Academic Expectations
Fall 2014
Welcome to the SEAS Academic Expectations Workshop

This workshop is intended to introduce you to the academic expectations here at GW. What we want you to start learning today is how to be a responsible student, researcher, and scientist. We’ll be introducing you to the tools you need to succeed.

Everything we cover today will be included in this guide: libguides.gwu.edu/academic_expectations

And now a welcome from Dean Korman
### Getting to Know Your Classmates

Social Bingo (Ice Breaker) Instructions:
Please ask your fellow students if any of the following statements in the boxes are true about them. If so, ask them to sign their name in the box. The first two people to have a signature in each of the boxes will receive a prize!

<table>
<thead>
<tr>
<th>I have three siblings.</th>
<th>I have climbed a mountain.</th>
<th>I have gone skydiving.</th>
<th>I own more than 2 pets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have a tattoo.</td>
<td>I have done karaoke.</td>
<td>I am married.</td>
<td>I play a sport.</td>
</tr>
<tr>
<td>I am left-handed.</td>
<td>I speak more than 3 languages.</td>
<td>I have lived on a farm.</td>
<td>I have a roommate.</td>
</tr>
<tr>
<td>I have a travelled to more than 10 U.S. states.</td>
<td>I have travelled more than 2000 miles to arrive at GW.</td>
<td>I know how to play an instrument.</td>
<td>I have ridden a motorcycle.</td>
</tr>
<tr>
<td>I have my GWorld Card.</td>
<td>I can tell you where to go if you’re looking for internship or job opportunities.</td>
<td>I know the location of the Spring 2014 Career and Internship Fair.</td>
<td>I can tell you when and what E-Week is at SEAS.</td>
</tr>
</tbody>
</table>
Classroom Behaviors

Professors may grade you on your in-class behavior

- Participation: speaking in class, group work
- Attendance: be on time or early for class

Questions are allowed and encouraged

- Don’t wait until after class, ask during class
- Use Office Hours to ask questions too
American universities are very strict about academic dishonesty.

GW has an Academic Code of Conduct about Academic Dishonesty that you are required to uphold.

“Academic Dishonesty is defined as cheating of any kind, including misrepresenting one’s own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.” (GW Academic Code of Conduct)
Cheating

• Using or attempting to use unauthorized materials in any academic exercise

• Copying the work of another

• Representing someone else's work as your own

• Submitting the same work in two classes without prior permission from both professors

• Violating any rules related to testing, a course or program
There are three sections of a civil engineering class. The professor has noticed, that during exams, more and more students are pulling out their phones. When he asks them about it, they claim they are just checking the time. Once, the professor saw the flash go off. When he confiscated the phone, the student had taken a picture of the exam and emailed it to students in the other section.
Fabrication

• Making up data, information, or citations
Janet’s lab partners for a group biomedical engineering project weren’t finishing their part of the lab. The whole project was due soon. Janet finished her portion of the lab and just assumed that the rest of the lab work, the portion not completed by her lab partners, would look the same. She duplicated her data, telling the rest of the group that she had completed their experiments for them.

Which of these statements is true?

a. Janet should have talked with her lab partners about doing their share of the work
b. No one will care what Janet did
c. Janet’s lab partners are innocent of any wrong doing
Falsification (or forgery)

- Knowingly making a false statement
- Concealing important information
- Signing someone else's signature on an academic record
Apply Your Knowledge

Fred was excited to begin his first semester and enrolled in 5 courses. However, after attending his first few weeks of mechanical engineering basics, he decided to drop the class. But he’d missed the University’s add/drop cut-off date. At orientation he had learned that his academic advisor could get the penalty fee waived. The only problem was that his academic advisor had just left for a conference and wouldn’t be back in time.

Fred had spoken with his academic advisor the week before and felt that his academic advisor would surely approve the add/drop form. Stressed out about missing the cut-off date and not wanting to bother his academic advisor, Fred copied his advisor’s signature on the form and turned it into the university.

According to the Academic Code, Fred could be found guilty of:

- a. Plagiarism
- b. Cheating
- c. Fabrication
- d. Falsification
Facilitating

• Aiding someone else acting in an academically dishonest manner
Apply Your Knowledge

Kali and Lucy are international students in the same computer science class. Lucy is very fluent in English and is helping Kali, who is not. Kali is struggling with adapting to the US classroom and all of the new vocabulary.

During the mid-term exam, Kali begins to panic because she is having a hard time understanding the questions on the exam. So she asks Lucy to translate. The Teaching Assistant notices that they are talking to each other in their native language and confronts them. Lucy explains that she is just translating. The Teaching Assistant warns them not to talk during the exam and for Kali to ask him questions instead. Kali tries to ask him for help, but he can’t explain it without answering the question. So Kali again asks Lucy for help. The Teaching Assistant knows that Lucy is a good student but isn’t sure what they were talking about. He decides to report them to the professor of the section.

