Academic Integrity and Library Information Session

August 2019

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Welcome to the Manhattanville College Library – the center of intellectual life at the college. Our mission at the library is to provide you, the user, with anytime/anywhere access to library services and information resources.

- Open 24/5 Sunday-Thursday after the second week of class (regular semester only - check hours)
- An online public access catalog – Library's Classic Catalog – to find books, music, videos, and DVDs
- Microsoft Office 2013 on all computers
- Quiet study areas/group study areas/study carrels
- Fast Interlibrary Loan service
- Library café

- Academic Resource Center for tutoring services
- A large variety of databases to help with your research
- Rooms with Wi-Fi capability
- In person reference services at the Reference Desk
- Education Resource Center
- Drop in writing and technical assistance available
- Individual Research Consultations

The library is your partner providing you with the assistance and information you need.
THE LIBRARY STAFF

Lynda Hanley 323.5314
Education Doctoral Librarian

Susan Majdak 323.5345
InterLibrary Loan & Acquisitions Manager

Catherine Medeot 323.5424
Collections Librarian

Albert Neal 323.3133
Head, Patron Services

Paula Moskowitz 323.3159
Head, Library Instruction & Diverse Populations

Jeff Rosedale 323.5277
Library Director

Mary-Elizabeth Schaub 323.5292
Head, Collections & Technical Services

Anthony Taylor 323.5274
Collections & Stacks Manager

Lauren Ziarko 323.5422
Archivist & Special Collections Librarian

Revised July 22, 2019

LIBRARY SERVICES

ACCESS TO THE LIBRARY BUILDING:

➤ The Library's mission is to service the information needs of the Manhattanville Community.
➤ Members of the public are welcome to visit the library by appointment weekdays from 9:00 a.m. - 5:00 p.m. and weekends from 10:00 a.m. - 6:00 p.m. Call the Reference Desk at (914) 323-5282.

CIRCULATION DESK HOURS: (914) 323-5275

➤ Check the Library home page to confirm hours: http://mville.libguides.com/c.php?g=385535&p=2640629

BORROWING:

➤ All Manhattanville College students, faculty, and staff may borrow materials from the Library at the Circulation Desk with a valid College ID with a Library Barcode.
➤ Alumni of the college and adult members of the community can purchase borrowing privileges at the Circulation Desk. Recent graduates for $35.00/year; Alumni for $75.00/year; and members of the community for $125.00/year.

LOAN PERIODS:

➤ Books: Students/Staff/Alumni - 28 days; Faculty - 180 days.
➤ Book/Video/DVD Reserves: 3 hours for in-library use - no overnight loans.
➤ Audio Cassettes/CDs/Videos/DVDs Undergrad Students - 3 days
   Grad Students Faculty/Staff - 7 days

RENEWALS:

➤ Items may be renewed by clicking on "My Library Account" from the Library Home Page or in person. No telephone renewals will be accepted.

OVERDUE FINES:

➤ To guarantee access to library materials the following overdue fines are in effect. (Please note that a replacement charge and processing fee will be added to these figures for lost, damaged, and long-overdue items. After items are returned the replacement charge and processing fee will be cleared, leaving the borrower responsible for the late charge only.)
➤ Books: $0.50/day up to $25.00.
➤ Book/Video/DVD Reserves: $1.00/hour up to $50.00.
➤ Audio Cassettes/CDs/Videos/DVDs: $3.00/day up to $30.00.
➤ Fines payable by cash or check at the Circulation Desk during normal business hours.

PRINTING in the LIBRARY

➤ Fee to print ($15 per semester will be automatically added to your ID card/account)
➤ Must have Mville ID card to print

PHOTOCOPY/SCANNER/FAX SERVICES:

➤ The library has 2 photocopy machines located on the main level of the library near the Circulation/Reference desk. Cost — black & white copies = $ .15/copy and color copies = $ .30/copy. There is a public fax machine with credit card payment only. The library has 2 self-service scanners.

