



Virtual Academic Integrity Laboratory (VAIL) Faculty/Administrator Resource Guide:

Instructor's Guide to the VAIL Plagiarism Tutorial

Developed by the Center for Intellectual Property
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Tutorial
(UMUC Faculty Instructions)

Disclaimer: This guide is for informational purposes only.

Accessing the Tutorial

The VAIL Tutorial is set up to serve as a basic introduction for students to the issue of academic integrity and textual plagiarism in the digital environment. It is our hopes that this tutorial will complement other instructional efforts surrounding campus academic integrity, student dishonesty, textual plagiarism, and student cheating/fraud. The tutorial is freely available through World Wide Web URL from the VAIL web portal. Feel free to simply provide your students with the direct URL (<http://www-apps.umuc.edu/vailtutor/index.html>) or the URL for the VAIL portal (<http://www.umuc.edu/distance/odell/cip/vail/home.html>).

This tutorial should take an average of 1½ hours to complete.

Technical Requirements

A web browser such as Netscape or Internet Explorer with the Macromedia Flash Player plug-in is needed to run the VAIL Tutorial.

Download Flash Player: <http://www.macromedia.com/software/flashplayer/>

Download Internet Explorer: <http://www.microsoft.com/windows/ie/default.asp>

Download Netscape: <http://home.netscape.com/computing/download/>

Module Overview and Objectives

A web browser such as Netscape or Internet Explorer with the Macromedia Flash Player plug-in is needed to run the VAIL Tutorial.

Module 1: UNDERSTANDING ACADEMIC INTEGRITY, PLAGIARISM AND CHEATING

Analyze the concepts of academic integrity, plagiarism and cheating. Students will be able to:

- recognize the social and academic impact of integrity in personal creations
- identify the benefits of academic honesty
- recognize the history of academic integrity
- understand the similarities and difference between intentional and unintentional plagiarism
- develop a personal definition of plagiarism

Module 2: UNDERSTANDING HOW TO AVOID PLAGIARISM: TIPS AND STRATEGIES

Provides tips for avoiding common mistakes in writing and using outside resources. Students will be able to:

- identify concrete steps to avoid practices that will lead to plagiarism
- identify academic personnel that assist with the research and writing process
- identify the steps of a successful research strategy
- identify what type of information needs to be credited and cited

Module 3: DOCUMENTATION STYLES: WHEN AND HOW TO USE THEM

Illustrates proper attribution and writing techniques and plagiarism prevention through proper documentation. Students will be able to:

- create an in-text reference for source material
- identify the reasons for proper documentation
- analyze citation styles and the common components of basic bibliographic citations
- avoid the pitfalls of developing citations for online resources
- identify the common documentation styles used in US undergraduate education

Module 4: PLAGIARISM POLICIES

Explores the documentation and sanctions for academic dishonesty. Students will be able to:

- identify the actions that constitute plagiarism
- understand how to locate their campus or department plagiarism policy
- understand common penalties for plagiarism in academic work

Features and Highlights

The tutorial has a graphical interface for ease of navigation.

Once inside the tutorial, students are able to navigate three ways: by selecting a Module from the upper right hand corner, by selecting a section of a module from the left hand corner, and by simply clicking the previous and “next” arrows at the bottom of the screen.

The tutorial includes a quiz, an FAQ, glossary, bibliography, 4 modules, 13 sections, illustrative pop-ups, and an animated introduction.

The tutorial includes a small test that students can complete to demonstrate their basic understanding of the concepts introduced.

The tutorial includes a glossary of terms used. The glossary terms appear in blue text throughout the tutorial, and link to their definition in a separate file.

Students can print the certificate immediately displayed upon completion of the Quiz. In addition, students should be urged to be careful to type in a correct e-mail address when prompted. The tutorial will not save a student's "Certificate of Successful Completion."

The VAIL Tutor does not set cookies on a user's computer. The quiz must be taken in one sitting.

This tutorial should take an average of 1.5 hours to complete.

