

# ***AI @ UMUC***

Academic Integrity at the  
University of Maryland University College

## **A VAIL Guide**

Developed by the Center for Intellectual Property (<http://www.umuc.edu/cip/>) at UMUC.  
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*Disclaimer: This guide is for informational purposes only.*

## Introduction

The University of Maryland University College works to address the issues of plagiarism and academic integrity across its curriculum by providing tools and resources for both students and faculty through three institutional offices: Information and Library Services (ILS), the Effective Writing Center (EWC), and the Center for Intellectual Property (CIP). These offices share twin goals: 1) arming students with the means to avoid accusations of plagiarism; and 2) assisting faculty in teaching about AI and detecting and preventing plagiarism.

This web page attempts to give UMUC students and faculty a central location to access the wealth of tools, guides, and resources available through UMUC.

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CIP



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EWC




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ILS

## Tutorials & Tools


- [VAIL Tutor!](#)
- [How to Avoid Plagiarism](#)
- [APA Citation Explained Tutorial](#)
- [MLA Citation Style Simplified](#)
- [Research Skills Tutorial](#)
- [TurnItIn.com](#)
- [Other Learning Objects](#)

### Tutorials, Tools and Other Learning Objects

You will find that the various tutorials available at UMUC successfully complement one another rather than provide redundancy. The VAIL tutorial provides a solid introduction to the concept of academic integrity in scholarly writing and an overview of the many facets of the issue, including plagiarism in student writing and proper citation. The remaining tutorials focus on specific issues that can assist a student in avoiding accusations of plagiarism and cover the respective topics in detail.

- [VAIL Tutor!](#)   
<http://www-apps.umuc.edu/vailtutor/index.html>

The VAIL Tutor provides an overview of academic integrity concepts and practical tips for avoiding plagiarism. Students will be introduced to proper documentation practices and academic integrity policies. After successful completion of the included online quiz, an electronic Certificate of Successful Completion is displayed on the screen and e-mailed to a user or their professor if the address is provided. In reviewing the VAIL Tutorial, Leslie Murtha writes in the text titled *The Plagiarism Plague*, "The graphics, animation, and music are slick and professional... the context of the tutorial is relatively demanding, forcing students to deal with ambiguities and contextual issues." [FLASH Only](#)

- [How to Avoid Plagiarism](#)   
[http://www.umuc.edu/prog/ugp/ewp\\_writingcenter/modules/plagiarism/](http://www.umuc.edu/prog/ugp/ewp_writingcenter/modules/plagiarism/)

This self-study tutorial describes three ways to use source material (quote it, paraphrase it, or summarize it), three essential techniques for managing source materials (introduce it, cite it, and list a reference to it), and eight important guidelines to help you avoid plagiarism mistakes. There is a short quiz (The Plagiarism Post-Test) at the end of the tutorial. If you answer every question correctly, you'll receive a "Certificate of Completion."

[FLASH version](#) [HTML version](#)

- [APA Citation Explained Tutorial](#)   
<http://www.umuc.edu/library/tutorials/citation/flash/>

Learn how to identify the parts of a citation using articles, books and Web pages; then format the information in correct APA style. Includes interactive exercises. Please Note: The Flash version requires the Macromedia Flash Player. If you do not have the latest version of the Flash Player, click on the link above. [HTML version](#) [Flash version](#)

- [MLA Citation Style Simplified](#)   
[http://www.umuc.edu/library/tutorials/mla\\_citation/](http://www.umuc.edu/library/tutorials/mla_citation/)

Modern Language Association (MLA) citation style is widely used in the study of languages, literature, and the humanities. Learn when to cite, how to cite within your papers, how to find bibliographic information in different materials, and how to create a works-cited page. Includes interactive exercises to test your mastery of this formatting style. [HTML Only](#)

- [Research Skills Tutorial](#)   
<http://www.umuc.edu/library/tutor/intro.html>

This online tutorial is designed to assist UMUC students by reviewing general research skills and introducing specific resources available to them. There is a short discussion of plagiarism. [HTML Only](#)

- [TurnItIn.com](#)   
<http://www.turnitin.com/>

The University has a license agreement with Turnitin.com, a service that helps prevent plagiarism from Internet resources. Its online tools include a plagiarism prevention system and peer review forum. Students may be assigned by their faculty to submit their assignments to this service. UMUC faculty wishing to use this service should consult the [Plagiarism and Turnitin.com FAQ](#) (<http://www.umuc.edu/library/turnitin.html>) and the [Faculty Guidelines for Using Turnitin.com](#) ([http://umuc.edu/library/turnitin\\_guidelines.html](http://umuc.edu/library/turnitin_guidelines.html)). Accounts and UMUC's access to this service is maintained by ILS.

