



Students On-Boarding Learning Chunks

**8**

*Online Class Requirements*  
**PRODUCTION ETIQUETTE**

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## Learning Chunk No. 8

### ONLINE CLASS REQUIREMENTS PRODUCTION ETIQUETTE

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#### **Our Learning Outcomes:**

At the end of this learning chunk, you can:

- Reflect on the extent of academic integrity as a student;
  - Classify academic dishonesty;
  - Demonstrate an understanding of students' drive to cheating;
  - Demonstrate knowledge on the consequences attached to academic dishonesty;
  - Show awareness of the initiatives of the academe to combat academic dishonesty;
  - Show commitment to fairness and honesty in producing course requirements.
- 



#### **READY. SET. GO!**

Identify the following items as to the type of academic dishonesty.

1. I altered my answers even after checking for me to get a much higher score.
2. I asked someone to take a test on my behalf because I am not prepared.
3. I browsed on the answers of my classmates to fill the items that I did not know.)
4. I collaborated with a classmate in answering an individual test.
5. I downloaded a written work (Essay, research, etc.) online and submitted it for my requirements.
6. I included references that were not actually used/cited in my output.
7. I let my brainy friend participate on the online discussion for me.
8. I obtained a copy of a questionnaire prior to the test schedule.
9. I opened my notes during a test.
10. I paraphrased the assignment of my classmate and submitted it to my teacher
11. I prepared a copy of important details such as formulae or vocabulary and hid it in case an item will appear with those details.
12. I pretended to have received an error message to get an advanced look at the questions.
13. I submitted a similar output to two different teachers and courses.
14. I used an online essay generator to produce a written output.
15. I used slide decks from the internet during my report presentation.

Let us classify the items:

1. I altered my answers even after checking for me to get a much higher score. (FALSIFICATION)
2. I asked someone to take a test on my behalf because I am not prepared. (PERSONATION)
3. I browsed on the answers of my classmates to fill the items that I did not know. (CHEATING)
4. I Collaborated with a classmate in answering an individual test. (COLLUSION)
5. I downloaded a written work (Essay, research, etc.) online and submitted it for my requirements. (PLAGIARISM)
6. I included references that were not actually used/cited in my output. (FALSIFICATION)
7. I let my brainy friend participate on the online discussion for me. (PERSONATION)
8. I obtained a copy of a questionnaire prior to the test schedule. (CHEATING)
9. I opened my notes during a test. (CHEATING)
10. I paraphrased the assignment of my classmate and submitted it to my teacher. (COLLUSION)
11. I prepared a copy of important details such as formulae or vocabulary and hid it in case an item will appear with those details. (CHEATING)
12. I pretended to have received an error message to get an advanced look at the questions. (DECEIT)
13. I submitted a similar output to two different teachers and courses. (DECEIT)
14. I used an online essay generator to produce a written output. (PLAGIARISM)
15. I used slide decks from the internet during my report presentation. (PLAGIARISM)



## OUR JOURNEY STARTS NOW!

The “new normal” learning condition in the field of education also comes with a new learning environment. As academic institutions shift to flexible and online learning, ensuring academic honesty is one of the main challenges that schools have to face.

Given that online students and faculty are often separated both in terms of space as well as time, perhaps it is not surprising that questions about academic dishonesty in online learning have existed since the inception of the delivery format (Watson & Sottile, 2010). With internet anonymity, students being well-versed with internet hacks, and other internet ubiquities, it is imperative for all involved with course delivery to be informed about and find ways to deal with issues involved related to academic dishonesty.



## WE'RE ALMOST THERE!

### Academic Integrity: Defined

Academic Integrity is defined as the commitment to and demonstration of honest and moral behavior in an academic setting (University of North Carolina at Chapel Hill, 2018, para. 1). A breach of this integrity is known as Academic Dishonesty which is defined as any form of cheating that occur in formal academic activities (Berkeley City College, 2018, para. 1).

### Classification of Academic Dishonesty

#### Plagiarism

Plagiarism is the presentation of another person's work as the student's own, without proper acknowledgement of the source, with or without the creator's permission, intentionally or unintentionally.

