthetical Documentation:

- Parenthetical documentation is used in the text of your paper to document everything borrowed. This includes: direct quotes, in-direct quotes, and paraphrasing. That include any information and ideas that are not your own.
- Refer to the source in parentheses within the text of your paper.
- References in the text must clearly point to specific sources in the list of works cited. However, only the information necessary to refer to the source in the works cited list and the specific location in the source are included in the documentation, i.e. author's last name and page numbers.
- Place the parenthetical documentation where a pause would naturally occur, usually at the end of a sentence.

Documentation Examples:

Paraphrasing or Indirect Quote: *Note that the parentheses are at the end of the sentence but inside the punctuation.*

This point has already been argued (Tannen 178-85). *The author's last name is Tannen, the information is on pages 178-185.*

Tannen has argued this point (178-85). *Same reference but author's name is included in the text.*

Brief quote: *Note that the parentheses are outside of the quotation marks but inside the punctuation.*

It may be true that "in the appreciation of medieval art the attitude of the observer is of primary importance" (Robertson 136).

It may be true, as Robertson maintains, that "in the appreciation of medieval art the attitude of the observer is of primary importance" (136).

Longer quote: *Note that no quotation marks are used and the parentheses are outside the punctuation.*

Elizabeth Bishop's "In the Waiting Room" is rich in evocative detail:

It was winter. It got dark early. The waiting room was full of grown-up people, artics and overcoats, lamps and magazines. (6-10)



How plagiarism can be recognized:

Teachers know your writing and can recognize work that is different in style and not written by their student.

Teachers remember and can recognize work turned in previous years by another student.

Teachers talk to each other and often find out that a student has turned in the same paper to them as they or a friend turned in to another teacher.

Teachers know the technology and can plug a phrase in your paper into a search engine and find the web site or source you copied from.

Don't forget – all you have to do is give credit to your sources honestly. And do some thinking of your own – it's more rewarding.

Consequences:

The consequences for cheating/plagiarizing can range from failing the assignment to losing credit for the class.