Academic Integrity Quick Reference (Orillia campus)

This guide will help you follow the rules of academic integrity at Lakehead University. Keep it at your desk and refer to it when you write your essays and other assignments.

Where can I go for referencing or writing help online?

- Purdue Online Writing Lab (OWL), [https://owl.english.purdue.edu/owl/](https://owl.english.purdue.edu/owl/)
- English as a Second Language OWL, [https://owl.english.purdue.edu/owl/section/5/](https://owl.english.purdue.edu/owl/section/5/)

Where can I go for help on campus?

- If you need help citing your sources or don’t know where to start your research, visit Lakehead University Orillia Campus Library, [http://library.lakeheadu.ca/](http://library.lakeheadu.ca/)
- For inquiries related to tutoring and Peer Assisted Learning (PAL), please visit Student Affairs (Simcoe Hall, front desk), [https://www.lakeheadu.ca/academics/academic-support/tutoring](https://www.lakeheadu.ca/academics/academic-support/tutoring)
- For academic support advising visit Student Affairs (Simcoe Hall front desk), [https://www.lakeheadu.ca/academics/academic-support/advisors/or-advisors](https://www.lakeheadu.ca/academics/academic-support/advisors/or-advisors)
- If you are feeling overwhelmed by your classwork, make an appointment at the Wellness Centre, [https://www.lakeheadu.ca/current-students/student-services/or/health-and-wellness](https://www.lakeheadu.ca/current-students/student-services/or/health-and-wellness)
- For impartial, independent and confidential support, contact the Ombuds Office, [https://www.lakeheadu.ca/faculty-and-staff/departments/services/ombuds-office](https://www.lakeheadu.ca/faculty-and-staff/departments/services/ombuds-office)

Where can I get more information about academic integrity at Lakehead?

- Student Responsibilities, [https://www.lakeheadu.ca/academics/academic-support/skills-for-success/responsibilities](https://www.lakeheadu.ca/academics/academic-support/skills-for-success/responsibilities)
How can I avoid common mistakes?

The most common types of violations are: 1. Plagiarism, 2. Inappropriate collaboration, and 3. Cheating.

1. **Plagiarism** is when you do not give credit (in-text referencing, footnoting, endnoting, quotations or indentations) to the ideas, phrases, tables or illustrations of another person. **If you did not come up with the concept or idea yourself, it should be referenced** in some way. Here are some steps you can take to avoid making this mistake:

   Quick tips
   - Keep track of references throughout your work from the beginning. Don’t wait until your assignment is near completion to go through and add in-text citations or foot or endnotes.
   - Talk to a librarian about quick and easy ways to track references.

2. **Inappropriate collaboration** is when you **work with classmates on an assignment, test or exam** that you were told is to be completed alone. Here are some steps you can take to avoid making this mistake:

   Quick tips
   - If you aren’t sure whether collaboration is allowed, ask the instructor.
   - Never share answers or essay material with classmates because allowing your material to be copied is also a violation.
   - Watch Brock University’s Academic Integrity Tutorial for more tips, [http://www.brocku.ca/academic-integrity/academic-integrity-tutorial](http://www.brocku.ca/academic-integrity/academic-integrity-tutorial)

3. **Cheating** means accessing information for or during an examination or test that you were not allowed to access. For example, **accessing test or exam banks** directed for instructors only and/or **purchasing or selling tests or exams** from/to other students. Other cheating examples include **writing answers on an object or your person, accessing papers or electronic information during a test, copying answers from another student’s test**, and more. Here are some steps you can take to avoid making this mistake:

   Quick tips
   - Confirm with the instructor what materials or information are allowed at the exam/test.
   - Contact Simcoe Hall Front Desk about tutoring and Peer Assisted Learning.
   - Contact the Wellness Centre if you are feeling overwhelmed.