



## **Master of Arts in Leadership Studies: Project Requirement — November 2017**

Addendum to “Required Courses for MALS”

### **3.2.2.a**

**“MALS Project Requirement:** Each student enrolled in the MALS program is required to submit a 6 credit Project. The Project requirement for the MALS includes the Project Lab course (3 credits) and the Project itself (3 credits). The Project requirement includes two phases:

1. Students will register for and participate in the 3-credit “Project Lab” course [“Research Methods” through spring 2018] during the semester prior to initiating their Projects. Complete details around the project, composition of the proposal, deadlines, and processes will be outlined in the Project Lab syllabus.
2. Students will register for the 3-credit “Project” course (“Thesis” course through spring 2018) during the anticipated final semester of their degree program. During this time, students will research, implement, and summarize their project.

Students with approved projects will be assigned a Project Advisor at the completion of the Project Lab course. The Project Advisor will be someone on or affiliated with the MLTS faculty who has expertise in the student’s Project area. Project Advising follows the same general principles, values, and expectations as specified in the Academic Advising section of the Student Handbook (2.5), it is distinct from general Academic Advising in that the Project Advisor’s experience and knowledge align with the subject matter of the individual project and therefore should be consulted with questions specific to its implementation.

## **MLTS Academic Integrity Policy — December 13, 2017**

### **3.1.1. Academic Integrity**

Responsibilities of Community Members:

High principles of academic integrity are essential to the function and continued growth of the Meadville Lombard community. Students and faculty are responsible for adhering to the principles of the Academic Integrity Policy, and MLTS will not tolerate any abuse of its stipulations. Students who engage in any of the prohibited actions below may be subject to charges under this Academic Integrity Policy. Those who violate these standards should expect to be sanctioned up to and including dismissal from MLTS.

Every member of the MLTS academic community is responsible for upholding the standards of professionalism and ethics declared in this Policy. Members of the community are expected to promptly report to the VP of Academic and Student Affairs any situations or circumstances they believe constitute

violations of this Academic Integrity Policy. If a student is unsure whether their actions might constitute a violation of academic integrity, they have the responsibility to consult with the instructor in advance about any ambiguities.

#### 3.1.1.a. Plagiarism

Plagiarism is the use of any outside source in work submitted for evaluation and grading, without proper acknowledgment. "Outside source" means any work, published or unpublished, by any person other than the student. "Outside sources" include but are not limited to: books, articles, websites, lectures, sermons, videos, and other online sources. Plagiarism is an extremely serious offense toward the scholarly community, one that can result in an academic sanction. Ordinarily, instances of plagiarism are discovered by the faculty member who has the authority to confront a student, assess the gravity of the instance, and determine the academic consequences within the course in question, up to and including the assignment of a failing grade. The faculty member must also report all instances of plagiarism to the VP of Academic and Student Affairs, providing the documentation of the alleged plagiarism, and a description of the measures taken by the faculty member, including grade implications. General requirements for the proper acknowledgment of sources of academic work are as follows.

#### 3.1.1.b. Unattributed Quotations

Each quotation, regardless of length, must be placed in quotation marks or clearly indented beyond the regular margin. Each quotation must be accompanied, either within the text or in a footnote, by a precise indication of the source. Any sentence or phrase that is not the original work of the student must be acknowledged.

#### 3.1.1.c. Unattributed Paraphrasing

Any material that is paraphrased or summarized must also be specifically noted in a footnote or in the text and the source acknowledged. A thorough rewording or rearrangement of an author's text does not relieve one of this responsibility. Occasionally, a student maintains that they have read a source long before they wrote a paper and has unwittingly duplicated some of its phrases or ideas. This is not a valid excuse. The student is responsible for taking adequate notes so that debts of phrasing may be acknowledged.

#### 3.1.1.d. Borrowed Ideas and Facts

Any ideas or facts that are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea or fact has been further elaborated by the student. Occasionally, a student in preparing an essay has consulted an essay or body of notes on a similar subject by another student. If the student has done so, they must state the fact and indicate clearly the nature and extent of their obligation. The name and class of the author of an essay or notes that are consulted should be given, and the student should be prepared to show the work consulted to the instructor, if requested to do so. Some ideas, facts, formulas, and other kinds of information that are widely known and considered to be in the "public domain" of common knowledge do not always require citation. The criteria for common knowledge vary among disciplines; students in doubt should consult a faculty member.

## 2017-2018 Student Handbook Addendum

### 3.1.1.e. Unauthorized Multiple Submission

Under certain conditions, the student may be permitted to rewrite an earlier work or to satisfy two academic requirements by producing a single piece of work more extensive than that which would satisfy either requirement on its own. Failure to gain prior permission from the instructors to do so constitutes a breach of academic integrity.

### 3.1.1.f. False Citation

False citation is deliberately attributing materials to an improper source, or citing a source from which the material was not, in fact, derived.

### 3.1.1.g False Submission

False submission is claiming as one's own work done by someone else, with or without that person's knowledge.

### 3.1.2 Student's Defense

The only adequate defense for a student accused of an academic integrity violation is that the work in question does not, in fact, constitute a violation. Neither the defense that the student was ignorant of the regulations concerning academic violations nor the defense that the student was under pressure at the time the violation was committed is considered an adequate defense.

### 3.1.3. Seriousness of the Offense

Academic infractions are always considered a serious matter, but will be considered especially serious if: (1) The student has submitted a paper prepared by another person or agency; (2) The student has on record a previous conviction for another serious violation; (3) The infraction includes the theft of another student's work—even if the paper or assignment is returned after use, or consulted without being removed from the other student's room or from a public or private room or from an electronic online location such as a web site where work has been placed.

### 3.1.4. Penalties

Breaches of these rules shall be handled according to the procedures outlined in the Student Handbook under the section on Academic Good Standing (3.7). If the faculty, under the leadership of the VP of Academic and Student Affairs, concludes that the violation of this policy requires action beyond the scope of the individual faculty member in whose class the violation occurred, the penalty for the student will normally be one year's suspension or dismissal from the School. Students suspended or dismissed for violations of the Academic Integrity Policy may request that Meadville Lombard reconsider its action by submitting, in writing, an appeal to the President of the school explaining any extenuating circumstances which would warrant a change in the academic action. The student's written request for reconsideration must be received by the President within seven (7) days of the student's notification of suspension or dismissal. The President will review the written appeal and the supporting information of the previous decision. The decision of the President is final.