
Academic Integrity in the Time of Covid

Nicole Homer, AIC Chair • homern@mccc.edu

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untuk kita semua karena
geografi adalah ilmu yang
mempelajari tentang bumi
dan makhluk hidup yang ada
di atasnya. Geografi juga
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Assessments

Discouraging Dishonesty

- Written Assignments
 - Change written assignments between semesters
 - Add or change the texts students are engaging with
 - Assign current readings in the field
 - Oral presentations as assessments tools
 - Explain the what, when, where, who, why, and how of work they've submitted or concepts they've been traditionally tested on
-

Discouraging Dishonesty, cont'd.

- Testing:
 - Use open-ended questions when possible
 - Short answer “essays”
 - Explain processes
 - Contextualize or apply material to current events
 - “Live” exams via Collaborate, TEAMS, or Zoom
-

Discouraging Dishonesty, cont'd.

- [BlackBoard Testing Tools](#)
 - Question Pools
 - Randomizing Questions and Answers
 - Timing for releasing grades and/or correct/incorrect answers
 - Time limits (while respecting accommodations) and Forced Completion
-

Affirmative Academic Integrity Statements

All work submitted in this course must include the student's signature pledging their fidelity to the letter and the spirit of academic policies and standards, in the form of: **"Pledged:_____ (your signed name)_____"**, where the blank line is substituted with one's signature.

Unpledged work will not be graded. Typing out this pledge and your name on work submitted online is both required and as good as your signature. The word, 'Pledged' shall be understood to refer to this following specific pledge each time students sign their work as above:

"On my honor, I pledge that I have neither given nor received illicit help on this assignment, I am aware of and have followed and will continue to observe all regulations regarding it, and I am unaware of any violations by others."

Shared courtesy of Professor Ken Howarth



Accessing Course Material?

Below, I ask you to agree to adhere to [MCCC's Academic Integrity Policies](#). Once you agree, you will be able to access the available course work. If you do not agree to be bound by Mercer's Academic Integrity Policy, you will be unable to access the course work and should meet with me to discuss your future in this class.



Agreement: Academic Integrity Statement

Availability: Item is available, but some students or groups may not have access.

You will need to agree to the English Department's Honor Code in order to access course material. You will have the opportunity to work on the unit folders after you complete successfully this.

If you don't see the unit folders, complete this.

QUESTION 1

I understand and support each individual's right to learn in an atmosphere of honesty and fairness at Mercer County Community College. As a trustworthy, fair, and ethical member of the Mercer community, I also recognize that the responsibility for maintaining these values in our community rests with each individual member. Therefore, by taking this course, **I agree to uphold and abide by the College's Academic Integrity Policy and accept the consequences of that policy.**

For more information regarding the Academic Integrity Policy, please refer to pages 59 – 62 of the MCCC Student Handbook.

I understand that in this class, violations of academic integrity will be reported to the Academic Integrity Committee and will incur the following penalty: I will fail the class.

☐ True

☐ False

HonorLock

Online Proctoring and Course Policy Examples

Students should clearly show their working station, desk and under desk. Including wall above the monitor. Students should clearly show on the camera any area within eyesight. Students will show cell phones, tablets and apple watches stored in a closed drawer or put away from arms reach. Students will show wrist to show that no watch is on wrist. Students who repeatedly to look up, left, right or down as if looking at something will be in violation of academic integrity.

No cell phones or other electronic devices may be present. Your eyes should remain focused on the computer. You may not read questions out loud, talk to yourself, or have earbuds in. You may not minimize your browser or visit other websites during the exam. Do not capture, cast, or mirror your screen. Your camera and microphone must be active for the entirety of the exam. Your face must remain clearly in the view of the camera for the duration of the exam. You may not use notes or other aids during the exam. You should be the only person in the room while you complete your exam. Your room scan must include your entire working area, including above, below, and behind the computer.

