

**Indiana University School of Social Work**  
**PROPOSED Policy on Academic Honesty and Plagiarism**

November 2006

Prologue

Social work students are expected to produce original work for all papers, projects, presentations, and other course assignments. When material from other sources is incorporated into any assignment, it must be fully acknowledged. Failing to give proper credit to outside sources gives the false impression that the work of other authors belongs to the student. Such misrepresentation constitutes dishonesty and is not congruent with the code of conduct of Indiana University, the School of Social Work, and the profession of social work. Engaging in plagiarism undermines the academic integrity of Indiana University and the School of Social Work and every effort will be made to discipline violators with appropriate academic consequences and restore integrity within the university and school. Furthermore, plagiarism and other forms of academic misconduct are not compatible with the ethical standards of the profession of social work. Therefore, the faculty must also maintain the integrity of the social work profession by taking appropriate action to ensure that students whose behavior shows a lack of integrity will not be allowed to continue preparing for professional social work practice.

Indiana University Policy on Plagiarism

The School of Social Work follows the Indiana University policy on plagiarism which states:

- Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
- a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
  - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
    - 1. Directly quoting another person's actual words, whether oral or written;
    - 2. Using another person's ideas, opinions, or theories;
    - 3. Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
    - 4. Borrowing facts, statistics, or illustrative material; or
    - 5. Offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

Code of Student Rights, Responsibilities, and Conduct. Indiana University.  
<http://www.iupui.edu/code/>

IU School of Social Work Addendum to Indiana University Policy on Plagiarism

In addition to the university statement on plagiarism which is published in the IU Student Code of Student Rights, Responsibilities, and Conduct, the IU School of Social Work defines plagiarism as including:

- The intentional or *unintentional* use of information from another person without full acknowledgement. Such use, even when unintended, causes the work to appear to be the student's own work and thus the student, not the original author, benefits from the omission of proper acknowledgement.
- Copying or using information from web sites without appropriately documenting the internet source.
- Buying or using a document written by another person.
- Submitting any part of the student's own work which has been previously submitted, unless one's own prior work is fully acknowledged and appropriately cited.