



## **HOMG 290: Travel & Tourism Operations (CRN: 12113)**

### **2021 Spring Semester Syllabus**

---

## **Part 1: Course Information**

### **Instructor Information**

Professor: *Dr. Seontaik Kim*

Class Room: *Remote (via Zoom):*

<https://morganstate.zoom.us/j/88012437658?pwd=Q1ZiVkwwRzVwUUlrT2UwdWs2YlFEdz09> (Meeting ID: 880 1243 7658 / Passcode: 574547)

Remote Class Days/Time: *Mondays, Wednesdays, Fridays / 3:00 pm – 3:50 pm*

Office Hours: *Online / contact me via an email or sign up for Zoom meeting*

E-mail: [seontaik.kim@morgan.edu](mailto:seontaik.kim@morgan.edu) - Send me email regarding your course content related questions.

### **Course Description**

An introductory course covering the international scope of the tourism industry through the business lens with a sustainability focus. Students will be introduced to the traveling public, tourism promoters, tourism service suppliers, and tourism's external environment. Specific attention is focused on challenges within tourism marketing, tourism intermediaries, tourism technology, transportation, accommodations, food and beverage, attractions and entertainment, destinations, and sustainability.

#### **Prerequisite**

- Students enrolled in this course should already have taken HOMG 101 Introduction to Hospitality Management

### **Textbook & Course Materials**

#### **Required Text**

- Cook, R. A., Hsu, C. H. C., & Taylor, L. L. (2018). *Tourism: The Business of Hospitality and Travel*, (6th ed.). Pearson Publishing. (eTextBook is also available)

### **Course Requirements**

- Internet connection (DSL, LAN, or cable connection desirable)
- Remote classes at 1:00 pm on Tuesdays & Thursdays via Zoom:  
<https://morganstate.zoom.us/j/88012437658?pwd=Q1ZiVkwwRzVwUUlrT2UwdWs2YlFEdz09> (Meeting ID: 880 1243 7658 / Passcode: 574547)
- [Access to Canvas](https://www.morgan.edu/canvas) - <https://www.morgan.edu/canvas>



## Course Structure

**This course will be delivered remotely via Zoom in conjunction with Canvas.** You will be provided the Zoom meeting information via the Canvas announcement. You will use your Morgan Network account to login to the course via <http://www.morgan.edu/canvas>.

**This class is being audio-visually recorded so students who cannot attend a particular session and wish to review material can access the full content.** This recording will include students' images, profile images, and spoken words, if their camera is engaged and their microphone is live. Students who do not consent to have their profile or video image recorded should keep their camera off and not use a profile image. Likewise, students who do not consent to have their voice recorded should keep their mute button activated and participate exclusively through alternative formats such as the chat feature." (where available).

## Responsibilities and Expectations

**This course is a remote course, which means most (if not all) of the course work will be conducted synchronously via Zoom and online via Canvas.** Expectations for performance in a remote course are the same for a traditional face-to-face course. In fact, remote courses require a degree of self-motivation, self-discipline, and technology skills which can make these courses more demanding for some students. Our communications take place through email, Zoom, and Canvas.

**Each student is expected to:**

- **Attend all Zoom class meetings on time.**
- **Turn on your video when you joined in our Zoom meetings.**
- **Make sure to access our Zoom meetings through your Morgan account with your name visible.** If I see an unidentified name in the Zoom waiting room, I will not let that person into class. If you find that you need to log on with someone else's computer or that you need to phone in, please send an email so that I know what name or phone number will be appearing in my waiting room.
- **Log in to the course Canvas at least 3 times per week**
- Read the relevant textbook chapters before each class session.
- Keep track of changes in the course syllabus made by the instructor throughout the semester.
- Exhibit professional behaviors and dispositions at all times during our Zoom meetings.
- Bring ideas and critical thoughts to each class session.
- Contribute to discussions in a constructive manner.
- Participate in all assigned remote class activities.
- In discussions, you are expected to extend courtesy to your fellow students, listen and learn from their contributions to the discussions.
- Do all assignments and take all Quizzes (Announced and Unannounced).
- Take exams which cover all pertinent topics discussed during the semester.



