Cyclical Program Review: Promoting Integrity at the University of Waterloo

Academic Integrity (AI) is the cornerstone of research, teaching, and learning. Members of the university, including students, staff, and faculty, are expected to demonstrate integrity in their work. Acting with integrity reinforces the university's reputation as a leading teaching and research institution.

Student Awareness
- Does your department have AI presentations for students, either during orientation or in classes? Contact the Office of Academic Integrity to request a custom presentation.
- Does your department make an effort to connect students with AI-related resources (e.g. your Liaison Librarian to show students resources for citing, or the Writing and Communication Centre to help students with the writing process)?

Course and Test Design
- Are instructors ensuring all teaching materials properly acknowledge sources to set an example for students?
- Are assignments and exams changed regularly?
- Are instructors encouraged to be explicit about their assignment instructions (e.g. related to level of collaboration permitted), and to discuss AI expectations with students throughout the term?
- Does your department have an appropriate number of proctors during midterms and exams?
- Do the rooms booked for midterms and exams have an appropriate amount of space between students?

Faculty and Staff Development and Activities
- Are instructors attending CTE workshops and sharing the information with the rest of the department (e.g. Teaching and Academic Integrity: Discouraging Cheating and Enhancing Learning)?
- Are you holding presentations for instructors on academic integrity (e.g. how to use Turnitin, how to promote integrity in the classroom)? Contact the Office of Academic Integrity to request a custom presentation.
- Have the staff in your department taken the OHD Integrity Matters workshop?
- Are there any initiatives to address AI challenges in your department? Contact the Office of Academic Integrity for support.

Policy 71
- Are instructors aware of Policy 71 procedures in cases of suspected academic misconduct?
- Are all cases of suspected academic misconduct reported to the Associate Dean of your Faculty?

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