

## W-PA 1002 PLAGIARISM AWARENESS SYLLABUS

<b>CRN:</b>	<b>Semester:</b> Summer 2020
<b>Class Name:</b> W-PA	<b>Days and Times:</b>
<b>Campus and Room:</b> SaigonTech Tower – Room 302	Wed. 7:30 – 9:30 (4 weeks)

**Instructor:** Truong Minh Fi

- Office location: Room 606 - SaigonTech Tower - Quang Trung Software City, Dist. 12, HCMC
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**Course Description:**

Plagiarism Awareness is a study of the most basic principles of academic integrity that all students are expected to adhere to, with an emphasis on ways to avoid plagiarism either intentionally or accidentally.

**Course Student Learning Outcomes (CSLOs)**

Upon completion of W-PA 1002 Plagiarism Awareness, the student will be able to:

1. define plagiarism
2. identify possible potential cases of plagiarism
3. understand the rules and procedures at SaigonTech when plagiarism is detected
4. reference and acknowledge people's and own work

**Learning Objectives**

This course helps students

1. understand the importance of academic integrity
2. understand what plagiarism is
3. understand the consequences of plagiarism and piracy
4. apply techniques to avoid the different types of plagiarism

**Course Prerequisite(s):** ESL Level 5

**Textbooks:** No textbook required

**Course Semester Credit Hours (SCH):** 1

**Total Course Contact Hours:** 8

**Type of Instruction:** Lecture

**Instructional Methods:** Face to Face

**Course Requirements and Expectations:**

- Class attendance: You are expected to regularly attend and be on time for all classes. You are responsible for all materials covered during an absence.
- Be respectful of your instructor and fellow classmates at all times.
- As a courtesy, please do not talk, type while the instructor is talking to the class or when a student is asking a question that pertains to the class.
- Refrain from “surfing” the Web during class, unless directed to do so by your instructor.
- Turn off cell phones and pagers.
- Refrain from bringing food into the classroom.
- You are encouraged to work with fellow students to solve problems. However, you must complete your own work.

**Plagiarism & Cheating:** It is expected that students will conduct themselves with integrity. If you cheat or assist others in cheating, you violate a trust.

Cheating includes, but is not limited to, the following:

- Copy files or lend your storage device to another student

- Copy answers on exams or glance at nearby exams
- Print work for someone else
- Turn in assignments that have been used in other classes
- Purchase or sell assignments or exam materials

Plagiarism includes, but is not limited to, the following:

- Submit other people's works to get points
- Copy words or ideas without citing source and author's name
- Do not use quotation marks for direct citation
- Cite the wrong source
- Change the wording but sentence structure without citing author's name
- Borrow words/ phrases from a source without using quotation marks or with making negligible change
- Copy too many words or ideas that make up the most of personal work, regardless of whether source and author's name are cited
- Copy information from Internet such as company information, market information etc.
- Use Google Translation to write up papers, regardless of whether you use your own ideas or borrow ideas
- Use Google Translation to write up papers by translating Vietnamese from existing Vietnamese study materials/ sources into English

If you cheat and/or plagiarize, some or all of the following actions will be taken:

- You will receive a lower point score, or no points, for that particular assignment or exam.
- A report of the incident may be forwarded to the school. The school may file the report in your record and/or take further disciplinary action.

**Detailed Course Evaluation:**

Course Grading	
<b>Class Participation</b>	10%
<b>Assignment 1</b>	25%
<b>Assignment 2</b>	25%
<b>Final Exam</b>	40%

Grading Scale	
<b>90 – 100</b>	A
<b>80 – 89</b>	B
<b>70 – 79</b>	C
<b>60 – 69</b>	D
<b>0 – 59</b>	F

The passing grade of this course is C.

**Late Assignments Policy:**

Students who submit their assignments late by 1 day will have their score for the corresponding assignment subtracted 10%, 2 days 20%. Assignments that are late by more than 2 days will not be accepted and the students will receive 0 (zero) for the corresponding assignment.

**Make-up Exam Policy:**

You are expected to take each exam on the scheduled dates. Make-up exams are not guaranteed, but are granted at the discretion of the instructor. If make-up exams are allowed, it is necessary to make arrangements with the instructor prior to exam date.

**Course Calendar:**

Week	Date	Contents
1	Wednesday, July 22, 2020	- Course Introduction - Defining plagiarism - Avoiding plagiarism
2	Wednesday, July 29, 2020	- Referencing and acknowledging - Assignment 1
3	Wednesday, August 5, 2020	- Copyright - Assignment 2
4	Wednesday, August 12, 2020	- Final Exam - Summary