### Remote Class Etiquette:

- **Follow the Netiquette Guidelines in Welcome: Begin Here module in Canvas**
- Cell Phone use is not allowed during the remote class lectures unless using the device as a part of the lecture. Students who are caught using cell phones will automatically get an F (below 60) for participation even if you attended classes on time and are engaged in discussions.

### The instructor will:

- Host the Zoom meetings during our class days/times.
- Respond to emails within 1 business day.
- Grade assignments within a week of the assignment deadlines (typically 3 business days of the assignment deadlines).

### Technical Assistance

If you need technical assistance at any time during the course you may contact:

Morgan State University Division of Information Technology (DIT)

- [DIT Website: http://www.morgan.edu/dit](http://www.morgan.edu/dit)
- [DIT Service Desk 24/7 Technology Support](#)
- [Morgan Online Student Technology Information](#)
- [Canvas Instructions and Tutorials](#)
- The DIT Service Desk provides assistance with your Morgan Network account -- including your user name and password, hardware configuration problems and software support. The Service Desk is available 24/7 -- including holidays and weekends. Contact the Service Desk any time at [443.885.4357](tel:443.885.4357) or visit <https://www.morgan.edu/servicedesk>
- DIT's Academic Technology Services: Can assist you with your Morgan Account. Contact the Service Desk (443.885.4357 or visit the Service Desk web page, <https://www.morgan.edu/servicedesk> ). For assistance with Canvas
- <https://cases.canvaslms.com/liveagentchat?chattype=student> = Chat
- Call 1 (443) 873-0119
- Student Disability Support <http://www.morgan.edu/sdss>

### Technology used in this Course

Technology	Accessibility Statement Link	About the Technology
Internet connection (DSL, LAN, or cable connection desirable)		You will need a broadband internet connection to successfully use the technology in this course.
Canvas Learning Management System	<a href="#">Canvas Accessibility Statement</a>	Canvas is Morgan State University's Learning Management System. All online, hybrid and web enhanced face-to-face courses are delivered using Canvas.



Technology	Accessibility Statement Link	About the Technology
Zoom	<a href="#">Zoom Accessibility</a>	Our remote class will be held via Zoom. Zoom Video Communications provides a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration.
Adobe Reader	<a href="#">Adobe Reader Accessibility Link<sup>i</sup></a>	Adobe Reader is software you will use to view PDF documents. The PDF documents are found in each of the Course Modules.
YouTube	<a href="#">YouTube Accessibility Link<sup>ii</sup></a>	YouTube is a service that displays videos. You will find YouTube videos within many of the course modules. YouTube videos are embedded directly within Canvas so you do not have to access them outside of Canvas. However, each YouTube video embedded in Canvas will also have a link to video located on YouTube itself.
Microsoft Office Word	<a href="#">MS Office Accessibility Link<sup>iii</sup></a>	You will be required to create Microsoft Word documents in order to complete projects in this course.
Panopto Video Capture system	<a href="#">Panopto Accessibility</a>	Panopto is a video capture tool. It will be used throughout the course to display video content. The Panopto videos will play in your browser, and may also be viewed with assistive technology.
Google Meet	<a href="#">Google Meet Accessibility</a>	You can connect with the professor and peers through face-to-face video call.

## Technology Privacy Statements:

Canvas: <https://www.instructure.com/policies/privacy>

Zoom: <https://zoom.us/privacy>

Google: <https://policies.google.com/privacy>



## **HOMG 290: Travel & Tourism Operations (CRN: 12113)**

### **2021 Spring Semester Syllabus**

---

## **Part 2: Course Objectives/Assurance of Learning**

By the end of the course, you should know the following:

- Describe the parts of the travel and tourism systems the interrelationships between them.
- Explain how tourism is planned, developed and controlled within a destination.
- Identify how destinations follow policies, plans etc., that emphasizes sustainable tourism development
- Evaluate how the tourism impacts and how tourism products are marketed
- Identify the characteristics of travel, such as major travel segments, travel flows, modes of transportation
- Analyze how the use of technology is shaping the tourism industry

By the end of the course, you should be able to do the following:

- Explain the basic parts that make up the tourism destination mix and be able to discuss each part
- Describe the impacts of tourism on the environment and sustainability
- Promote a tourism destination, including the use of a promotional program
- Forecast tourism demand, and the reason why people take vacation
- Discuss the different technology and uses within the tourism industry

Your knowledge and understanding of the core concepts, together with a clear indication of commitment to learning will be assessed through 1) Exams and Quizzes to assess general knowledge of course material, 2) Current Travel & Tourism Industry Event Analysis to assess analytical, creative thinking, and presentation skills, 3) Blog activities to participate in discussion forums with other students, & 4) Group Project to assess critical and creative thinking, and persuasive writing skills by working within a team.