MICROFORMS:

➤ A Microfilm/Microfiche reader is available in Room 211 on the second floor. Information concerning the Microform collection is available at the Reference Desk.

REFERENCE DESK HOURS: (914) 323-5282

➤ Check the Library home page to confirm hours: http://mville.libguides.com/c.php?g=385535&p=2640629

Manhattanville College is an independent and coeducational liberal arts institution with a diverse body of undergraduate and graduate students. The college offers more than 40 undergraduate areas of study for full-time students, as well as accelerated bachelor's degrees for adult students; several part-time master's degrees in business, teaching and the arts; and a doctoral program in educational leadership. Financial aid and scholarships are offered. The 100-acre campus is located 45 minutes from New York City.
When You Come to the Library:

Ask for help when you need it.

If you are working on an assignment, bring the instructor's assignment with you or be prepared to access the assignment from Blackboard. Having the assignment available, will help us to help you!

When you come to the Library bring your Manhattanville ID card with you – you will need it to check out books, DVD's, and materials on reserve. (You will need to get a barcode from the Library in order to take out materials). You will also need it to print and copy materials.

What You Can Do In the Library:

Find and check out books, DVDs, and laptops (for 3 hours)

Borrow materials from other libraries, called Interlibrary Loan, at Mville we call it Illiad

Ask a librarian and get help with your research paper

Find materials that your professor put on reserve for you (You can borrow this material for 3 hours)

Access electronic journals, magazines, e-books, and scholarly websites

Meet with your colleagues and work on projects

Use the computers to work on a paper or project

Copy and print (You will need to have your Manhattanville ID to do this)

Have a cup of coffee, tea, food, and chat with your friends

We encourage you to ask for reference assistance when you need help finding information sources to support a paper, project, or presentation, or about any topic that interests you!

Asking for Help:

There are a few ways to get help at the library.

When you are in the Library:

Visit the front desk to "Borrow/Return, Get Quick Help" (Also called Circulation Desk)
Come to the Reference Desk to get help with research assignments and citations during our regularly scheduled hours.

If you are not in the Library, but you still need help, there are many ways that you can contact us.

By phone at (914) 323-5282

By email at reference@mville.edu

By texting us at (914) 288-6288

By submitting a question to our Ask Us service

By scheduling a Research Consultation with a librarian to set up an appointment to work individually on your research assignment or citations

Here are some of the questions the librarian may ask you when you come for help:

"What are you researching?"

"What type of information are you hoping to find?"

"What have you done so far?"

"How much information do you need?"

"What kinds of information do you need or want to use?"

"What citation style do you need to use?"

If you are doing information research for a class assignment, having the instructor's assignment requirements with you will help us to help you!

We look forward to working with you!!!!!!

Special thanks to the following libraries for providing content, ideas, and inspiration for providing library services for International Students:


GUIDE TO USING THE MANHATTANVILLE COLLEGE LIBRARY’S WEBSITE TO CONDUCT RESEARCH

Virtually all of the tools that you need to conduct research are linked to the Library’s Home Page in the set of tabs that appear directly below the word Library. As you move across the tabs, each will highlight in gray. The purpose of each of these tabs is reviewed briefly below:

Library

Books & Media
- Use QuickSearch to search multiple resources at once including:
  - Books and EBooks
  - Select Journal, Magazine, and Newspaper articles
  - Audiovisual Materials (CDs, DVDs, Film Segments)
- Select the Advanced Search to search for Books, ebooks, CDs, DVDs, Film segments, Manhattanville graduate theses.

Databases
- Click this tab to find:
  - Magazine, journal and newspaper articles
  - eBook collections
  - Films on Demand Collection
  - PBS Video Collection
  - Electronic Reference Books (Credo Reference, Oxford Reference Online, and the CQ Researcher)

Journals A-Z
- Click this tab to:
  - Scan individual issues of a specific journal, magazine or newspaper
  - Find which databases cover a specific journal, magazine, or newspaper
  - Retrieve articles in full-text in many journals that are cited on a bibliography or handout.
  - Identify titles of journals and other periodicals in a specific discipline.

