

Office of Residence Life RA Program Proposal & Evaluation

Proposal due to the Assistant Director at least 7 days prior to the program; evaluation due within 2 days after the program.
Green areas should not be completed until after the program.

Resident Assistant Name(s): Andy Cistone
 Program Title: Do you know the Code? Program Type: Educational Integrity
 Program Date: Monday, February 27, 2012 Time: 9:00 pm
 Where Will the Program Take Place? Marmion 115/116 Is a Copy/Picture of the Advertisement Attached? Yes

IF APPLICABLE:

Guest Speaker (Faculty/Staff): Department:
 Items to Purchase: Breadsticks & Pizza Requested Cash Advance Amount (\$50 max): 13.49
 If Piggybacking – Who is the Original Host:
 If Partnering How Are You Sharing Responsibilities?

Detailed Description of Program: For this program, I will be educating residents on the differences between MLA, APA and Chicago Style Citations. I will also be talking about the Academic Honor Code here, and the consequences of their actions, should they plagiarize. I will also be providing them with helpful web sites that will help them make citations and improve on their paper writing style. This will be done in sort of a roundtable discussion, very laid back and relaxed atmosphere!

What will your residents gain from attending this program? Briefly describe goals/learning outcomes below:	Describe which goals were achieved (and how) and which goals were not achieved (and why).
1. Residents will learn about the dangers of plagiarism, and how to avoid it. 2. Residents will have a working knowledge of which citations they will be using, throughout their majors. 3. Residents will fun & enjoy the food!	1. Yes, Residents learned about what the various consequences would and could be because of taking shortcuts. 2. Yes, Residents actually taught each other what citations were used for majors, and good websites to utilize. 3. Of course, if you bring the food, they will come!

What did students attending say about the program? They enjoyed the food and the relaxed atmosphere, while talking about a rather serious topic.

What would/could you do differently to improve the program? I wouldn't change anything.

Effectiveness of Program: Effective

Total Attendance: 13 **From Your Floor:** 12 **Attendance Sheet Submitted:** YES NO

Total Cost (from Cash Advance): 14.00 **Receipts Submitted:** YES NO

For Office Use Only

Proposal Status: Approved

Evaluation Status: Credit Received

Proposal Comments:

Evaluation Comments:

Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo University students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Unless otherwise specified by the professor, students must complete homework assignments by themselves (or if on a team assignment, with only their team members). If they receive outside assistance of any kind, they are expected to cite the source and indicate the extent of the assistance. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism, or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The University will hold students responsible for safeguarding their work against plagiarism by others. For example, papers left on hard drives or flash drives are easily copied, and when two or more students submit papers that are essentially the same, it is often impossible to determine which version was written first and which was plagiarized. In cases of this nature, the actions of all involved will be reviewed by the appropriate Academic Standards Committee, and appropriate sanctions may be awarded to one or all students.

Questions of academic honesty are of great importance to Saint Leo University. Infractions are addressed by the Office of Academic Affairs. When there is a reason to suspect that a student has violated either the University's policy on academic honesty or the faculty member's specific codes as outlined in the course syllabus, the faculty member must discuss the charges and the evidence with the student. Without taking any punitive action, the faculty member will as soon as possible submit a written report of the suspected violation as follows:

1. For students enrolled in University College, the report goes to the Academic Standards Committee.
2. For students enrolled in the Graduate Programs, the report is sent to the Vice President for Academic Affairs, who in turn forwards it to the Graduate Academic Standards Committee.
3. For students enrolled in the Division of Continuing Education and Student Services, the report goes to the Center Director.
4. For students enrolled in the Center for Online Learning, the report goes to the Director of the Center for Online Learning.

The report of the faculty member will normally include these points:

1. The faculty member's charge against the student.
2. The evidence supporting the faculty member's charge.
3. A summary of the discussion between the student and the faculty member, including any admission or denial of guilt by the student.
4. A copy of the course syllabus.

Upon receipt of the faculty member's report, the Undergraduate Academic Standards Committee, the Graduate Academic Standards Committee, or an ad hoc committee appointed by the Continuing Education Center Director will schedule a hearing and inform the student, in writing, of the date and time of the hearing. The Committee will also enclose copies of the faculty member's report.

A student is not permitted to withdraw from a course while the infraction is under investigation. The student is required to attend the hearing. If the student does not attend the hearing, the Committee will render a default judgment with appropriate sanctions.

After reviewing the evidence and hearing the argument of both parties, the Committee will render a decision on the charge and determine any sanctions that are appropriate.

The sanctions for academic dishonesty, such as cheating on an examination, plagiarism, forgery of academic documents (including signing another's name), copying of computer programs or information and similar offenses, are as follows:

1. The minimum sanction for the first offense is a zero for the test or assignment, but the usual sanction is an F in the course in which the violation took place. No provision will be made for the student to receive a W.
2. The minimum sanction for the second offense is an F in the course, but the usual sanction is suspension or dismissal of the student from Saint Leo University.

The student may appeal the decisions of the Committee to the Vice President for Academic Affairs, who may accept or modify any finding, conclusion, or suggested sanction in the Committee's recommendation and issue the final decision of the University as soon as practical. The final authority rests with the Vice President for Academic Affairs.

It is the personal responsibility and obligation of each student to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the faculty member.

A new Online Academic Honor Code reporting system was established in fall 2007 for University Campus students, and instances of academic honesty may result in sanctions applied by the faculty member in the classroom. Students will be notified via the Online Academic Honor Code reporting system, and they will have the opportunity to appeal the allegation and/or decision.

Appellate Process

One of the five key elements of Saint Leo University's mission statement is a commitment to practice a student-centered philosophy of service. The University's objective is to courteously and consistently respond to students' questions and appeals in a timely manner.

Generally, the most effective resolution of a student's question will come from the University administrator or staff member most directly involved in the area of the student's concern. Thus, the first step in answering the student's question is to contact the appropriate office and individual. A departmental listing of individuals to contact regarding specific concerns may be obtained in the School offices, Continuing Education Center offices, the Office of Student Affairs, or the Office of Finance and Accounting. Students attending Continuing Education Centers make their initial contact with their Academic Advisor or the Center Director, who will provide any needed coordination with the Assistant Vice President and/or University Campus offices.

The University's first objective is to accommodate a student's request if so doing does not violate University policy or undermine academic or disciplinary standards. If this is not possible, the next objective is to provide the student enough information so that the student understands the reason for the decision. If the student wishes to appeal the decision, the student must do so in writing to the next level of appeal as shown on the departmental listing.

Appeals that are not resolved or explained to the student's satisfaction after the initial appeal(s) must be appealed in writing to the Vice President identified in each area within 15 days of the last contact with a University employee. The Vice President will review the student's appeal and render a final decision in writing within 10 days.

For students who are enrolled in a Continuing Education Center in Virginia, after all appeals are completed with the University, a student not satisfied with the University's decision may forward an appeal to the State Council of Higher Education for Virginia (SCHEV). The appeal must be in writing and sent to The Director, Private and Out-of-State Postsecondary Education, James Monroe Building, 101 North Fourteenth, Richmond, Virginia 23219. The appeal must be submitted no later than 30 days following the decision by the appropriate University Vice President.

Citation Sources

Grammar Checking/Plagiarism Checker: www.grammarly.com

APA, MLA and Chicago: <http://owl.english.purdue.edu/>

MLA Page Format: http://www.csus.edu/owl/index/mla/mla_format.htm

APA Format: <http://www.apastyle.org/>

Chicago Manual of Style: http://www.chicagomanualofstyle.org/tools_citationguide.html