## HOMG 290: Travel & Tourism Operations (CRN: 12113)

### 2021 Spring Semester Syllabus

---

### Part 3: Tentative Class Schedule: Spring 2021

Week	Date	Topic	Assignment/Remarks
1	2/1 – 2/5	Class orientation, Introductions, Syllabus review	
2	2/8 – 2/12	Ch.1. Introducing the world's largest industry, tourism	Team / current event selections and group project orientation
3	2/15 – 2/19	Ch.2. Marketing to the traveling public	Quiz 1
4	2/22 – 2/26	Ch.3. Delivering quality tourism services	Exam 1 (Ch.1,2,3)
5	3/1 – 3/5	Ch.4. Bringing travelers and tourism service suppliers together	Blog Activity 1 3/1 (no class: wellness & reading day)
6	3/8 – 3/12	Ch.5. Capturing technology's competitive advantages	Quiz 2
7	3/15 – 3/19	Ch.6. Transportation	Exam 2 (Ch.4,5,6)
8	3/22 – 3/26	Ch.7. Accommodations	Blog Activity 2 3/24 (no class: wellness & reading day)
9	3/29 – 4/2	Ch.8. Food and beverage	Quiz 3
10	4/5 – 4/9	Ch.9. Attractions and entertainment	4/9 (no class: wellness & reading day)
11	4/12 – 4/16	Ch.10. Destinations	
12	4/19 – 4/23	Group Project	Group Project Paper Due: 4/23
13	4/26– 4/30	Presentations	
14/15	5/3– 5/7 & 5/10 – 5/14	Study day, Exam 3	Exam 3 (TBA)

*Caveat:* While changes to the syllabus and schedule are not anticipated, **the instructor reserves the right to make changes to any element of the course requirements** as becomes necessary. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be address during our Zoom meeting.



## **HOMG 290: Travel & Tourism Operations (CRN: 12113)**

### **2021 Spring Semester Syllabus**

---

## **Part 4: Grading Policy**

### **Graded Course Activities**

The grading mix for this course is as follows:

<b>Item</b>	<b>Grade Points</b>
Remote Class Participation	100
Exams (100 pts each)	300
Quizzes (Best 2 of 3: 50 pts each)	100
Current Travel & Tourism Industry Analysis (100 pts each: Report: 70 pts / Presentation: 30 pts)	100
Group Project (Final report: 100 pts / Final oral presentation: 50 pts)	150
Blog Activities (100 pts)	100
Peer Evaluation (10 pts)	10 (Extra credit)
<b>Total points</b>	<b>850</b>

#### **Remote Class Participation (100 pts)**

For full credits, students are expected to attend all Zoom meetings on time. To turn and keep on your video to show your presence in Zoom meetings. Also, students are expected to participate actively in all learning activities.

#### **Exams (300 pts) / Quizzes (100 pts)**

Three (3) exams have been scheduled, consisting of multiple-choice and/or descriptive questions. All the exams take place at the same venue for classes for the course. Unless permission is justifiably requested and subsequently granted by the professor prior to the exam, no make-up exam will be provided. Where permission for a make-up exam is granted, it will be scheduled within a week of the original exam date and at a time and location specified by the instructor. Three (3) quizzes will be provided and the best two scores (2 out of 3) will be counted.

#### **Current Travel & Tourism Industry Analysis (Individual: 100 pts)**

The purpose of this assignment is to relate classroom learning to real life events and applications so students may realize the practical value of class content. You are required to turn in a one page typed (12 point, Times New Roman, Single-spaced) sheet with your full name and class section clearly labeled. Electronic copies of the article identified must be made available to the instructor before the start of an assigned date. **Credit will not be awarded to students who fail to make the article and the paper available on time.** No late submissions/presentations. More details will be provided in class.





