



## ACADEMIC INTEGRITY GUIDE FOR FACULTY AND COURSE DEVELOPERS

### COMMUNICATE, EDUCATE, DEVELOP CULTURE OF ACADEMIC INTEGRITY

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1. Include a statement on academic integrity in your syllabus.
2. Communicate and reiterate your expectations regarding academic integrity throughout the semester. For example, include an academic honesty statement for every assignment and exam. Use a test question that students are required to answer and submit for the statement. Share your beliefs regarding the importance of academic integrity.
3. Make resources available to students: writing center, tutoring, library tutorials on plagiarism, academic code of conduct, etc.

### TEACHING PRACTICES

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4. Assess regularly and avoid high-stakes exams, or use a mix of high-stakes and low-stakes. Use a variety of assessment types such as tests, quizzes, discussions, blogs, assignments and journals.
5. Clarify the relationship between learning objectives and assessments.
6. Create assignments that require students to record or give a presentation via webconferencing.
7. Create cumulative assignments.
8. Use custom rubrics for grading and feedback.
9. Avoid using the same assessments from one semester to the next or across two different sections. Use different versions of assessments for a single course.
10. Develop tests containing higher-order level questions that require analysis, synthesis, evaluation and application.
11. Require writing assignments that build upon each other to detect consistency.
12. Require students to incorporate their personal interests and experiences.
13. Require a draft and final version of papers. Require abstracts.
14. Require full citations for writing assignments and discussions, if appropriate.
15. Ask students to submit copies of reference articles or books, annotated bibliographies, or previous drafts of their submission to encourage authenticity of the written work.

### TECHNOLOGY TOOLS: ASSESSMENTS

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16. Use Blackboard Collaborate to conduct oral assessments and/or student presentations.
17. Use Respondus LockDown Browser and Respondus Monitor for online assessments.
18. In Blackboard, use assessment test options to create settings that will reduce the likelihood of cheating:
  - a. Randomize test questions from large question pools.
  - b. Set the timer for the appropriate amount of time.
  - c. Turn auto-submit on (saves and submits upon expiration of time). Note: The Center for eLearning recommends NOT checking force completion. While this feature requires students to complete the exam in "one sitting," it does not allow re-entry to students who may lose a connection during the exam.

- d. Set display after and display until dates to create a window for students to access the exam, as appropriate for your exam.
- e. Require students to submit IP addresses of computers they will use to submit exams. Whitelist these IP addresses in test options.
- f. Restrict test results and feedback until after all submissions are due.
- g. Present questions one at a time (makes it more difficult to copy and paste).

## TECHNOLOGY TOOLS: WRITING ASSIGNMENTS

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- 19. Use Turnitin or SafeAssign for writing assignments.

## DETECTING CONTRACT CHEATING

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- 20. Prior to grading in Blackboard, download a grade history report from the full grade center to identify IP addresses of assignment submission (submissions to third party integrations such as Turnitin, McGraw-Hill Connect, Pearson, etc. will not record IP address in this report). IP addresses are only included in this report in the downloaded version.  
[https://help.blackboard.com/Learn/Instructor/Grade/Grade\\_History](https://help.blackboard.com/Learn/Instructor/Grade/Grade_History)
- 21. Get to know your students. Ask them to submit writing samples, participate in discussion boards, etc., so you get to know their writing style and can identify inconsistencies.
- 22. Check document properties of files submitted for creation date, time and author (Word, Excel, PPT files).
- 23. In Turnitin and SafeAssign, pay attention to very low matches or very high matches (<5% or 30%).
- 24. Assignments that only vaguely address required content.
- 25. Papers with no in-text citations, mismatched citations/reference page, foreign references.
- 26. Papers that quote abstracts or summaries of sources.
- 27. Suspiciously high quality writing.

## REPORTING OFFENSES

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Faculty and administrators should refer to the [Policy on Academic Misconduct](#). Contact Dr. John Holcomb, Interim Vice Provost for Academic Programs and Chief Student Conduct Officer.

## REFERENCES AND RESOURCES

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[Cleveland State University Center for eLearning Online Learning Tools](#)

[Cleveland State University eLearning Faculty Senate Committee Required Procedures and Recommended Practices to address Security and Quality of eLearning Courses](#)

[Blackboard Assessment Settings \(Blackboard Help\)](#)

[Arizona State University "Cheaters Never Prosper" guidelines](#)

[Contract Cheating and Assessment Design. Impossible to prove? Substantiating contract cheating](#)

[Turnitin eBook. Strategies and Tactics for Combating Contract Cheating: A Free Guide from Turnitin.](#)

[University of Calgary. 15 Strategies to Detect Contract Cheating](#)