

Academic Integrity Teachable Moment: Tutorials and Resources

Attention Instructors:

This template provides a starting point for a letter to students addressing concerns around problems with citing/quoting and paraphrasing. The items highlighted below require your attention to customize information for the specific situation.

When sending the letter to a student, it's important to include the Turnitin report or documentation that supports your finding. You will also want to add all documentation and comments in the Waypoint assignment for follow-up and tracking.

Please delete this section of the letter before sending it to your student.

Today's Date

Dear Student Name,

I noticed a significant similarity between your assignment [Assignment Week and Name] and other documented works within [Turnitin / Search Engine] repository. This high correlation shows the need to work on developing your own original thinking. Clearly you have identified authors with whom you agree; now you need to take the next step to synthesize and reformulate those thoughts into your own words. When you use the words or ideas of other authors you will also need to properly cite them using APA guidelines.

I have not submitted your assignment to the university for review and further action. However, I am referring you to some resources found in the Ashford University Writing Center. **You have earned a zero for this assignment. If you make use of this referral, you may revise your paper by the due date below, and resubmit it.** I will regrade your paper [Instructor select: with / without penalty].

I encourage you to take advantage of this referral as it will make a significant difference in your understanding of integrating research with original thinking.

Please follow the steps below, which should take about 30 minutes to review. Next, revise your paper, and resubmit it for grading:

- 1) Review these resources on the Writing Center website [Instructor – please select one or two appropriate resources for the situation and delete the rest].:

- a) [Types of Plagiarism](#)

Or copy and paste this link into a Web browser window:

http://writingcenter.ashford.edu/sites/default/files/inline-files/Six%20Common%20Types%20of%20Plagiarism_0.pdf

a) [Paraphrasing](#)

Or copy and paste this link into a Web browser window:

<https://www.youtube.com/watch?v=gy46fi-YmAA&feature=youtu.be>

b) [Citing within Your Paper](#)

Or copy and paste this link into a Web browser window:

<http://writingcenter.ashford.edu/citing-within-your-paper>

c) [Integrating Research](#)

Or copy and paste this link into a Web browser window:

https://content.bridgepointeducation.com/curriculum/file/5408ee9b-e793-44d5-8a4d-e54bc6e72f74/1/Integrating%20Research.zip/story_html5.html

- 2) After viewing the following activity [Instructor – please select *one or two* appropriate activities for the situation and delete the rest], send a confirmation email to your instructor as prompted at the end of each module:

a) [Activity: Identifying Types of Plagiarism](#)

Or copy and paste this link into a Web browser window:

https://content.bridgepointeducation.com/curriculum/file/088b4cb2-daf6-4bd9-bf08-fd30ad24a592/1/Types%20of%20Plagiarism.zip/story_html5.html

b) [Activity: Practice Paraphrasing](#)

Or copy and paste this link into a Web browser window:

<https://content.bridgepointeducation.com/curriculum/file/42cb0066-f548-4e0d-800b-cf15ac861eac/1/Paraphrasing%20Practice%20Activity.zip/story.html>

c) [Activity: Practice Citing Sources in APA Format](#)

Or copy and paste this link into a Web browser window:

<https://content.bridgepointeducation.com/curriculum/file/442a99d8-8b99-4c2a-925f-71869c7dc324/1/In-Text%20Citation%20Practice%20Quiz.zip/story.html>

- 3) Send me an email when you have resubmitted your paper for grading. This is important as I will not know to regrade it unless you tell me it has been resubmitted.
- 4) For me to regrade your paper you must complete this training and **resubmit your paper by** [Enter due date for completion of work].

If you intend to take advantage of this opportunity, please let me know and I will look forward to regrading your work.

Sincerely,

Instructor Name

Associate Faculty

Contact Info

Ashford University