### **Group Project (150 pts)**

Students will be assigned to teams of 2-3 individuals. A group of the students will be assigned to a particular topic of travel and tourism operations and track best practices, current state and trends throughout the semester. Details regarding the group project will be provided in the class.

### **Blog Activities (100 pts):**

Blog activities will be posted under the Discussion Board section in Canvas. More details will be provided via Canvas.

### **Peer Evaluation (10 pts)**

In the case of group project, students will fill out the peer evaluation during the semester, evaluating all of your team members. You will be asked to meet your expectations (participated in all team meetings, assignments, and contributed to the team effort). **Your individual project grade will be reduced significantly if your peer evaluations indicate that you performed poorly.** The form will be provided via Canvas.

**All assignments must be typed. Hand written assignments will NOT be accepted.** For all written assignments, please type using a font type and size of Time New Roman and 12 point, single spacing on all sides of standard letter size paper (8.5'x11"). Please do not wait until the last minutes to submit your work! Assignments must meet the deadlines as established by the instructor. As well, all written assignments should be submitted to Canvas.

- **Policy for Make-up Exams/Assignments due to Absences and/or Non-submissions:**

**No make-up exams/assignments will be given unless approved by the Professor. All exam/assignment deadlines are found in the course schedule and should be known at the beginning of the semester. In the case of illness, a written excuse from the physician is required. All make-up assignments approved by the professor will only be accepted the following business day.** All official documents/notices for absences and/or non-submissions need to be submitted to the professor the following business day after your absence or missed exam/assignment so I can review them. If you are approved to make-up a missed exam/assignment, you are also required to complete all make-up exams/assignments the following business day after your absence and/or non-submission. Failure to comply with this policy will lead to a failing grade of "0 for that missed exam/assignment, no exceptions.

### *Late Work Policy*

Be sure to pay close attention to deadlines—**there will be no makeup assignments or quizzes, or late work accepted** without a serious and compelling reason and instructor approval. Late assignments will not be accepted unless approved by instructor. A **10%** penalty will be applied to all approved late assignments after the first day. However, a **20%** will be deducted for each date after that. **No assignment will be accepted after 3 days pass the due date** which will automatically earn a grade of **(0)**. **Unapproved late assignments will NOT be accepted.**

\*\*\*\* Important: **Please ensure that you are properly registered and that your name appears**





**on the roster at all times throughout the semester.** The university has strict guidelines that need to be upheld in that regard. Students not appearing on the roster after a certain period may not be allowed in class.

### **Viewing Grades in Canvas**

Points you receive for graded activities will be posted to the Canvas Grade Book. Click on Grades on the course menu, or from your Dashboard.

Your instructor will update the online grades each time a grading session has been complete—typically 5 business days following the deadline of an activity. You will see a visual indication of new grades posted on your Canvas Dashboard, click the Grades button.

### **Journals (available online from MSU's online catalog unless indicated otherwise)**

- Tourism Management
- International Journal of Hospitality Management
- Journal of Hospitality and Tourism Research
- Journal of Travel Research
- Annals of Tourism Research
- International Journal of Contemporary Hospitality Management
- Cornell Hospitality Quarterly
- International Journal of Hospitality and Tourism Administration
- Journal of Travel & Tourism Marketing

### **Web Sites of Potential Resources**

- United Nations World Tourism Organization: [www.unwto.org](http://www.unwto.org)
- World Travel and Tourism Council: [www.wttc.org](http://www.wttc.org)
- Travel Industry Association: [www.ustravel.org](http://www.ustravel.org)
- American Hotel and Lodging Association : [www.ah-la.com](http://www.ah-la.com).
- Washington, DC Hotel Association – Local hotel association servicing the members of the lodging industry in DC. [www.hawdc.com](http://www.hawdc.com)
- Maryland Office of Tourism: <http://visitmaryland.org>
- The magazine of the Worldwide Hotel Industry: [www.hotelsmag.com](http://www.hotelsmag.com) / HotelNewsNow (HNN): <http://www.hotelnewsnow.com/>
- National Restaurant Association – The leading restaurant industry business association in the United States. <http://www.restaurant.org/Home>
- International Hotel and Restaurant Association – The leading global association for the hospitality industry, offers the timely global trends in hospitality development and management. [www.ih-ra.com](http://www.ih-ra.com).
- Food Politics by Marion Nestle: <http://www.foodpolitics.com/>

### **Remote Class Attendance**

Students are expected to attend **all remote class sessions and arrive on time for each remote class session and to stay for the full class period. Make sure to turn on your video in all Zoom meetings.** Every class attendance will be checked by the instructor.