Scenario developed from: http://www.oscai.umn.edu/integrity/faculty/case.html
Plagiarism

- Copying or imitating the work of another without permission
- Intentionally representing the words, ideas, or sequence of ideas of someone else as your own
- Failure to cite or attribute quotations, paraphrases, or borrowed information

Adapted from: ACRL/IS Instruction for Diverse Populations. "Instruction for Diverse Populations Multilingual Glossary: Language Table" http://www.ala.org/acrl/sites/ala.org.acrl/files/content/aboutacrl/directoryofleadership/sections/is/iswebsite/projpubs/idplanguagetabl.pdf
Apply Your Knowledge: Part 1

Jack and Diana are both in a Systems Engineering Management class. The end of semester assignment is to do an analysis of an organization plan. Jack hasn’t had a chance to work on the paper and is very stressed out. He had a family emergency and then got sick with the flu. Diana feels bad for him and emails him a copy of her paper. That way he can look it over to get a sense of how she broke down the assignment and structured her response.
Apply Your Knowledge: Part 2

Jack reads over Diana’s paper. He agrees with the majority of Diana’s analysis, but there are a few things that he would word a bit differently. Jack figures that since he agrees with Diana’s concepts, it would make more sense to make a full copy of Diana’s paper and go through it line by line, changing the sentences to sound like him. Occasionally he adds a couple of sentences to expand on a thought. He then turns it in.

Scenario developed from: http://www.oscai.umn.edu/integrity/faculty/case.html
As Professor Mellencamp reads through the analysis, he is struck by the similarity between Jack and Diana’s papers. In fact when he compares them, he realizes that they are outlined identically, in sections they are worded identically, and even where the wording varies, the concepts are the same. He reports both Jack and Diana to the Office of Academic Integrity.

Scenario developed from: http://www.oscai.umn.edu/integrity/faculty/case.html
Office of Academic Integrity

What are the possible consequences for cheating, fabrication, falsification, facilitating, or plagiarism?

• May have to take the class again, adding time to your degree

• It may permanently appear on your transcript

• You may not get your degree
How do you avoid Academic Dishonesty?

For Homework and Exams:
- Follow the rules set out by the professor
- Ask questions
- If you’re not sure, ask *before* you turn it in

In Writing:
- Use a citation style
- Summarize, Generalize, and Paraphrase
- Use the Writing Center
Citations

*If they aren’t your words or idea, use a citation.*

- Any information that comes from another source, whether it is a direct quote, paraphrase or summary, must be cited.
- Use a consistent citation style to format your citations.
- Use tools like Refworks, Zotero, or Mendeley
Example Citation in IEEE and APA styles

IEEE Citation Style

APA Citation Style
Apply Your Knowledge

Citation from a Database

Basic APA Format

Why do we cite?

• Citation is used to demonstrate to your readers that you are knowledgeable in your field

• It is also used as a way for someone to duplicate or use your research
Quoting

• Quoting means reusing the exact words from another source. Quotations are identical to the original source and appear in quotes: “This is how you format a quote.”

• Quotations can’t be very long, less than half a page.

• Quotations are not used often in engineering.

• The original source must be cited!
Paraphrasing

- Paraphrasing is putting ideas from another source into your own words, using the same amount of detail.
- For example, you might want to include methods used in a previous experiment in your own paper. You would need to paraphrase those methods by rewriting them in your own words.
- The original source must be cited!
Summarizing

- Summarizing is putting the main ideas from another source into your own words.
- You include only the main points in a summary. So, it will be much shorter than the original source you are summarizing.
- The original source must be cited!
Tips for Avoiding Plagiarism

• Look at the scientific papers you read for class and pay attention to how they use quotations, paraphrases, summaries and citations.
• Leave time when you write to revise and rewrite your papers. This will help you with the ideas as well as the language.
• Use services like the Writing Center and the EAP Writing Support Center.
Office of Technology Transfer

Timing is Everything

Contact us BEFORE public disclosures of your invention

- Presentations
- Publications
- Grant applications
- Public use
- Discussions with 3rd parties

When in doubt -- Call

ott@gwu.edu
202-994-9785
www.gwu.edu/ott
Copyright: What is it?

- Copyright is the exclusive right of an author or creator of a work to copy, use or charge someone money to copy or use that work.
- Applies to tangible things (papers, video recordings, software), not ideas.
- Copyright does not apply to the Theory of Relativity, but it may apply to the words and images Einstein used to describe it.
Copyright: When do you need to think about it?

• If you are writing a dissertation or thesis that will be published, writing a research paper for publication or preparing a poster or presentation for a conference…

• **AND** you are reusing tangible works (images, tables, software, videos) from other sources…

• Then you may need to request permission to use those works.
Copyright: Where to get help

If you have questions about reusing material or any other concerns about copyright, feel free to talk to:

• Your advisor
• A librarian
• The Office of General Counsel (OGC)
Tips

1. Ask for help!
   - Professors
   - Advisors
   - Writing Center and EAP Writing Support Center
   - Librarians (you can chat with them via IM!)

2. And use the guide for reference
   [http://libguides.gwu.edu/academic_expectations](http://libguides.gwu.edu/academic_expectations)