- [Other Learning Objects](#)   
<http://www.umuc.edu/distance/odell/cip/learningobjects.html>





In addition to the VAIL tutorial and the primers, the CIP offers several video vignettes to help faculty introduce and discuss the issue of academic integrity with their students. The vignettes can be linked to any WebTycho classroom with a simple URL. See the "[Learning Objects](#)" web page for more details.

## Student Guides

- [Chapter \(5\) Academic Integrity & Documentation, \*The Online Guide to Writing and Research\*](#)
- [Academic Integrity and Plagiarism in the Classroom: \*An Overview\*](#)
- [Academic Integrity and Dishonesty Policies: \*What Every Student Needs to Know\*](#)
- [Student Tips for Avoiding Plagiarism](#)
- [Citation, Citation, Citation!](#)
- [Guide to Citing Electronic Resources - APA](#)
- [Guide to Citing Electronic Resources - MLA](#)


### Student Guides

Several of the following HTML guides are also available in PDF for easy printing to be used in face to face teaching and quick reference for students.


- [Chapter \(5\) "Academic Integrity & Documentation"](#)   
[http://www.umuc.edu/prog/ugp/ewp\\_writingcenter/writinggde/chapter5/chapter5-02.shtml](http://www.umuc.edu/prog/ugp/ewp_writingcenter/writinggde/chapter5/chapter5-02.shtml)  
 This chapter from the text, [The Online Guide to Writing and Research](#), is comprehensive and detailed. It includes sections on Academic Integrity, Giving Credit to Sources, Avoiding Plagiarism, Types of Documentation, and Integrating Sources.
- [Academic Integrity and Plagiarism in the Classroom: \*An Overview\*](#)   
[http://www.umuc.edu/distance/odell/cip/vail/faculty/AI\\_overview/](http://www.umuc.edu/distance/odell/cip/vail/faculty/AI_overview/)  
 This VAIL guide provides an overview, exploring definitions and the scope of the issue for both the face-to-face and online classrooms.
- [Academic Integrity and Dishonesty Policies: \*What Every Student Needs to Know\*](#)   
[http://www.umuc.edu/distance/odell/cip/vail/students/AI\\_policies/](http://www.umuc.edu/distance/odell/cip/vail/students/AI_policies/)  
 This VAIL guide explores the main components of honor codes, plagiarism, and academic integrity policies.
- [Student Tips for Avoiding Plagiarism](#)   
<http://www.umuc.edu/distance/odell/cip/vail/students/studenttips/intro.html>  
 This VAIL guide offers students a practical list of skills they can master to avoid plagiarism.

- [Citation, Citation, Citation!](http://www.umuc.edu/distance/odell/cip/vail/students/citation/intro.html)   
<http://www.umuc.edu/distance/odell/cip/vail/students/citation/intro.html>

Proper citation is one important method of avoiding plagiarism. This VAIL guide provides guidelines for quoting, paraphrasing, and summarizing text; outlines practical research strategies; and explains and provides examples of different citation styles. This guide covers both of the two major styles used for citing works in undergraduate writing—American Psychological Association (APA) style and Modern Language Association (MLA) style.

- [Guide to Citing Electronic Resources - APA](http://www.umuc.edu/library/guides/apa.html)   
<http://www.umuc.edu/library/guides/apa.html>

The guide provides an overview of the proper method to apply the APA (American Psychological Association) citation style to online and other electronic research resources. Please note that all students in UMUC's Graduate School must use the APA style of citation.


- [Guide to Citing Electronic Resources - MLA](http://www.umuc.edu/library/guides/mla.html)   
<http://www.umuc.edu/library/guides/mla.html>

The guide provides an overview of the proper method to apply the MLA (Modern Language Association) citation style to online and other electronic research resources.