Should a student need to miss class for any reason, it is expected that he/she informs the course instructor – by email or in person – **prior** to the remote class (only emergency situations will be exempt from this expectation). If the student misses more than 10 minutes of a class session, you will be marked late. **Arriving three times late equals to one absence.** Unexcused absences (prior to the class) will not be tolerated.

### **Absences Due to Team, Organization Event, Work or Other Planned Events**

If you know in advance that you will be absent from remote class, notify the professor **before your absence** and submit excuse documentation to the instructor by email or in person prior to your absence. You must submit your work on the due date in accordance with the policies described above. Students who expect to have three (3) or more absences during the semester should see the professor at the beginning of the semester to ensure that we have a plan for your successful participation in and completion of all coursework.

### **Letter Grade Assignment**

Final grades assigned for this course will be based on the total points earned and are assigned as follows:

<b>Letter Grade</b>	<b>Grade Points</b>
A	765.00 – 850.00
B	680.00 – 764.99
C	595.00 – 679.99
D	510.00 – 594.99
F	Below 510.00 points

Please note that **the grades won't be rounded up.**



## **HOMG 290: Travel & Tourism Operations (CRN: 12113)**

### **2021 Spring Semester Syllabus**

---

## **Part 5: Course Policies**

### **Participation**

Class participation is a critical component of student performance and evaluation. Your class participation will be assessed using all the assignments, discussion board assignments, and interactions in classroom. As you are required to participate with the class, you are expected to attend all classes and on time. Also, keep in mind that more than four unexcused absences from class will result in a full grade reduction for your final course grade.

### **Build Rapport**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

### **Complete Assignments**

All assignments for this course will be submitted electronically through Canvas unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances. All assignments must be completed by the assignment due date and time. Late or missing discussion assignments will not be accepted.

### **My Feedback Policy**

I will respond to emails within 1 business day. I will grade assignments within a week of the assignment deadlines/ presentations.

### **Understand When You May Drop This Course**

It is the student's responsibility to understand when they need to consider dropping a course. Refer to the Morgan State Course Schedule on the Academic Calendar for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to participate, or (2) documented and severe physical/mental illness/injury to the student or student's



family.

## Inform Your Instructor of Any Accommodations Needed

Morgan State University is committed to providing barrier-free education to disabled individuals and is actively working to bring its facilities and programs into full compliance with Section 504 of the Rehabilitation Act of 1973.

If you require an accommodation due to a disability, please contact the Office of Student Disability Support Services (SDSS) to register. More information regarding the intake procedure can be found on the SDSS website: <http://www.morgan.edu/SDSS>

It is your responsibility to request an accommodation from SDSS before or at the beginning of the semester.

- Morgan's Disability Support web site: <http://www.morgan.edu/sdss>

## Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

### Morgan State's Academic Honesty Policy & Procedures

The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. Morgan State University expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades.

Read more about Morgan State's Academic Integrity Policy in the Getting Started Area of our course.

### Definitions

At Morgan State, “**cheating**” is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.”

“**Plagiarism** is a form of cheating. At Morgan State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution.”

## Morgan State’s Policy on Classroom Conduct

Disruptive, disorderly or reckless behavior in the classroom interferes with the teaching and learning process. The Morgan State University Code of Student Conduct prohibits such behavior. Prohibited conduct includes, but not limited to, the consumption of food, beverages, use of wireless communication devices, bringing unregistered persons to class (including children), smoking, persistently speaking without being called upon, refusing



to be seated, or disruptions caused by leaving and entering without authorization from the Instructor for this course. Students are instructed to refrain from such prohibited conduct. Depending on the nature of the disorderly conduct sanctions may include removal from the classroom, suspension, expulsion and/or referral to appropriate agencies.