#### Collusion

Collusion is a form of plagiarism. It is an unauthorized and unattributed collaboration of students in a piece of assessed work.

## Falsification

Falsification is an attempt to present fictitious or distorted data, evidence, references, citations, or experimental results, and/or to knowingly make use of such material.

## Cheating

Cheating is any attempt to obtain or to give assistance in an examination or an assessment without due acknowledgement. This includes submitting work which is not one's own.

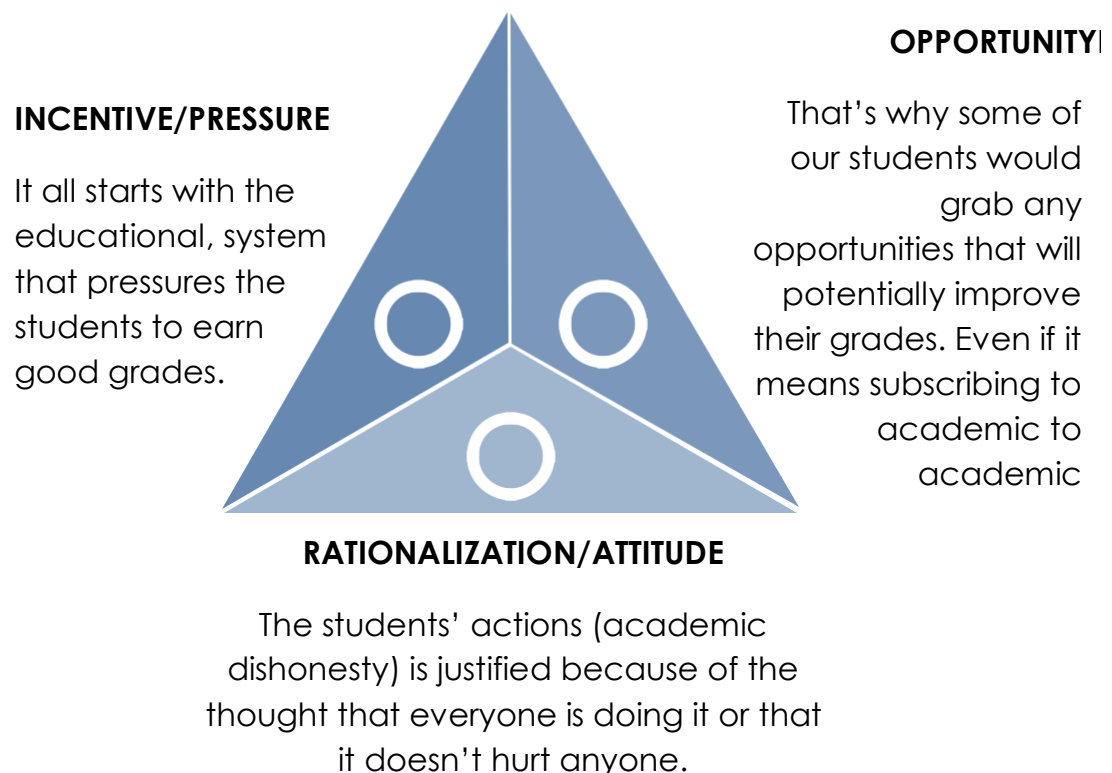
## Deceit

Deceit is dishonesty in order to achieve advantage. For example, by resubmitting one's own previously assessed work.