Library Guides
- Click this tab to find research guides that are focused on:
  - Specific disciplines
  - Citation format
  - General research
  - Technology Tips
- Prepared by the Manhattanville College Librarians and staff.

Remember to Ask Us if you have any questions.

This page created by Nancy Bobrek September 27, 2012. Revised September 3, 2015--Moskowitz
General Research Library Guide

General Research Guide: Welcome

This guide is designed to provide assistance in researching general multidisciplinary topics.

Welcome

This guide is designed to assist you with general research and has a multidisciplinary focus.

Use the links above or the Table of Contents to the left to help you locate the particular information that you need to assist with your research.

Guide to Using the Manhattanville College Website to Conduct Research

Off-Campus Access

Please Enter Your Last Name and First Initial

(Username)

Please Enter Your Mville Password

(Password)

Login

Access the databases from off-campus by using your Manhattanville login information (the same login information as Blackboard and WebAdvisor):

Username: Lastname and First initial
Password: Mville Password

Paula Moskowitz
Head of Library Instruction & Diverse Populations
Email: Paula.Moskowitz@mville.edu
What is the Difference Between Summarizing, Paraphrasing, and Quoting?

<table>
<thead>
<tr>
<th>Summarizing</th>
<th>Paraphrasing</th>
<th>Quoting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must reference the original source</td>
<td>• Must reference the original source</td>
<td>• Must reference the original source</td>
</tr>
<tr>
<td>• The text is much shorter than the original text. (For example, one may write a single page to summarize a four-page article.)</td>
<td>• The text produced may be shorter or longer than the original text</td>
<td>• The text produced is the exact length of the original text quoted (unless ellipses are used)</td>
</tr>
<tr>
<td>• Must use your own words, usually with a very limited use of quotations.</td>
<td>• Must use your own words</td>
<td>• Use the original author's exact words</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Put quotation marks around the original author's exact words</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Include the page number of the original source from which you borrowed the author's original language.</td>
</tr>
</tbody>
</table>

You must cite

- Words you quote
- Words you summarize
- Words you paraphrase
- Idea (interpretation, opinion, conclusion)
- Data
- Graph
- Photograph
- Drawing
- Table of information
- Experiments
- Unique concepts (Harris 18)

You do not have to cite your own

- Idea (interpretation, opinion, conclusion)
- Data
- Graph
- Photograph
- Drawing
- Table of information
- Experiment
- Example
- Unique concept
- Solution to a problem
- Expression of common knowledge (Harris 18)


A GENERAL GUIDE TO UNDERSTANDING WRITTEN PLAGIARISM

Are my own words being used?

YES

Is it my idea?

YES

Yay! You're not plagiarizing!

NO

You're paraphrasing

NO

Are you using quotation marks or placing it in a block quote?

YES

Yay! You're not plagiarizing!

NO

You're plagiarizing!

Now What?

ADD A CITATION AND BIBLIOGRAPHY!

College Academic Integrity Policy

Manhattanville College is a community of scholars who are committed to academic excellence. To accomplish this goal, members of the College must be able to collaborate in a spirit of trust, care, and respect. All violations of academic integrity undermine such collaboration. All members of the campus community have an obligation to report any suspected instance of academic dishonesty to the designee within their School.

All students will be held accountable to the College's and their School's policy on academic integrity, whether or not the policy is explicitly specified in a course syllabus. Thus, all students are responsible for becoming familiar with the definitions, procedures and sanctions outlined in the College's Academic Integrity Policy and their School's Academic Integrity Policy.