## Academic Dishonesty

Work presented should be your own, or that of your group, as specified in this syllabus and in other instructions given to you. You are expected to build on knowledge and experience gained in other courses and life experiences; nevertheless, submitted work is to be prepared for this course following directions. Sources of ideas and quotations are to be completely and accurately cited, using any appropriate style. Appropriate penalties will be assessed, ranging from grade reductions to course failure. Egregious cases will be referred for University discipline. Academic dishonesty in any form is not tolerated at Morgan State University. All students should be familiar with the University's Policy on Academic Dishonesty which can be found in the University Catalog. Any student found to have engaged in academic dishonesty shall fail the assignment/exam in question at a minimum, and could face more severe punishment including dismissal from the University. Students should seek guidance from the instructor if they have any questions about the Policy.

Read more about Morgan State's Academic Integrity Policy in the Getting Started Area of our course.

## Notice of Nondiscrimination and Sexual Misconduct Resources

Morgan State University is committed to maintaining an academic environment where all individuals feel safe and are free to develop intellectually, professionally, and socially. To that end, discrimination against any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, genetic information, gender identity, or any other protected basis under applicable law is prohibited by the University's Nondiscrimination Policy. Incidents of sexual misconduct, to include sexual harassment, sexual assault, dating violence, domestic violence, and stalking, constitute discrimination based upon sex in violation of Title IX. If you or someone you know has been subjected to sexual misconduct, you may report the incident to the University's Title IX Coordinator located in Truth Hall, Room 103 or at (443) 885-3559. You may also report the incident to the University Police at (443) 885-3103. Please note that as a faculty member, I am designated as a responsible employee. Therefore, I am required to report all incidents of sexual misconduct that are shared with me. Anyone desiring to confidentially report an incident of sexual misconduct may do so by contacting personnel in the University Counseling Center or at (443) 885-3130, Carter Grant Wilson, Room 202, University Chapel or at (443) 885-5105, or University Health Center or at (443) 885-3236.

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Office of Student Affairs.

**Course policies are subject to change.** The instructor reserves the right to change any statements, policies or scheduling as necessary. It is the student's responsibility to check Canvas



for corrections or updates to the syllabus. Any changes will be posted in Canvas.

<sup>i</sup>Adobe Reader <http://www.adobe.com/accessibility.html>

<sup>ii</sup>YouTube <https://support.google.com/youtube/answer/189278?hl=en>

<sup>iii</sup>MS Office <https://www.microsoft.com/enable/microsoft/mission.aspx>  
<https://www.microsoft.com/en-us/accessibility>

## **ATTACHMENT A: MSU Policy on Academic Dishonesty from the Undergraduate 2010-2013 Undergraduate Catalog, pp. 56-58**

### **POLICY ON ACADEMIC DISHONESTY**

Professors at Morgan State University make a concerted effort to promote honest academic conduct among students to ensure that their evaluation of students' academic performance accurately reflects each student's true merit. Academic dishonesty is, therefore, among the most egregious offenses a student can commit because it interferes with the University's primary mission of educating and evaluating students. Thus, academic dishonesty will not be tolerated at the University. Some of the more common forms of academic dishonesty are listed below. This list, however, is not intended to be an exhaustive representation of all the possible forms of academic dishonesty. Any student who is found to have engaged in academic dishonesty shall fail the assignment and may fail the course. The student may also be referred to the Dean of the college or school in which the student's major is located for additional disciplinary action by the University. All instances of academic dishonesty shall be subject to the full range of penalties at the University's disposal.

### **I. TYPES OF ACADEMIC DISHONESTY**

**1. Cheating** is fraud. Cheating is the use of, the attempted use of, or acquisition of unauthorized information such as books, lecture notes, study aids, answers from other students, or other materials for the purpose of submitting a part or all of the unauthorized information as one's own individual effort in any class, clinic, assignment, or examination. Helping or attempting to help another person commit any act of academic dishonesty is also a form of cheating.