Updating the Course Policies

- What will you say to students who live with others who may walk into the work area during the test?
Adults? Children?
- How will you handle incomplete room scans? Violation? Retake? Other?
- Be mindful of the “[resources](#)” students have access to online



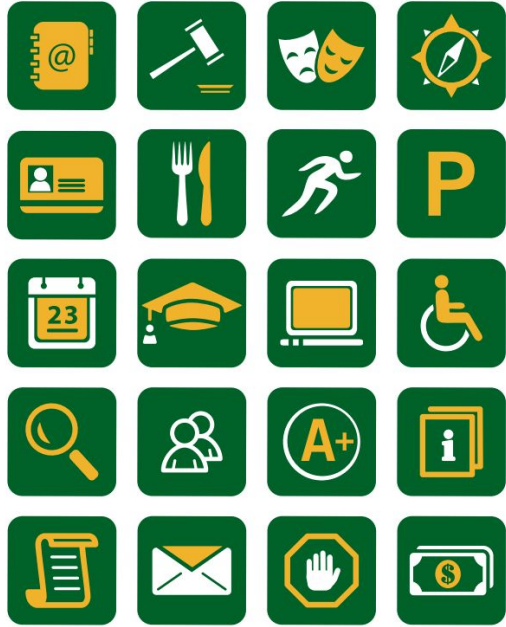
Accommodations

Respecting Accommodations

- Communicate
 - Communicate
 - Communicate
-

Reporting

Please Report Violations



Student Calendar/Handbook



Rights and Responsibilities
2019-2020

Discovery

Within 7 days of discovering the violation, you should (attempt to) notify the student AND the AIC

Notification

You will be CC'ed on an email to the student from the AIC Chair or Vice Chair notifying them that the report has been filed and pointing them to the MCCC Student Handbook

Appeal

The student has up to 30 calendar days from the date of the incident to inform the chairperson of the AIC in writing of their intention to appeal the imposed action



Monday August 24, 2020

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- James Kerney Campus
- Marketing, Publications, Public Relations
- Student Affairs



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NOTICE >> [here](#) << from resident Wang to members of the Mercer County Community College community

What's New

- **NEW** - Please Fill Out the Campus

Requests, Orders, Forms

- [WebCRD Printing](#) / [user guide](#) (pdf)

College Calendar

[View ALL](#) | [Student Activities: WWC JKC](#)
[Academic Calendars](#) | [Holiday Schedule](#)

mlink.mccc.edu > Academic Affairs



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Academic Affairs
Open Forums

Academic Integrity
Committee

Academic Student
Resources

Academic Affairs

[Reference Guide](#)

Two options for submitting final grades:

Academic Affairs > Academic Integrity Committee

Meeting Schedule (pdf)

Academic Integrity
Committee

College Assembly

College Governance Council
(CGC)

Community Connections
Task Force

Curriculum Committee

Enrollment Management

Faculty Council on Teaching
and Learning

Health & Wellness
Committee

Instruction and Professional
Improvement Committee
(IPIC)

Academic Integrity Committee

Nicole Homer, Chair

609-570-3316 LA 170

homern@mccc.edu

The AIC meets during the academic year on the third Thursday of each month at noon in **LA128**, the Liberal Arts Conference Room.

Policy

- [Academic Integrity Policy](#)
- [MCCC Academic Integrity Committee Summer Procedure](#)

Forms

[Academic Integrity Violation Report](#) << delivers to Nicole Homer

Tips for Faculty

**Academic Integrity Committee >
Academic Integrity Violation Report**

Filling Out the Form

- Student Info (ID #, Address, etc.)
- Course and Instructor Info (Class and section number, semester, etc.)
- Violation Info

Academic Integrity Violation Report

Use this form to report Academic Integrity Violations. Within 7 working days of incident or discovery, please discuss the AIVs with the students involved (or attempt to do so via email or other written communication.) These conversations should occur before filling out this form.

Section 1

Student Information

1. Student's Name *

2. Student ID# *

3. Student Email *

4. Student Address

Class and Course Information

5. Please select the semester in which the course was offered. *

- ☐ Fall
- ☐ Winter
- ☐ Spring
- ☐ Summer

6. Please select the year in which the course was offered *

- ☐ 2020
- ☐ 2021
- ☐ 2022

7. Please select the appropriate semester length/term. *

- ☐ 6
- ☐ 7A
- ☐ 7B
- ☐ 10
- ☐ U
- ☐ UA
- ☐ UB
- ☐ 14

8. Course Code and Number (Example: ECO 103) *

9. Section Number (Example: 010) *

10. Course Name (Example: Basic Economics) *

11. How is the course delivered?

- ☐ Online (Asynchronous)
- ☐ Remote (Synchronous)
- ☐ Hybrid (Both synchronous and asynchronous)
- ☐ Face-to-Face (In person)
- ☐ Other

12. Instructor Name *

13. Instructor Email *

14. Instructor Phone *

Academic Integrity Violation

15. Note: The MCCC Academic Integrity Policy is available online at https://www.mccc.edu/academic_policies_integrity and in the Student Handbook and online.

