



Learning Commons Code of Ethics

The Shepard Academic Resource Center's Learning Commons follows the College Reading and Learning Association's guidelines developed by the Association for the Tutoring Profession's Code of Ethics (<http://www.myatp.org/code-of-ethics>):

Best Interest: Tutors will be committed to acting in the best interest of tutees as specified by the employing organization or institute.

Responsibility: Tutors will take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a client.

Integrity: Tutors will practice and promote accuracy, honesty, and truthfulness. **[IMPORTANT: See section of the University's academic integrity policy on reverse side.]**

Fairness: Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.

Commitment: Tutors will fulfill commitments made to learners.

Respect for Others Rights and Dignity: Tutors will respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality and self-determination.

Excellence: Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.

Respect for Individual Differences: Tutors will respect cultural, individual, and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.

Professionalism: Tutors will not engage in inappropriate relations with tutees.

Confidentiality: Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.

LEARNING COMMONS

PEER TUTORING

From the University of Portland's Code of Academic Integrity

Guidelines for Implementation of the University's Code of Academic Integrity

Examples of Violations of Academic Integrity

Violations of academic integrity include cheating, forgery and plagiarism. The following are presented as examples only, not as a comprehensive list. For further examples or more precise information, one should consult the recognized sources of authority in a particular field of study. Students should consult directly with their teachers. Ignorance of these or other breaches of academic integrity will not be deemed by the University as an excuse for failure to meet its expectations.

Cheating — Cheating is the violation of the letter or spirit of an academic endeavor in order to gain an advantage, put someone else at a disadvantage, or both. It includes, but is not limited to: [1] using or attempting to use unauthorized materials, notes, information, and study aids on an examination; [2] copying someone else's paper; [3] fabricating or falsifying information; [4] submitting the work of another as one's own; [5] using or circulating previous examination materials without the instructor's permission; [6] submitting the same work for more than one class without the permission of both instructors; [7] accessing or using computer information without authorization; [8] encouraging, assisting, or otherwise facilitating any violation of academic integrity; [9] any form of intentional obstruction or destruction that inhibits the progress, accomplishment, or evaluation of academic endeavors in order to gain an advantage, put someone else at a disadvantage, or both.

Forgery — Forgery refers to falsifying or inventing information, data, or citations. It includes, but is not limited to: [1] fraudulently using academic records; [2] falsifying or inventing academic credentials or letters of recommendation; [3] falsifying official signatures of any member of the University community; [4] altering documents affecting academic records.

Plagiarism — Plagiarism is the use or representation of words or ideas of another without attribution, so that they appear to be one's own. It includes, but is not limited to: [1] using another's words, ideas, methodology, or formulation of a problem without proper acknowledgment; [2] using approximate wording or paraphrasing inappropriately; [3] claiming someone else's work as one's own; [4] allowing students or research assistants to gather research information without recognition of their work; [5] failure to acknowledge all sources of information or contributions to an assignment or other academic work.