

## DEPARTMENT OF ENGLISH – INDIANA UNIVERSITY STRATEGIES FACULTY CAN ADOPT TO DISCOURAGE PLAGIARISM

- Ensure that your students understand just what plagiarism is and what penalties it carries by providing an explanation both orally and in writing on your syllabus. Follow up by providing explicit instruction in the documentation procedures to be followed in your class.
- Design assignments that hold students responsible for the assigned readings and class discussion in your particular section(s) of the course.
- Provide students with adequate time to complete the assignment by announcing due dates well in advance and by requiring them to proceed through a series of carefully monitored stages in completing that assignment.
- Require students to submit with their final draft of the assignment photocopies of the relevant excerpts from any outside sources they used. Doing so enables you to distinguish between a genuine misunderstanding or confusion about how to use and/or document sources and a misuse of sources accompanied by an intent to deceive.
- Do not permit students to submit their assignments in your mailbox, where they may be easily lost, misplaced, or stolen.
- Above all, penalize students who plagiarize in your course in accordance with University policy and procedure (please see below). Failure to do so teaches them that, depending upon the circumstances, they may plagiarize with impunity.

**NB:** Since January, 2003, the Composition Program in the English Department has adopted the following policy toward academic misconduct in all of its composition classes: Students are informed on the syllabus for the course that anyone who plagiarizes on the final version of a major paper should expect to receive a failing grade for the course. Students are also informed on the syllabus that anyone who plagiarizes on graded writing that does not represent a major assignment should expect to receive a zero for that assignment.

Despite all such efforts, however, faculty do occasionally receive assignments that they suspect to be plagiarized. In that event, please follow the procedures described in detail in the Procedures for Bloomington Campus, a companion publication to the Code of Student Rights, Responsibilities, and Conduct.

**NB:** This procedure is predicated on having information that the student in question has committed plagiarism, not merely a suspicion that the style of the paper is too far removed from the style of the student's earlier work. Such a charge is serious and should be made only with sufficient evidence and the support of the Composition Program. Consequently, it is advisable to make every effort to locate the original source(s) of the plagiarized material prior to confronting the student.