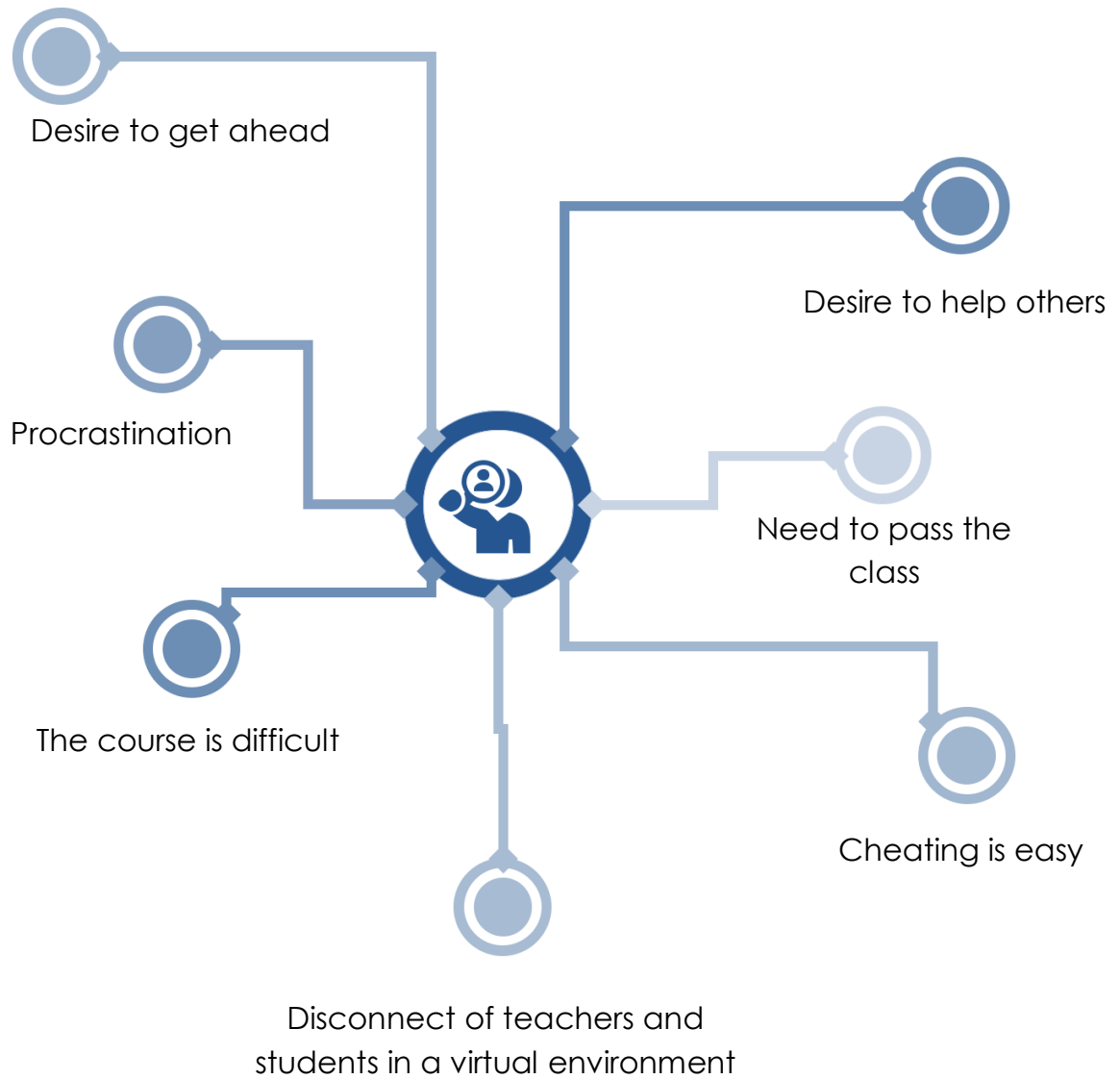
## Personation

Personation is the assumption of the identity of another person with intent to deceive or gain unfair advantage.

## The Fraud Triangle



## Other Reasons for Academic Dishonesty



## Consequences of Academic Dishonesty

### The SLSU Student Handbook

According to the Student Handbook of Southern Leyte State University, cheating is considered a MAJOR OFFENSE. This includes the following actions:

- a. deliberately looking at a neighbor's examination papers;
- b. copying from or allowing another to copy from one's examination papers;
- c. talking with one another during exams without permission;
- d. unauthorized possession of notes or any material relative to the examination; and
- e. passing as one's own work, any assigned report, term paper, case analysis, reaction paper, and the like which are copied from others.

In addition, letting someone take an exam on your behalf is considered a MAJOR OFFENSE.

