

TO: Faculty, Teaching Assistants, Part-time Instructors, Department Chairs, Deans, and Administrative Officers

FROM: Kaveh A Tagavi, Academic Ombud

RE: Academic Reminders

Date: August 25, 2008

Note to Department Chairs and Program Directors: please be certain that this information reaches part-time instructors and graduate teaching assistants.

Welcome to the new semester! For a number of years, each UK Academic Ombud has circulated a set of beginning and end of semester reminders, and each year the addition of new issues has resulted in these mailings becoming lengthier and lengthier. As the “Reminders” are now circulated electronically, and are posted at the “Academic Ombud Web Site” (<http://www.uky.edu/Ombud/>) as “Important Academic Reminders for Faculty,” we thought we would try something different to make this information more accessible. Rather than providing a lengthy document, links to the Academic Reminder topics follow:

I Academic Calendar (http://www.uky.edu/Ombud/reminder_calendar.php)

II The Course Syllabus (http://www.uky.edu/Ombud/reminder_syllabus.php)

III Other Issues of Import (http://www.uky.edu/Ombud/reminder_other.php)

IV Dead Week (http://www.uky.edu/Ombud/reminder_deadweek.php)

V Final Examinations (http://www.uky.edu/Ombud/reminder_exams.php)

VI Cheating During Examinations (http://www.uky.edu/Ombud/reminder_cheating.php)

VII Enrollment & Grades (http://www.uky.edu/Ombud/reminder_enrollment.php)

VIII Class Records & Papers (http://www.uky.edu/Ombud/reminder_records.php)

XI Course Evaluations (http://www.uky.edu/Ombud/reminder_evaluations.php)

X Entering Final Grades (http://www.uky.edu/Ombud/reminder_grades.php)

Additionally, UK will be conducting a trial run of **TurnItIn Plagiarism Prevention** software during the fall 2008 semester. This software will be available to faculty to use on a voluntary basis. This product is used by many of our benchmark universities, and is compatible with BlackBoard software. TurnItIn offers an opportunity to educate and prevent plagiarism, rather than simply catching violators. The TurnItIn Plagiarism Prevention website is <http://turnitin.com/static/plagiarism.html>.

If you plan to use the TurnItIn software in your classes, it would be appropriate to include a statement to this effect in your course syllabi. A sample statement is provided below:

*UK has made available to its faculty the use of **TurnItIn Plagiarism Prevention** software which will be used in this course. As you submit your work, a copy of it may/will be submitted to TurnItIn. Your work will be compared with a collection of other previously submitted works and those available on public web sites. As a result of this submission, your work too will become part of their collection. The use of TurnItIn is available to both students and faculty. Further instructions will follow.*

Please note that these guidelines for instructors come with references to the University Senate Rules (SR) as appropriate. Also, please note that the revised Senate Rules in regard to penalties for academic offences became effective with the Fall 2006 semester. A summary of these changes may be found at the Ombud web site, <http://www.uky.edu/Ombud>. The entire set of relevant Senate Rules can be found at <http://www.uky.edu/USC/New/SenateRulesMain.htm> (you can also access them via UK's main Web site, <http://www.uky.edu>, select the "Site Index", choose the letter "S" and then select "Student Rights and Responsibilities." Once there, look under item "Student Conduct".)

Instances of student plagiarism have increased in recent years. A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site <http://www.uky.edu/Ombud/Plagiarism.pdf>. The Ombud web site also includes a link to a Prentice Hall Companion Website "Understanding Plagiarism" http://wps.prenhall.com/hss_understand_plagiarism_1/0,6622,427064-,00.html. This site includes brief quizzes on related topics. As a means to define expectations, you may wish to include these citations in your course syllabi.

Please note that there have been substantial changes to the University Senate Rules regarding procedures and penalties for academic offenses. As noted above, these changes became effective in the Fall 2006 semester. Please familiarize yourself with these changes. (Information may be found at <http://www.uky.edu/USC/New/SenateRulesMain.htm> or the Ombud web site, <http://www.uky.edu/Ombud>.)

In addition, over the Fall semester a number of issues reached the Ombud office related to course syllabi; please pay particular attention to university policies noted in (http://www.uky.edu/Ombud/reminder_syllabus.php) as you prepare your course syllabi.

I wish you the very best for the coming academic term. We would appreciate feedback about the change in format for the reminders and whether or not to continue with this format in the future. If you have any questions or concerns about any of the above or if the Office of Academic Ombud Services may be of assistance to you or your students, please call (257-3737) or drop by (109 Bradley Hall) or visit our web site.