**Ad Hoc Committee to Review the Use of Anti-Plagiarism Software
Recommendations**

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The Committee met in response to objections made by some students to the use of anti-plagiarism software (currently Turnitin) at East Tennessee State University. Based on their review and discussion, the committee submits the following recommended practices:

1.   That ETSU appoint an official campus administrator for the anti-plagiarism software. The administrator will be responsible for the following:
   a.   Teaching faculty members how to use the software through workshops sponsored by Academic Technology Services and one-on-one instruction.
   b.   Compiling and distributing information about the software, particularly to correct misunderstandings and clarify its purposes and uses, and answering questions from faculty members and students. The information will include a FAQ sheet for students, which instructors can attach to their syllabi and post on Blackboard sites.
   c.   Conducting information sessions about the software for interested students.
   d.   Monitoring developments in the field and evaluating other approaches to detecting and/or deterring plagiarism.
   e.   Maintaining information on usage of the software at ETSU.
2.   That Academic Technology Services work with the Turnitin campus administrator to set up and maintain a web site to provide basic information about the anti-plagiarism software, e.g., names and contact information of individuals responsible for administration, training, etc.; FAQ sheet, syllabus statement, link to online training for faculty and students.
3.   That faculty members not use the anti-plagiarism software in their courses unless they have completed approved training through Academic Technology Services or an equivalent source.
4.   That faculty members who use the anti-plagiarism software consider doing so through their course Blackboard site because it is easier for students to use.
5.   That faculty members who require students to use anti-plagiarism software include a statement to this effect in their syllabus so students are aware from the beginning of the course and provide students with access to information about the

information provided by the software to correct any errors prior to final submission.

8.	That a statement be added to the ETSU undergraduate and graduate catalog to notify prospective students that faculty members at ETSU may submit their papers to various types of review for plagiarism, including online services (such as Turnitin) that maintain submitted material in a permanent database.

Sample Statement for Syllabus:

Students will submit their work to Turnitin, a plagiarism detection service, in order to help them learn to cite sources accurately and to ensure academic integrity. Students who might object to using Turnitin should consult the instructor as early as possible and definitely within the first two weeks of the course to determine suitable alternatives. The instructor will select the alternative method. Examples of alternative methods include, but are not limited to, the following:

a.	*For writing assignments not requiring the use of references and for take-home essay tests—completing a comparable assignment or test with a proctor.*

b.	*For writing assignments requiring the use of references—requiring the student to assemble a copy of all sources and meet with the instructor to review their use and documentation in the paper.*

c.	*For writing assignments requiring the use of references—having a third party selected by the faculty member check the use and citation of references in the paper.*

d.	*For any type of written assignments, use Turnitin but set the preferences for the student's assignment to search against only the free Internet and ProQuest. The student's paper will not be added to the database.*