

MEMORANDUM

To: Faculty

From: Michele Ciccazzo, Interim Vice Provost

Date: August 6, 2009

Re: Preparing for Fall 2009

In less than three weeks the 2009 fall semester commences and I would like to remind you of the following:

Outside Activity

Any compensated outside activity needs to be reported to your supervisor on a yearly basis. Please use the outside activity report forms available on the Academic Affairs website at <http://academic.fiu.edu/academicbudget/www/forms.html>.

Reminding Students of Academic Misconduct

I recommend that you incorporate the language below in your course syllabus to increase students' awareness of what constitutes academic misconduct:

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Promote Academic Honesty with Turnitin

FIU offers an Internet-based service that searches student papers against its database and others to identify possibly plagiarized text. By identifying all forms of repeated exact text, even that which is properly quoted and cited, it provides a useful tool in letting students reflect upon their own writing and observe if they've properly credited source material or are too dependent on quotation instead of paraphrase.

Graduate and undergraduate instructors may choose whether to turn in the students' assignments or have the students do it themselves, and students can receive the same "originality report" that faculty members received. Monitoring and reflecting upon their own work are proven methods for reducing academic dishonesty and improving student writing. Turnitin also includes a full

range of classroom management tools and methods for annotating papers. It also embeds seamlessly into Blackboard.

Go to www.turnitin.com for tutorials and instructions on using their services. Or, you can set up your class by following the instructor's quick set-up at this link:

http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf

To obtain the registration information, please send an email request to Jeffrey.Knapp@fiu.edu.

Please be advised that since papers submitted are added to the turnitin database, students should be informed by your syllabus or in a written handout that the services of Turnitin will be used for your course.

Posting of Required Textbooks

The Textbook Affordability Act of 2008 (F.S. 1004.09) requires full information for all books required for a course to be posted on a University website 30 days before the start of the term. Now is a good time to be planning ahead for the Spring and Summer terms and identifying the required books so we can meet this new legal mandate.

Emergency Preparedness

Now is the time to review emergency procedures and prepare accordingly. Our Emergency Management Committee provide the necessary resources at <http://www.fiuoem.com>

Each Dean has certain responsibilities with respect to the University's emergency management preparedness plan. Please make sure your contact information is updated through your Dean's office. The university utilizes an emergency text messaging services known as "FIU Panther Alerts". To be included as part of the FIU Panther Alert System please log onto the homepage at www.fiu.edu and sign into the 'Emergency Text Messaging' link on the bottom left hand side of the page.

Other Helpful Information

Many more resources are available on the Academic Affairs website and specific references in the online faculty handbook at http://academic.fiu.edu/polman/provost_aamanual.htm

Have a productive and fulfilling semester.