## Services

- [ILS, Information and Library Services](#)
- [EWC, Effective Writing Center](#)
- [CIP, Center for Intellectual Property and VAIL](#)

### UMUC Services and Departments

- [Effective Writing Center \(EWC\) @ UMUC](#)   
<http://www.umuc.edu/writingcenter/>

The Effective Writing Center (EWC) offers all UMUC School of Undergraduate Studies students and faculty a variety of online services and resources, including tutoring for student papers available 24 hours a day, seven days a week. Students coming to the EWC can submit their papers for any assignment to our database for review and feedback from an experienced and trained writing advisor, or they can send writing-related questions to the EWC e-mail inbox. The EWC mission is to help students improve their writing by addressing higher-order, global issues in our feedback on student papers.

Students can also participate in self-study activities, in which they learn about aspects of research and writing, and can practice what they learn. In addition, the EWC provides resources and links to a wealth of information on such topics as prewriting, writing, and revising; grammar, punctuation, and mechanics; research planning and implementation; academic integrity and documentation; English as a Second Language; and scientific and technological writing. Drawing on the knowledge and resources of EWC staff and advisors, the EWC provides an ever-expanding collection of writing-related guides, software, software reviews, curriculum guides, writers' references, and information on specific research- and writing-related topics for use by students and faculty.

Faculty can use the EWC to locate instructional resources, including rubrics for assessing student writing; strategies and methods for helping students avoid plagiarizing; and models and tips for designing effective writing assignments in diverse disciplines across the curriculum. The EWC also provides information on faculty development workshops and individual consultations offered by the Effective Writing Program (EWP).


- [Information and Library Services \(ILS\) @ UMUC](#)   
<http://www.umuc.edu/library/>

Information and Library Services (ILS) provides UMUC students and faculty with all the resources of a traditional library and more. ILS is committed to providing quality resources, services, and instruction independent of time and place. From the library Web page, students and faculty can access: more than 125 databases containing full-text journal articles, reference works, and other materials, print resources in the libraries of the University System of Maryland and Affiliated Institutions, e-journals, and a growing collection of e-books. To help students and faculty learn to use these resources effectively and efficiently, ILS offers 24-hour e-mail, chat, and phone reference assistance.

To help students become proficient researchers and master the skills they need for coursework and lifelong learning, UMUC offers two required information literacy courses, *LIBS 150* for undergraduates and *UCSP 610* for graduate students. Both courses have instruction and exercises on the proper use of documentation to avoid plagiarism. Beyond these basic courses ILS librarians provide customized library instruction, both

face-to-face and online, to promote advanced information literacy skills. ILS also provides a free Web Tycho course, the Peck Virtual Library Classroom, for which all students and faculty can register, with links to research and citation exercises and tutorials. From the ILS Web page students can access links to many different instructional resources, including an audiovisual virtual tour of the ILS Web page, subject guides to help them select appropriate research resources, a guide to evaluating resources, and tutorials on the research process, business and legal research, and APA and MLA citation style.

The Faculty section of the ILS Web page provides UMUC faculty with a wealth of resources for their teaching. By clicking on *Resources for Faculty*, faculty will access a convenient table with summaries of the library's most popular services for teaching and live links to these services. Among these services faculty will find guides to rules for copyright in the classroom and for helping their students avoid plagiarism. There is also a link to information literacy standards and information on designing lessons to promote information literacy and prevent plagiarism. Faculty can access information on electronic reserved readings and customized library instruction with forms to request these services. Finally, there is instruction on using and accessing Turnitin.com, UMUC's plagiarism detection service. ILS offers *LIBS 150* for undergraduate faculty and *UCSP 610* for graduate faculty, a two-week module in CTLA 210, the required online faculty training course, and several CTLA development workshops, including one on APA and MLA citation style. In these courses faculty learn about ILS resources and services, copyright, and preventing and detecting plagiarism.