Designees by School:
School of Education: Associate Dean for Graduate Programs or Designee
School of Business: Assistant Dean for Academic Affairs or Designee
School of Arts and Sciences: Dean of School of Arts and Sciences or Designee

Academic Integrity Committees by School:

School of Education: Graduate Academic Standards Committee
School of Business: Academic Integrity Committee
School of Arts and Sciences: Academic Integrity Committee

DEFINITION OF ACADEMIC DISHONESTY

Academic Dishonesty is any action that may result in an unfair academic advantage for oneself or others, including, but not limited to:

- **Plagiarism**: Offering as one's own the words, ideas, arguments, code, or visuals (any medium, including electronic) of another. Appropriate citation (according to course instructor) with quotation marks, references and/or footnotes, is required when using any aspect of another's work; the failure to do so, whether intentional or not, constitutes plagiarism. Copying homework
or answers on an exam or report, submitting a term paper from the archives of a group or from another student, procuring a paper from an external source (electronic or otherwise) and submitting it as one's own are additional, though not exhaustive, examples of plagiarism.

- **False citation:** Providing false information about a source. This includes citing a title, author and page as if it were from one source when, in fact, it is from a different source, or including information that did not come from the cited source.

- **Cheating** on exams and/or falsely claiming to have completed assigned work.

- ** Forgery:** Signing a faculty member's, administrator's or other student's name to any assignment, or to any written or electronic communication about a course, or altering/forging said document or communication in order to mislead or to circumvent College policy.

- **Falsification:** Altering any official College document, paper or examination to mislead others; or, any deception (written, oral, or electronic) of a College official in an attempt to circumvent College policy.

- **Computer abuse:** Students are required to acknowledge any information, from word texts to full programs, that is not their own. In addition, infringing on the rights of other students to gain access to the computer system, deliberately destroying or infecting files, operating systems or code, copying files or programs without permission, and gaining access to and/or altering the functionality or stored data of any College or other student's computer without permission are all considered incidents of academic dishonesty.

- **Destruction, theft or displacement** of any library or other shared materials whether hard copy or electronic.

- **Multiple submissions:** Work done for one course cannot be submitted for another course. Exceptions may be made only with the express written permission of both course instructors.

- **Unauthorized collaboration** on academic assignments.

- **Aiding another student** in the commission of academic dishonesty.

- **Making materials from any academic course** (including, but not limited to, assignments, papers, quizzes, or tests) available to persons outside the class. This includes uploading to an online site not pre-approved by the course instructor. Such actions may also constitute a violation of the Intellectual Property Policy.

**SANCTIONS FOR ACADEMIC MISCONDUCT**

The sanction for any act of academic misconduct may include, but is not limited to, one or more of the following sanctions: rewriting the assignment, failing the assignment, failing the course, taking a mandated workshop or other remedial course, academic warning or probation, disqualification from honors or other awards, disqualification for internships, denial of recommendations for professional certification, denial of or removal from placement for student teaching, suspension, or expulsion.
PROCEDURES REGARDING VIOLATIONS OF ACADEMIC INTEGRITY

The primary responsibility for identifying an instance of academic misconduct, and for determining the sanction for both the assignment in question and the course, lies with the instructor of the course. When an instructor has found what s/he considers to be an instance of academic misconduct, s/he must notify the relevant Department Chair or Program Director and submit the Manhattanville College Academic Misconduct Reporting Form (hereafter referred to as Reporting Form) to the School Designee. Academic misconduct may also be identified and reported by a member of the staff or administration. Students will not be permitted to withdraw from a course for which an offense has been reported, unless the school's Academic Integrity Committee, as a result of a hearing, permits such a withdrawal.

All Academic Integrity procedures will proceed in the following manner:

The Department Chair/Program Director and the School Designee will be notified. The student and course instructor may meet to discuss the alleged academic misconduct and the sanction, if applicable. The course instructor will submit a Reporting Form and a summary of that discussion to the School Designee. If for some reason the instructor and student cannot meet (e.g. the offense was found after classes stopped meeting at the end of the semester, the instructor is no longer at Manhattanville, the instructor opts for the student to meet directly with the School Designee, or the misconduct issue happens outside of a course) the student will meet with the School Designee. Failure to do so within 30 business days will result in the student being found responsible for the Academic Integrity Violation.