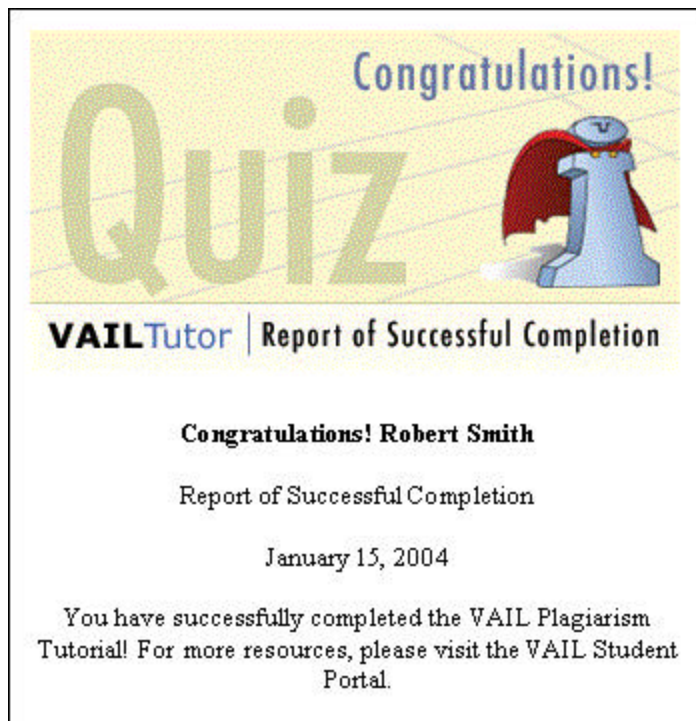
Quiz Results

Upon completion, your students will be provided with an electronic "Certificate of Successful Completion." This is given when they have answered all of the questions within the tutorial. "Successful Completion" means that 65% of the quiz questions were answered correctly.

Certificate of Successful Completion

Your students can provide you with an e-mailed copy of their certificate. Their copy can be forwarded to an e-mail account of your choice. It will have the following heading...

Subject: VAIL Plagiarism Tutorial Certificate
Date: Thu, 15 Jan 2004 15:01:30 -0500 (EST)
From: Vail Tutor <www@www-apps.umuc.edu>
To: [student's e-mail address]



If a student is not successful the student is told which questions were answered incorrectly and is offered the opportunity to return to the Tutorial to try again. For example, the message displayed above the questions answered incorrectly may read:

Your final Score is: 48%

To receive a certificate of completion you need to score 65% or above. Review the Modules, then take the quiz again.

Suggested Assignments to Accompany Your Student's Use of the VAIL Plagiarism Tutorial

1. Assign a 2 to 3 page paper on 'Plagiarism in the Online Classroom' using APA or MLA documentation style and require proper in-text references for paraphrases, quotes and summaries.
2. Although the tutorial was conceived as a complete introduction to the subject, an instructor could assign specific Modules from the tutorial supplement course materials as needed.
3. Ask students to create an Annotated Bibliography on 'Student Cheating in the Internet Era'. Require that it include scholarly and popular resources, as well as include articles from subscription databases (if possible) and web resources.

4. Ask students to select a specific number of web resources from the Center for Intellectual Property's Links to Current Issues and Resources: Plagiarism bibliography. Then assign them to visit those web pages, create a correct bibliographic citation for the page and write an original summary of each page.
5. If you suspect that your students are unaware of campus policies, assign students to locate their departmental or institutional plagiarism and academic integrity policies and review with them before the first writing assignment of the term or semester.
6. Set up a time for your students to use the VAIL chat feature and discuss their experience and barriers in creating correct citations for their research papers.
7. Assign students to contribute to one of the bulletin board topics or pose an original question.
8. Post a topic to the VAIL discussion board that asks students to discuss "integrity in the professional field of study" the course covers.
9. For additional general assignment suggestions that help to avoid student plagiarism please see the VAIL guide on Preventing Plagiarism and Designing Assignments.

To share additional assignments related to the VAIL Plagiarism Tutorial and Portal you found successful, use [THIS LINK](#) to attach your assignment suggestion. Please submit a detailed description and your contact information (name, institutional affiliation, course(s) and subject discipline). We will gladly share it by posting it to the site.

Other Assignments (Coming Soon!)

(UMUC Faculty Instructions)

Placing the VAIL Tutor inside your WebTycho Classroom

The opening screen for the tutorial is a web page. Because of this you can simply create a link to the VAIL Tutor in the same manner you would create a link to any other Course Content with a URL. Here are two options available to you:

Option #1

- Select> [Faculty Center] from the main menu items
- Select> [Manage] from the Course Content commands
- Select> [Create Link] from the blue bar menu at the bottom of the page

- Type in the [Linked Text] box- The VAILTutor
- Type in the [URL] box- <http://www-apps.umuc.edu/vailtutor/index.html>
- Set [Open in New Window] option to [Yes]- This is actually up to you. Our test has shown the tutor to function and display correctly if either option is selected. You should be aware that selecting [No] will limit the font size of the text; it will be small. By selecting [Yes] you allow the user's monitor to determine the maximum viewing size for the tutor. This is recommended.
- Set [Make Link Visible to Students] option to your preference
- Click> [Submit] on the blue bar menu at the bottom of the page

Option #2

With your permission, the Center can go into your classroom and load the VAIL Tutor as "Course Content" for you. If you would like to utilize this option, please send an e-mail message stating that you give this permission for access to your course section(s).

- Please indicate when you would like this content to be "live"
- Please indicate the course number (COMM401), section (0110), and semester (0309)

For additional questions or concerns, please feel free to contact:

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