For MAJOR OFFENSES, the Committee on Discipline shall hear and try the case and impose the sanctions provided therein. The Dean of College shall endeavor to render its decision by majority vote within fifteen days after it receives the complaint. Its decision is final and executory, except when a penalty of EXCLUSION or EXPULSION is imposed, in which case such decision shall be reviewed by the University President. The decision of the University President shall be final and executory after fifteen days from the receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents. (SLSU Student Handbook, pp.69-76)

### Cybercrime Law

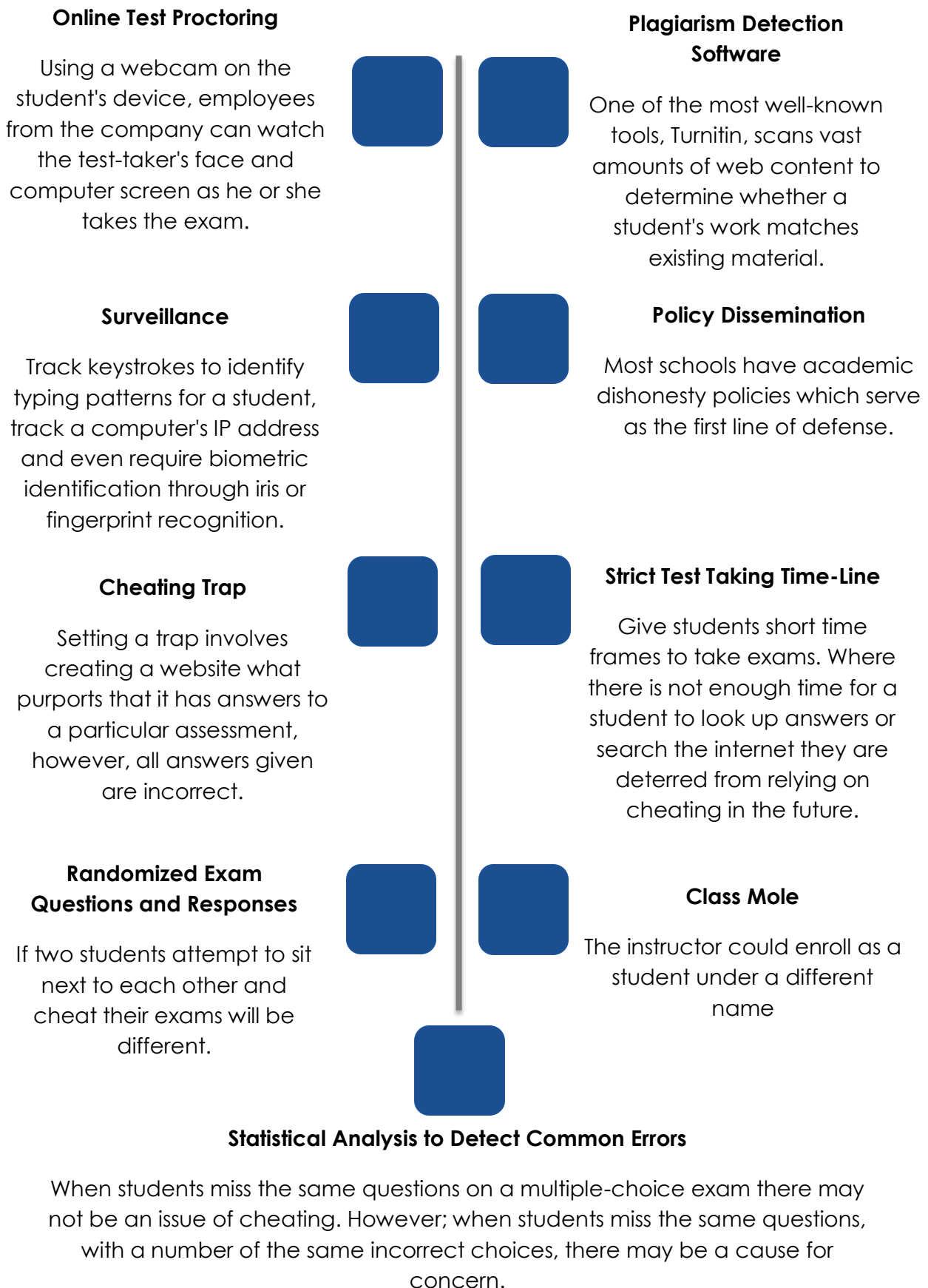
Plagiarism is more of an ethical issue than legal. However, plagiarism is the same as copyright in the Philippines and could be considered under the cybercrime law of the Republic Act 10175. According to the Department of Justice, plagiarism is not a crime unless it amounts to copyright infringement. The penalty for plagiarism 3-6 years imprisonment and a fine of P50, 000 - P150, 000 (\$1,200 - \$3,600), if prosecuted under the law.



