

# Academic Integrity Policy

The Vision Board, LLC and The Institute for Arts Integration and STEAM believes that the reputation for all its professional development and continuing education programs is built on the academic integrity of its students, faculty and staff.

This policy applies to all The Institute for Arts Integration and STEAM instructors, staff, and students admitted into The Institute for Arts Integration and STEAM and The Vision Board, LLC in any department or program, including conditional or probationary admittance. This policy provides a due process resolution for alleged violations by students. Resolutions of alleged violations of academic integrity by faculty or staff are not under the purview of this policy.

## Faculty and Students' Responsibilities

### 1. Faculty and Staff

Faculty and staff are responsible for being aware of the The Institute for Arts Integration and STEAM Academic Integrity Policy and contributing to student development by promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:

- Providing a clear and complete syllabus which describes course expectations, guidelines, and standards of performance, as well as those of the university that concern academic integrity.
- Holding students responsible for knowing these expectations and guidelines.
- Fostering an environment where academic integrity is expected and respected.
- Detecting and properly handling breaches of academic integrity.
- Fostering a learning environment in which all students are treated with courtesy and respect.
- Creating assessments that are effective evaluations of student mastery of course content.
- Evaluating student work based on its academic merit.
- Giving students timely and honest feedback.
- Being available to discuss appropriate academic matters.

### 2. Students

Students are responsible for being aware of the The Institute for Arts Integration and STEAM Academic Integrity Policy and demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

- Following the The Institute for Arts Integration and STEAM Academic Integrity Policy.

- Following the instructor's rules and processes related to academic integrity as directed in the course syllabus and related course documents.
- Asking the instructor for clarification if the standards of academic performance are not clear.
- Asking the instructor for clarification if the syllabus, assignments, or grading policies seem unclear.
- Helping to foster a learning environment where academic integrity is expected and respected.
- Treating each other with courtesy and respect and helping to foster a learning environment in which all students are treated with courtesy and respect.

## Definitions of Violations

These definitions do not represent a complete list of possible violations of academic integrity; rather, they are intended to provide a general range of conduct which constitutes violations.

### 1. Plagiarism

Submitted work should be one's own work and it should properly acknowledge ideas, facts, the progression of thought or reasoning, and words from others. Plagiarism is intellectual theft in which the plagiarist presents work done by others—in writing or orally—as his or her own work. Plagiarism is the failure to properly and appropriately reference and acknowledge the ideas and words of others. This includes website material used in written, oral, or multi-media presentations.

Examples of plagiarism include:

- Using direct quotations without quotation marks or proper citation.
- Paraphrasing without proper citation.
- Making only minor changes to an author's words or style.
- Insufficiently acknowledging sources.
- Using the pattern, structure, or organization of an author's argument or ideas without proper citation.
- Failing to cite sources for uncommon facts or knowledge.
- Working with another student on a project but failing to put both names on the final product.
- Having someone else re-write or heavily edit a paper.
- Presenting work done by others as one's own.
- Fabricating text, sources, or citations.

### 2. Misrepresentation of Academic Experiences, Ability, or Effort

The Institute for Arts Integration and STEAM expects you to accurately and fairly present your experiences, ability, or effort so that others may accurately assess those accomplishments. Providing false or misleading information concerning academic background or academic work is a violation of academic integrity.

Examples of misrepresentation include:

- Falsifying, altering, or presenting misleading information about the substance of an internship; the content of prior coursework; a graduation contract; reasons for non-attendance, late work, or inability to meet course requirements; the level of effort on a group or solo assignment; submission or use of “invented” data, such as lab experiments or interviews.
- Submitting essentially the same work in two or more courses without explicit permission from all instructors. Instructors have the right to assume that any work submitted for their classes has not earned or will not earn credit in another class. Presenting all or partial work done for one course in another course requires permission of all the instructors involved. Some connected or paired courses may require submission of the same work in the two associated courses; this will be explicitly stated for this type of assignment. In all other circumstances, failure to gain permission from all instructors in submitting the same work.
- Failing to disclose a criminal conviction in appropriate circumstances when a conviction is relevant to the disciplinary area of study and/or professional credentialing. This includes convictions imposed after being admitted. For example, a conviction for child abuse would be relevant to the areas of elementary and secondary teaching and school counseling.

## Originality Detection

The Institute for Arts Integration and STEAM uses an online originality detection system, which allows faculty to scan submitted coursework against academic journals, sources across the internet, and assignments previously submitted to The Institute for Arts Integration and STEAM. Faculty may also use search engines to detect similarities.

## Procedures for Handling Alleged Breaches of Academic Integrity

The Institute for Arts Integration and STEAM and The Vision Board, LLC includes an originality affirmation statement on course submission documents which students must check prior to submission. As such, students are verifying that their work is original and does not infringe on the intellectual property of others.

Therefore, the Institute of Arts Integration and STEAM follows the procedure for handling alleged breaches of academic integrity to determine probation and dismissal of students in courses:

1. The course instructor bringing the allegation forward is responsible for assembling evidence and making an initial determination of appropriate action to be taken, up to and including failing the student in the course using the following markers:
  - Any violations will lead to a zero for the assignment. The Chief Academic Officer will have the option to provide either allow for resubmission or provide a failing grade and dismissal from the course(s) enrolled. The student will not be eligible for a refund.
2. The instructor will notify the student in writing (email is acceptable) as to the rationale for all actions taken pertaining to the breach of student academic integrity within three calendar weeks of the alleged incident. After this time, an allegation may not proceed. Copies of the written notification, either paper or electronic, will be provided to the Chief Academic Officer.

Any work that violates the Academic Integrity Policy will result in grade deductions, academic probation, and/or dismissal. Violations are cumulative for the duration of the student's tenure at The Institute for Arts Integration and STEAM and The Vision Board, LLC.

Students should consult their instructor and/or the Chief Academic Officer with questions regarding the policy.