

## Preventing Academic Misconduct:

- Include a clear statement in your syllabus referencing what Academic Misconduct is – reference the Student Code of Conduct, be clear about your expectations and follow through with outlined consequences. Review this information fully the first day of class and throughout the semester.
- When testing in large lecture halls pair up with other instructors and/or teaching assistants to monitor the area closely. Tell students ahead of time that they are not to bring backpacks, purses, pencil cases, food, drink or anything other than a writing utensil with them to class that day. Provide different versions of the test with questions in a different order and answers switched around. Have students show ID when they turn their test in. Never use the same test for multiple semesters – always switch it up, including essay questions. If any student is absent for the exam provided them an entirely different exam to complete.
- Have a small writing assignment that students must complete at both the beginning and the end of the semester. It will give you a basis to compare their other work to and allow you to see their level of growth. Use resources such as turnitin.com to review work you are concerned about. Also consider giving your students access to resources that you approve of to help them with correct citation.
- Give different assignments for each semester and/or to different sections of a class. The goal may be the same, but change up numbers, scenarios or the theories they are asked to utilize.
- If you are using blue books for an exam, collect them as students come in the door, look through them all briefly, and then re-distribute them randomly.
- Require students to turn in paper topics, outlines or multiple drafts throughout the semester. Require them to attach a photocopy of the title page of any books used, first page of articles and print out of webpages used as sources to discourage plagiarism.
- Provide clear explanations for student regarding collaboration – which assignments are acceptable to work together and which are not – including test preparation. Often times essay responses may sound similar if you give the students a good idea of what will be on the test and they prep answers together.
- If you feel someone is in the process of cheating, take action immediately, without interrupting the other students. If you feel you do not have enough proof to keep them from finishing the exam, then simply ask them to get up and change seats.

Remember that as the instructor it is your responsibility to take all reasonable action to prevent misconduct, which includes properly reporting individuals that you believe have violated the Student Code of Conduct regarding Academic behavior. If you have other tips, ideas or strategies that you would like to see included on this list please email the student conduct officer. We would love to add to this resource.