TO: Tutors

FROM: Tutorial Committee (Jan Gross, Judy Hunter, Jean Ketter, Marci Sortor, Joyce Stern, John Stone)

RE: Teaching about ethical use of sources in the tutorial

One of the tasks of the tutorial is to begin a discussion with students about the ethical use of sources, a discussion that we hope will continue throughout the students’ academic career. The following materials are intended for your use in achieving this goal.

Because the Committee on Academic Standing needs evidence that students have been exposed to the principles of citation, we ask that you have each of your students read the section on academic honesty in the Student Handbook and complete the “Exercise on Citation and Paraphrase.” We encourage you to substitute text from your tutorial readings for those provided in the exercise.

We also ask that all tutorial students sign the form “Academic Honesty at Grinnell,” indicating that they have read the Student Handbook section and completed the exercise. We ask that you as the tutor also sign each student’s form once the student has completed the exercise to your satisfaction, and return it to the Registrar’s Office for inclusion in the student’s permanent file.

Thanks for your help in beginning this conversation with our students!

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I. Optional Handouts for Students
   A. “The Grinnell College Academic Honesty Policy”
   B. “The Importance of Citation”

II. “Exercise on Citation and Paraphrase” (mandatory for all first-year students)

III. “Academic Honesty at Grinnell” (signature form)

IV. Faculty Resources
   A. “Academic Integrity: A Letter to My Students” by Bill Taylor, Professor of Political Science at Oakton Community College, Des Plaines, IL 60016 (Through this letter, Professor Taylor sets out his expectations for his students and theirs of him.)
   B. Other resources are available at http://www.grinnell.edu/academic/writinglab/ethicaluse/