I charge the student listed above with violating MCCC's Academic Integrity Policy because they:

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- ☐ used or obtained unauthorized assistance in academic work
- ☐ gave fraudulent assistance to another student
- ☐ knowingly represented the work of others as their own, or represented previously completed academic work as current
- ☐ inappropriately or unethically used technological means to gain academic advantage
- ☐ fabricated data in support of an academic assignment
- ☐ Other

16. Date of Incident or Discovery *

Please input date in format of M/d/yyyy

17. Please explain the incident(s) that caused you to file this report.

Note: If appropriate include links to evidence too large to attach here. For example: Multiple large files can be stored in a OneDrive or SharePoint folder and shared with the AIC here.

*

PLEASE ADJUST PRIVACY SETTINGS SO THAT THE AIC CAN ACCESS THE FILES YOU SHARE

*

IF YOU ARE SHARING VIDEO FILES, please include the timestamps that you would like the AIC to make note of. *

Enter your answer

MCCC Student Handbook
[OMB 210](#)

The timeline for this process is outlined in the Student Handbook

Include links if it was copy/paste plagiarism or if you have video files too large to attach

Save any SafeAssign reports as PDFs and attach or share via a OneDrive link.



“For a single violation, the faculty member will determine the course of action to be followed.”

This may include assigning a lower grade on the assignment, assigning a lower final course grade, failing the student in the course, or other penalty appropriate to the violation.”



18. Optional: Please attach any files that are relevant to this violation report. This might include but are not limited to: SafeAssign Reports, Screenshots, ProctorU Reports, etc.

If you sharing video files, please share via OneDrive or SharePoint link in your answer to question 17.

↑ Upload file

File number limit: 5 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

19. Have you notified the student of their violation and the resulting consequence? *

☐ Yes, in person

☐ Yes, via email, phone, Collaborate, etc.

☐ No

☐ Other

20. What consequence have you imposed? Please be specific. *

Enter your answer

Resources

- ["How to Discourage Plagiarism on Writing Assignments" by Carol Bork](#)
 - [Six Tools to Enhance the Online Classroom: Presented by Dr. Holly Kaiser and Professor Lisa Shave](#)
 - [Create Tests and Surveys](#)
 - [10 Alternatives to Exams](#) from RU
 - [Special Advice for Open-Book Assessment in Quantitative Courses](#) from RU
 - [Fourteen Simple Strategies to Reduce Cheating on Online Examinations](#)
 - [Center for Inclusion, Transition, and Accessibility](#)
 - [Don't Panic: The Hitch-hiker's Guide to Alternative Assessment](#)
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Questions?



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OneDrive Video Tutorials

OneDrive



Quick Start Guide

Do more wherever you are with secure access, sharing, and file storage. Sign-in to your Office 365 subscription and select **OneDrive** from the app launcher. This guide covers OneDrive for business or school, but most of the functionality is the same for home subscribers.

Open
Open and edit a file online or in a desktop app.

Share
Share files directly from OneDrive. Files are private until shared.

Copy link
Get a link to the selected file to insert in an IM, email, or site.

Move to/Copy to
Move or copy to another destination in your OneDrive or any SharePoint site.

Information Pane
See file information, recent activity, and manage access permissions to the file.

Shared
View and sort files with date shared, activity, or who they are shared with.

Discover*
View trending content in your organization and content relevant to your work.

Recycle bin
Recover files you've accidentally deleted up to 93 days.

Shared libraries
Navigate to shared libraries on Microsoft Teams, SharePoint sites, or Office 365 Groups.

Download
Download a copy of a file to work offline on a device.

Flow
Create and manage automated workflows.

Search
Find your content throughout OneDrive, SharePoint sites, and Microsoft Teams.

Sharing status
See which files are being shared and who they're shared with.

Manage access
See who can access a file, and manage what people can do with it.

Activity
See the sharing, viewing, and editing activity for a file.

Properties
View file details and manage permissions.

Apply a custom label
Choose a label for the file.

More details
Expand the information pane to see more details about the file.

*Powered by Microsoft Graph. Discover View does not change any permissions. Your private documents are not visible to others and you can view only those documents that you have been given access to.