**Examples:** Examples of cheating include, but are not limited to, the following actions:

- a. Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor;
- b. Buying, selling, removing, receiving, or possessing an unauthorized copy of a test, quiz, exam, or other form of academic evaluation in advance of its administration by the instructor of the course in which the student is properly registered;
- c. Using material or equipment such as crib notes, a calculator, or a tape recorder during a test, quiz, exam, or other form of academic evaluation that has not been authorized by the instructor;

- d. Working with other students or other individuals on any exam, take home assignments, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort;
- e. Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as (1) hiding or damaging the academic work of another student to gain an unfair advantage in an academic evaluation; or (2) marking or submitting an exam or other assignment in a manner designed to deceive the instructor;
- f. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University;
- g. Permitting another student or individual to take a test, quiz, exam, or other form of academic evaluation for one's self; or conversely, taking a test, quiz, exam, or other form of academic evaluation for another student; and,
- h. Helping or attempting to help another student cheat by providing assistance to that student during an exam or other assignment in a manner not authorized by the instructor.

2. **Plagiarism** is theft. Plagiarism is submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise.

**Examples:** Examples of plagiarism include, but are not limited to, the following:

- a. Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, an author of a published article or textbook, or by persons producing papers for profit;
- b. Using a direct quote from another student's papers or from an author of a publication without including the appropriate citation;
- c. Paraphrasing or summarizing another's work without including the appropriate citation; and,
- d. Using information stored electronically, e.g., submission of papers and or information found on computer disks, the Internet, etc., without including appropriate citation and/or acknowledging the source.

3. **Abuse of Academic Materials** is destruction of property or making inaccessible academic resource materials owned by the University or stored in a University facility.

**Examples:** Examples of abuse of academic materials include, but are not limited to, the following actions:

- a. Destroying, hiding, or otherwise making unavailable for common use any library materials, materials placed on reserve by faculty, electronically stored information, including materials on computer disks and/or CD ROMS, or other academic reference materials; and
- b. Destroying, hiding, or otherwise making unavailable another student's notes, faculty lectures and/or tests, experiments, computer programs, or other academic work.



**4. Stealing** is the unauthorized taking, attempting to take, or withholding the property of another and thereby permanently or temporarily depriving the owner of its use or possession.

**Examples:**

Examples of stealing include, but are not limited to, the following actions:

- a. Unauthorized removal of library texts, magazines, electronic equipment or electronically stored information and other materials from the library;
- b. Unauthorized removal of lecture notes, grade books, examinations, computer programs, or any other academic materials from the office of any faculty member;
- c. Obtaining unauthorized advanced access to an examination or other academic assignment either acting alone or in collusion with other students or University employees; and,
- d. Taking another's academic work, such as papers, computer programs, laboratory experiments, or research results.

**5. Lying** is making any oral or written statement which the individual knows, or should know, to be untrue.

**Examples:** Examples of lying include, but are not limited to, the following actions:

- a. Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception with regard to an academic requirement or assignment;
- b. Falsifying evidence or testifying falsely, such as in a hearing involving academic dishonesty;
- c. Inventing or counterfeiting data, research results, research procedures, internship or practicum experiences, or other information;
- d. Citing a false source for referenced material/data;
- e. Altering grade reports, class attendance records, course registrations, or other academic records;
- f. Submitting false excuses for absences;
- g. Altering a returned exam paper or other work and seeking regarding without indicating that the returned paper or work has been changed; and,
- h. Submitting unauthorized University documents to gain an internship, exception to University policies, and/or other advantage or to avoid a disadvantage or penalty.

## **II. PENALTIES**

Any student who is found to have engaged in academic dishonesty at Morgan State University shall fail the test or assignment for which the student cheated and may be subjected to one or more of the following penalties including failure of the course in which the academic dishonesty occurred; written reprimand from the Chairperson, the Dean, and/or the Vice President for Academic Affairs; suspension and/or expulsion from the University. The *Dean* of the school or college in which the student's major is located shall be notified of the academic dishonesty and of the proposed penalty by the Dean (or the Dean's designee) of the school or college in which the academic dishonesty occurred. Along with the penalties listed above, the Dean or the Vice President for Academic Affairs may impose special conditions on students who have engaged in academic dishonesty such as counseling, reduced credit loads, denial of admittance to certain majors or programs. Suspension and expulsion, the most severe penalties, may be

imposed even though the accused student has never received a lesser penalty or penalties for previous academic misconduct.

**1. Assignment of a Grade of “F.”** A grade of “F” shall be assigned to a student for the test, paper, and/or the assignment in which the student committed an act of academic dishonesty. In addition to being assigned a grade of “F” for the assignment for which the student engaged in academic dishonesty, **additional penalties, listed below**, may be imposed upon the student.