## Long-term Repercussions

Some students will always try to find a way to cheat but cheating never pays in the long term. First, because students are not evaluated fairly, they will experience occupational incompetence. Students may have received an impressive rating from cheating, but they will not have access to the skills, values, and attitudes from the course. This is perhaps one of the reasons why many graduates do not fit to their jobs despite being aligned to their field. Students should remember that what matters most in the real setting are those which they can do rather than the grades they earned. Aside from this, students will lose their self-respect which can lead to more problems, including difficulties with their careers, families, and other important aspects of life. It is always best to remember that Students, who decided not to engage in cheating, cite a higher moral compass for their positive behavior (Simkin et al, 2009).

## Academic Initiatives against Cheating



## MYTH BUSTERS

### MYTH

Online universities don't really care about cheating



### REALITY

There is some belief that online universities do not have the same rigorous academic standards that traditional colleges and universities do. However, the truth is that most so-called online universities are also traditional universities and that in fact these universities, on the whole, are vigilant about preventing cheating. Dr. Susan Aldridge, President of Drexel University Online, indicates that at her school, "We create solid barriers to cheating, while also making every effort to identify and sanction it as it occurs or directly after the fact."

### MYTH

It's impossible for online instructors to identify cheating



### REALITY

When you think about cheating, it is easy to go back to high school when an instructor at the front of the room sat watching vigilantly as each student completed a test or quiz, admonishing any student who did not keep his eyes on his own paper. Because online education does not have that physical presence, it can be easy to think that when cheating does occur, the perpetrators will not get caught.

### MYTH

Plagiarism checkers are easily fooled



### REALITY

Cheating on tests and quizzes by obtaining outside information, or even getting the answers, is just one form of cheating. Plagiarism — the use of another's work without citation or attribution — is and has been a top concern in higher education since long before the introduction of online learning. According to the Harvard Guide to Using Sources, "In academic writing, it is considered plagiarism to draw any idea or any language from someone else without adequately crediting that source in your paper."

## Additional Readings

Academic Dishonesty by K12 Academics:

<https://www.k12academics.com/Academic%20Dishonesty/effects-academic-dishonesty>

The Fundamental Values of Academic Integrity Second Edition International Center for Academic Integrity by T. Fishman, Editor: <https://www.academicintegrity.org/wp-content/uploads/2017/12/Fundamental-Values-2014.pdf>

Academic Integrity by Sheffield Hallam University:  
<https://academic.shu.ac.uk/assessmentessentials/wp-content/uploads/2018/03/Academic-Integrity.pdf>



## OUR JOURNEY IS OVER!

1. Why do some students engaged in academic dishonesty?
2. As a College student, make specific plans for yourself to overcome the following challenges in order to attain academic integrity:

Challenges	Specific Plans
a. Plagiarism	1. 2. 3.
b. Collusion	1. 2. 3.
c. Falsification	1. 2. 3.
d. Cheating	1. 2. 3.
e. Deceit	1. 2. 3.
f. Personation	1. 2. 3.

Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Course: \_\_\_\_\_ Year: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### ANSWER SHEET

#### SOB Learning Chunk No. 8 Online Class Requirements Production Etiquette

1.

Challenges	Specific Plans
a. Plagiarism	1. 2. 3.
b. Collusion	1. 2. 3.
c. Falsification	1. 2. 3.
d. Cheating	1. 2. 3.
e. Deceit	1. 2. 3.
f. Personation	1. 2. 3.

**INSTRUCTIONS:** Please compile all answer sheets of the eight (8) learning chunks and return to:

Student Affairs and Services Offices  
Southern Leyte State University, Sogod, Southern Leyte



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