

Dear graders,

As you comment on the term paper drafts, please help students to properly acknowledge their sources. Most students should be acknowledging at least two sources in their papers, and ideally more. I've attached a one-page handout about acknowledging sources that you may find to be helpful. Please let us know if you have any questions.

Please also let us know if any students seem to be copying text from their sources—it's very important that we talk with these students to ensure that they know that copying wording from a source is not acceptable. "Copying" from a source means using basically the same words &/or structure--changing a word here and there does not make copying OK. The attached handout also discusses the rare situations in which using wording from a source might be OK in mathematics papers (theorem and definition statements). Even if the text is completely reworded, the source for the information should be acknowledged (see the attached handout for examples for how to acknowledge sources).

Assignments like this one can be particularly prone to copying from sources because students are summarizing existing work rather than reporting their own work. Copied text is sometimes marked by a change in writing style (for example, a sudden lack of grammatical errors.) If you suspect that a student may have copied text and the student has not acknowledged a source, you may be able to find the source by searching online for a distinctive phrase or sentence.

If you suspect that a student has copied text from a source, let us know so we can talk to the student, but don't mention the student to *anyone* else: students have a right to confidentiality.

If you have any questions, or have a borderline situation that you aren't sure how to handle, please ask.