The student and School Designee will meet and complete the Reporting Form. If the student does not dispute the finding of the instructor/School Designee, the decision and sanction recorded on the Reporting Form are final. The form will remain a part of the student's record, managed by the School Designee, in compliance with the College's Record Retention Policy.*

If the student disputes the finding of the course instructor, the student may indicate so in his/her meeting with the School Designee. The School Designee will discuss the charge with the student and explain the procedures for meeting with the appropriate academic integrity committee (Academic Integrity Committee or Graduate Academic Standards Committee, hereafter referred to as the Committee). The School Designee will then notify the chairperson of the appropriate Committee and that Committee will review the case with the student in a closed regularly scheduled meeting. During this meeting the Committee will review all relevant evidence presented, including any new evidence. The Committee will seek information from the
course instructor and/or other affected parties. The Committee may uphold the finding and sanction, overturn the finding and sanction, or impose an alternative sanction.

For students who have previously been sanctioned under this policy, a second alleged violation must be adjudicated by the appropriate Committee. Sanctions will be more severe in the case of repeat violations. In such repeat offenses, the possibility of an appeal to the Academic Integrity Review Committee will be available.

*Hard copies of academic integrity documents will be filed in the office of the respective school Designee. Digital versions will be stored in the secure Academic Integrity folder on the Manhattanville server. Access to this folder is limited to members of the Academic Standards Committee, Graduate Academic Standards Committee, and the Designee from each school.*

**APPEALS**

Where the student disputes the decision of the Academic Integrity Committee, s/he may ask for a formal review within 5 business days of notification of the decision. The written appeal will be made to the Provost. Such an appeal will only be considered on the basis of procedural error or new evidence that might have resulted in a different decision. If the aforementioned procedures have been followed as determined by the Provost, the Provost will act as a facilitator and call an ad hoc Academic Integrity Review Committee (AIRC). The AIRC will be made up of five members from across the College including one graduate or undergraduate student, depending on the level of the student appealing, at least two faculty members, and at least one Dean or Designee. Each member of the AIRC must be newly apprised of the offense and be capable of rendering an impartial decision. The AIRC will invite the student to a closed meeting. During this meeting the AIRC will review all relevant evidence in reference to procedural unfairness or any new evidence that might have resulted in a different decision. The AIRC may uphold the finding and sanction, overturn the finding and sanction, or impose alternative sanctions. The decision of the AIRC is final.

Reminders:

Do not plagiarize. When in doubt, cite it!!!!!!

Do yourself a favor! Make friends with a librarian for research and citation assistance. Librarians are here to help you.

Use the Academic Resource Center to get help in any of your courses, and use the Writing Center if you need specific help with writing papers.

Take advantage of all of the services that are available. We are all here to help!

😊
1. **Time Management** is the key to success (use Google Calendar, Outlook 365, or some other calendar to schedule your time). Plan ahead.

2. **Check your Manhattanville e-mail at least** once or twice a day. (If you use your Mville e-mail, remember to delete your delete box).

3. Get a library **bar code** for your ID card.

4. **Do not save** anything to the **Desk top** of public access computers. (If you temporarily save a document to the Desk top, remember to put the document in the recycle bin and delete it).

5. If you need assistance with **technology** (documents, Power Point, Excel). Request a Technology Consultation Request by submitting the form: https://docs.google.com/forms/d/e/1FAIpQLSdoq3gJlf_q9aYhdolEf50vGpJQNk0jn_sACrPZxolrJPd_6w/viewform

6. Use the **Academic Resource Center** to get help in any of your courses, or use the **Writing Center** if you need specific help with writing papers.

7. **Academic honesty** is important—Do not plagiarize, share papers, or cheat.

8. If you are interested in working in the library, fill out the online **employment** application.

9. Please come and feel free to **ask the librarians questions!** We are here to help!!!!!!!!

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