- [Center for Intellectual Property \(CIP\) @ UMUC](http://www.umuc.edu/cip/)   
<http://www.umuc.edu/cip/>

Sponsored by the University of Maryland University College, the Center for Intellectual Property provides education, resources, and research on copyright and academic integrity to support the higher education community. First and foremost, it is dedicated to providing the UMUC community with tools to ensure a superior learning environment for its diversity of students and delivery methods.

Notable among the CIP's resources on academic integrity is the Virtual Academic Integrity Laboratory (VAIL) portal. The CIP has developed this resource for the higher education community as an online laboratory that facilitates learning, research, discussion, and innovation regarding academic integrity issues that arise in the 21st century classroom. VAIL consists of several projects that provide comprehensive resources and tools for encouraging and promoting academic integrity at colleges and universities. These tools and resources include the assessment of plagiarism detection tools, instruction on preventing and detecting plagiarism, and documentation on the best policies and practices that promote academic integrity. Faculty, administrators, and students are encouraged to use VAIL resources and share their experiences and ideas with one another. Simply put, VAIL seeks to bridge the gap between the concept of academic integrity and its application and enforcement in the digital age.

VAIL has been funded by the University of Maryland University College (UMUC) and the Alfred P. Sloan Foundation.

## UMUC Policies

- UMUC Policy 150.25, [Academic Dishonesty and Plagiarism](#)
- UMUC Policy 70.10, [Misconduct in Scholarly Work](#)

### UMUC Policies

- [UMUC Policy 150.25](#), Academic Dishonesty and Plagiarism  
<http://www.umuc.edu/policy/aa15025.shtml>

In addition to providing the procedures to be followed in suspected cases of plagiarism, this official UMUC policy gives the institution's definitions of the terms: academic dishonesty, cheating, fabrication, and plagiarism. Web page maintained by the UMUC administration.

- [UMUC Policy 70.10](#), Misconduct in Scholarly Work  
<http://www.umuc.edu/policy/aa07010.shtml>

Anyone conducting scholarly activity within UMUC is responsible for the integrity of such work. In accordance with the Board of Regents Policy III-1.10 Misconduct in Scholarly Work, approved on November 30, 1989, UMUC has established policies and procedures to instill and promote the principles of professional integrity, to prevent scholarly misconduct, and to discover and censure instances of misconduct when they occur. Web page maintained by the UMUC administration.

## Courses

- [LIBS 150, Information Literacy and Research Methods](#)
- [UCSP 611, Introduction to Graduate Library Research Skills](#)
- [UCSP 610, Library Skills for the Information Age](#)

### The topics of plagiarism & AI in Courses at UMUC

In addition to encountering discussions of academic integrity and plagiarism in individual disciplinary courses, students at UMUC receive a solid introduction to these issues in the following required courses from the School of Undergraduate Studies and the Graduate School:

- [LIBS 150, Information Literacy and Research Methods](#) (1cr.)  
[http://www.umuc.edu/prog/ugp/courses/libs\\_txt.shtml](http://www.umuc.edu/prog/ugp/courses/libs_txt.shtml)

LIBS 150 is a one-credit course that teaches undergraduate students how to properly find information on the Internet, do effective research, cite resources properly, and learn strategies for avoiding plagiarism. Students develop a research log, a portfolio of their research strategy, and learn why it is important to take a step-by-step approach to research and proper citation format. This course provides experience in approaching research, selecting a topic, and retrieving information on topics of professional or personal interest. Focus is on developing the following information literacy skills: understanding the research process; selecting relevant print and electronic sources to answer research questions; effectively using Web search engines and UMUC Information and Library Services' electronic resources to find information; and evaluating, organizing, and correctly citing the information found.

- [UCSP 610, Library Skills for the Information Age](#) (non-credit)  
<http://www.umuc.edu/grad/ucspcat.html#UCSP%20610>

This course is required for all new graduate students and all inactive students who reapply for admission. It must be completed within the first 6 credits of graduate study. This course is designed to familiarize students with online library and information resources—material that is critical for 21st century managers. The significant changes in how information is delivered make information retrieval and research exciting challenges. This course provides an in-depth introduction to the library research process and the tools necessary to be effective in the Graduate School. This online course is a self-paced tutorial and can be completed on the student's own schedule anytime before its end date (it is not a 15-week class).