**2. Failure of a Course.** A student may fail the course in which the academic dishonesty occurred.

**3. Suspension from the University.** Suspension can be imposed for a specified period, not to exceed two years.

**4. Expulsion from the University.** Expulsion is a permanent separation from the University.

**5. Revocation.** When an act or acts of academic dishonesty is/are found to invalidate a major piece of work required for a degree so that the validity of the degree or certification is jeopardized, then the sanction may include a recommendation to the University’s Vice President for Academic Affairs to:

- a. Reject a thesis, dissertation, or other work.
- b. Revoke a certification or not grant a certification.
- c. Revoke a degree.

**6. Other Relevant Sanctions.** In addition to the penalties described above, other sanctions may be imposed, such as, but not limited to, restitution, campus or community service, special projects, and special educational requirements.

*Accessed 8/24/15 from:*

*[http://www.morgan.edu/Documents/ACADEMICS/Academic\\_Catalog/undergrad/2010-2013/ucat\\_AcademicAffairs.pdf](http://www.morgan.edu/Documents/ACADEMICS/Academic_Catalog/undergrad/2010-2013/ucat_AcademicAffairs.pdf)*

## **ATTACHMENT B: PLAGIARISM**

### **Is It Plagiarism Yet?<sup>iii</sup>**

There are some actions that can almost unquestionably be labeled plagiarism. Some of these include **buying, stealing, or borrowing a paper** (including, of course, copying an entire paper or article from the Web); **hiring someone to write your paper** for you; and copying large sections of text from a source without quotation marks or proper citation.

---

But then there are actions that are usually in more of a gray area. Some of these include using the words of a source too closely when paraphrasing (**where quotation marks should have been used**) or building on someone's ideas without citing their spoken or written work. **Plagiarism includes, but not limited to, copying the exact words or the phrases from a source(s) (e.g., textbook, book, internet website, etc.,) without quotation marks or proper citation.** Please understand that **plagiarism will result in severe sanctions, such as assignment of a grade of F, failure of a course, and a suspension or expulsion from the university.** Please be thoughtful and the forms and the consequences of plagiarism.

Morgan State University has an account with an automated plagiarism detection service (Turnitin) via Canvas, which allows instructors and students to submit student assignments to be checked for plagiarism. The instructor reserves the right **to 1) request that assignments be submitted as electronic files and 2) submit students' assignments to Turnitin, or 3) request students to submit their assignments to Turnitin through Canvas.** Assignments are compared automatically with a database of journal articles, web articles, the internet and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized. There are a number of free online packages that you may utilize independently. Seek advice from your academic advisor and your instructors on how to write original work if you need assistance.

### **When Do We Give Credit?**

The key to avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied. Many professional organizations, including the Modern Language Association (MLA) and the American Psychological Association (APA), have lengthy guidelines for citing sources. However, students are often so busy trying to learn the rules of MLA format and style or APA format and style that they sometimes forget exactly what needs to be credited. Here, then, is **a brief list of what needs to be credited or documented:**

- Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, **Web page**, computer program, letter, advertisement, or any other medium
- Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing
- When you copy the exact words or a unique phrase
- When you reprint any diagrams, illustrations, charts, pictures, or other visual materials
- When you reuse or repost any electronically-available media, including images, audio, video, or other media

Bottom line: document any words, ideas, or other productions that originate somewhere outside of you.

There are, of course, certain things that do not need documentation or credit, including:

- Writing your own lived experiences, your own observations and insights, your own thoughts, and your own conclusions about a subject
- When you are writing up your own results obtained through lab or field experiments
- When you use your own artwork, digital photographs, video, audio, etc.
- When you are using "common knowledge," things like folklore, common sense observations, myths, urban legends, and historical events (but **not** historical documents)

### **Deciding if Something is "Common Knowledge"**

Generally speaking, you can regard something as common knowledge if you find the same information undocumented in at least five credible sources. Additionally, it might be common knowledge if you think the information you're presenting is something your readers will already know, or something that a person could easily find in general reference sources. But when in doubt, cite; if the citation turns out to be unnecessary, your teacher or editor will tell you.

**Note: While all endeavors will be made to keep the syllabus as is, it may be necessary to make revisions throughout the semester.**