

Honesty and integrity are character traits expected from every Manlius Pebble Hill student. It is your responsibility to be familiar with the school's expectations for academic integrity.

What is plagiarism? *Copying another person's work or concept and presenting it as though it was a student's own creation, opinion, or judgment is a form of cheating called plagiarism.*

- Cheating on tests and exams
- Copying another student's work
- Giving or receiving inappropriate help on a test or other assignment
- To use the work of another and avoid plagiarism, a student must give the original author credit in a Footnote or Endnote ***even if the material is not directly quoted.***
- Directly quoted material must be copied accurately, placed in quotation marks or otherwise set off from the student's own writing, and cited.
- Teachers may encourage students to collaborate on an assignment, but ***students are responsible for understanding and adhering to the conditions of the collaboration.***

What leads people to plagiarize?

- Time Management problems & Stress
 - Not understanding the material, not doing the reading, not keeping up with assignments, not seeing the teacher with questions before an assignment is due, all contribute to the sense of desperation that leads to plagiarism. Ask for an extension or...
 - Accept that you will lose points for handing work in late. It is better than the "0" and other consequences you automatically receive for plagiarizing.

How Can I Avoid plagiarism?

- When taking notes, unless the information is common knowledge, paraphrase or summarize the author's ideas ***in your own words.***
- Never copy an author's words unless you think you might need to quote them in your paper. And, in that case, be sure you put obvious quotation marks on your note card or digital file.
- Create folders or files for notes that are ***separate*** from the draft of your paper.
- Avoid cutting and pasting words from a source directly into your paper.

Who Can Help Me Avoid Plagiarism?

- Librarians and teachers are eager to help you; seek them out.

What are the consequences for plagiarism?

- Zero (0) for the assignment and may result in suspension or ultimate dismissal.
- Refer to discussion of "Major School Rules" and the consequences for breaking them on pages 38 & 40 of The MPH Parent/Student Handbook. Rule number 2 speaks directly to plagiarism and cheating.
- The consequences for violations of major school rules are explained and include: a meeting of the Student Faculty Judicial Committee, and a disciplinary recommendation to the Head of School.
[Source: MPH Parent/Student Handbook:
<http://www.mph.net/campuslife/Handbook.cfm>]
- Lastly, in college the penalty for plagiarism can be severe, sometimes leading to expulsion.