- [UCSP 611, Introduction to Graduate Library Research Skills](#) (noncredit)

**COMING SOON!**

<http://www.umuc.edu/grad/news/>






Effective fall 2005, UCSP 611 will be an online, seven-week, faculty-mediated course, taken in the first semester of enrollment. It is required for all new graduate students and all inactive students who reapply for admission. It must be successfully completed within the first 6 credits of graduate study. Otherwise, students will not be allowed to register for additional credits. Students enrolled in the MBA, Executive Programs, and the doctoral program will still be required to complete *UCSP 610 Library Skills in the Information Age*—not UCSP 611.

## Faculty Guides


- [Academic Integrity and Plagiarism in the Classroom: An Overview](#)
- [Academic Integrity and Dishonesty Policies: What Every Student Needs to Know](#)
- [Plagiarism Alarms!](#)
- [Preventing Academic Dishonesty and Designing Assignments](#)
- [Teaching Students to Cite Online Sources](#)
- [Detection Tools and Methods](#)
- [Plagiarism and Turnitin.com FAQ](#)
- [Instructor's Guide to the VAIL Tutorial](#)

### Faculty Guides


Several of the following HTML guides are also available in PDF for easy printing to be used in face-to-face teaching and for quick reference for students.

- [Academic Integrity and Plagiarism in the Classroom: An Overview](#)   
[http://www.umuc.edu/distance/odell/cip/vail/faculty/AI\\_overview/](http://www.umuc.edu/distance/odell/cip/vail/faculty/AI_overview/)  
 A VAIL guide exploring definitions and the scope of the issue for face-to-face and online classrooms.
- [Academic Integrity and Dishonesty Policies: What Every Student Needs to Know](#)   
[http://www.umuc.edu/distance/odell/cip/vail/students/AI\\_policies/](http://www.umuc.edu/distance/odell/cip/vail/students/AI_policies/)  
 This student VAIL guide will explore the main components of honor codes, plagiarism, and academic integrity policies.
- [Plagiarism Alarms!](#)   
<http://www.umuc.edu/distance/odell/cip/vail/faculty/alarms/>  
 This faculty VAIL guide presents tips to help you identify plagiarism in student writing and assignments.
- [Preventing Academic Dishonesty and Designing Assignments](#)   
[http://www.umuc.edu/distance/odell/cip/vail/faculty/designing\\_assignments/](http://www.umuc.edu/distance/odell/cip/vail/faculty/designing_assignments/)  
 This instructor focused VAIL guide presents resources, methods and strategies for reducing academic dishonesty on written course assignments.
- [Teaching Students to Cite Online Sources](#)   
[http://www.umuc.edu/ugp/ewp/cite\\_teach.shtml](http://www.umuc.edu/ugp/ewp/cite_teach.shtml)

This EWC guide provides links to non-UMUC citation resources.

- [Detection Tools and Methods](http://www.umuc.edu/distance/odell/cip/vail/faculty/detection_tools/intro.html)   
[http://www.umuc.edu/distance/odell/cip/vail/faculty/detection\\_tools/intro.html](http://www.umuc.edu/distance/odell/cip/vail/faculty/detection_tools/intro.html)

Detection tools should be used within a comprehensive program to prevent student plagiarism and foster academic integrity. This guide provides an overview of some detection services, software, and tools currently available and provides information to assist in evaluating plagiarism detection options that best meet your needs.

- [Plagiarism and Turnitin.com FAQ](http://www.umuc.edu/library/turnitin.html)   
<http://www.umuc.edu/library/turnitin.html>

Faculty who wish to use the UMUC subscription to TurnItIn.com, a plagiarism detection service should see this guide for details on setting up and maintaining an account.

- [Instructor's Guide to the VAIL Tutor](http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor_guide/)   
[http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor\\_guide/](http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor_guide/)

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. This faculty guide provides a detailed overview of the tutorial, its technical requirements, methods of incorporating it into classroom instruction, and instructions for [loading it into a WebTycho classroom](http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor_guide/umuc_faculty.html) ([http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor\\_guide/umuc\\_faculty.html](http://www.umuc.edu/distance/odell/cip/vail/faculty/instructor_guide/umuc_faculty.html)).



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