

Biology Department

Academic Integrity Contract

The Biology Department at Saint Michael's College requires that students adhere to the Academic Integrity Policy of the College. You have been given a copy of that policy to review. *In particular, we wish to bring the following points to your attention.*

In Biology courses, you will often work as a member of a group of students to complete laboratory, field or course work. During the process of working with your group, you will share the labor involved in data collection and share ideas regarding data analysis and interpretation. However, after your group has collected the data, your instructor will usually require that each member of your group individually prepare a report on the group's work. For the report, you must work on your own, writing the report without further assistance from other students in the class, unless your instructor specifically tells you otherwise. The SMC Academic Integrity Policy states that "UNAUTHORIZED ASSISTANCE" includes "*Giving or receiving assistance during an examination or in the preparation of other assignments without the authorization of the instructor.*" Therefore, lending reports or papers to classmates is a violation of Academic Integrity and will be dealt with as such by the faculty of the Biology Department.

A second area of concern for students in Biology courses involves the citation of research sources used in papers and oral presentations. When preparing laboratory reports or other assignments for Biology courses, you will often be expected to use information from the scientific literature and other research sources, including textbooks and the internet. You must cite sources for any ideas or information you take from any source. Use of direct quotations from a source without including quotation marks constitutes plagiarism. Furthermore, note that failure to cite references for ideas that are not your own also constitutes plagiarism. Even if you unwittingly paraphrase or inadvertently omit citations, you still have committed plagiarism. The faculty of the Biology Department regards plagiarism as a serious violation of the SMC Academic Integrity Policy. Please discuss the proper format for citation of research sources with your instructor. When in doubt about whether or not a citation is needed, include the citation.

Please read the SMC Academic Integrity Policy. Discuss the policy with your instructor, if you have any questions about it. Once you understand the policy and agree to abide by it, read the following statement and sign below.

I have read and understand the Academic Integrity Policy of Saint Michael's College. I agree that it is my responsibility to recognize how the policy applies to work in my Biology courses. I realize that a violation of the policy will be reported to the Associate Dean for further action. Such a violation may result in penalties ranging from a grade of zero on a particular assignment to dismissal from the College.

Signature of SMC student

Date