**INTENTIONAL AND UNINTENTIONAL PLAGIARISM**

Students are expected to do their own work. While a teacher may occasionally encourage group participation in a project, students should otherwise do their own work on class assignments, tests, and exams. Cheating will not be tolerated. Cheating will be reported to the office of the Vice President for Academic Affairs, and the student will be subject to receiving an “F” for the assignment or exam, failing the course, and/or being dismissed from school.

A major goal for students of DCC is to learn to research and to communicate effectively through writing. This process involves the use of ideas researched from other writers and the giving of proper credit for those ideas. Although the processes for doing so sometimes involve not readily apparent skills, professors offer students help in learning how to identify adequately the sources of information. When plagiarism (copying or using the work of other writers without adequate recognition) does occur, the professor may assign an “F” for the assignment and/or the course. The professor also will notify the office of the Vice President for Academic Affairs of the problem.

**What Constitutes Plagiarism?**

Plagiarism is using the words or ideas of another without giving adequate credit to the source. It can take the form of the intentional verbatim copying of another's work and passing it off as one's own. However, most plagiarism is somewhat unintentional and is based on misconceptions concerning the nature of plagiarism. The following constitute plagiarism:

 1. Verbatim copying of a printed text without using quotation marks to indicate that one

 is quoting and/or not using an accepted form to document the source

 2. Copying text from an on-line encyclopedia, book, etc. without using quotation marks

 or block quotation format to indicate that one is quoting and/or not using an

 accepted form to document the source

 3. Copying and pasting text from a website without using quotation marks or block

 quotation formant to indicate that one is quoting and/or not using an accepted form

 to document the source

 4. Rewriting something “in one's own words,” but failing to use an accepted form to

 document the source of those thoughts.

 5. Modifying a text by substituting an occasional synonym or changing the order of the

 original text, but failing to indicate those sections of the text that are quotations

 and/or not using an accepted form to document the source

 6. Submitting work done in previous class to fulfill requirements in a current class

 without first obtaining permission to do so from both the current and past instructors

 7. Submitting work compiled in a “study group” without the prior explicitly expressed

 permission of the professor

**MOST COMMON "UNINTENTIONAL PLAGIARISM" ERRORS BY DCC STUDENTS**

**(AND STUDENTS EVERYWHERE)**

• Quoting a source word for word, indicating the source, but not putting quotation marks

 around the quoted passage

• Summarizing or paraphrasing a source, but not using a parenthetical note, endnote, or

 footnote to document the source

• Making simple changes to an otherwise quoted text, but not placing quotation marks

 around those portions of the text that direct quotes

 *The general rule of thumb is that any sequence of four or more words taken*

 *directly from the source should be placed within quotation marks.*

# ONLINE HELP FOR THE PERPLEXED

**<https://owl.english.purdue.edu/owl/resource/589/01/>**

Purdue University's OWL (Online Writing Lab) offers instruction, examples, and exercises on correct and effective quotation, paraphrasing, and summarizing.