

## **Scholarly Ethics & Integrity Requirement Aerospace & Ocean Engineering**

The Department of Aerospace & Ocean Engineering is committed to ensuring that our graduate students learn and adhere to the ethical standards of their profession. To ensure that our students are adequately trained in these issues, the department emphasizes the following topics:

1. Plagiarism and other violations of the Graduate Honor Code
2. Proper use of professional conventions in citation of existing research and scholarship, accurate reporting and ownership of findings, and acknowledgement of contributions to the work
3. Ethical standards in teaching, mentoring, and professional activities
4. Available avenues for reporting alleged misconduct

Additional topics will be addressed, as described at the end of this document. The method of instruction and training is through direct instruction in the setting of the annual AOE Graduate Student Orientation, required for incoming students, and the AOE Graduate Seminar Series (AOE 5944), required for all full-time students.

### **1. Plagiarism and Graduate Honor Code Violations**

- Every incoming AOE graduate student must attend the AOE Graduate Student Orientation before the beginning of the Fall semester. This Orientation is conducted by the AOE Graduate Program Director. In addition to curricular and administrative topics, the Orientation includes a substantive component on ethics and integrity which includes:
  - An overview of the Graduate Honor Code, typically provided by an active graduate student participant in the Graduate Honor System.
  - Instructions on the procedure for reporting a Graduate Honor Code violation.
  - The formal definition of plagiarism and a discussion of the associated penalties.
- Every full-time AOE graduate student must also enroll in the AOE 5944, a 1-hour Graduate Seminar series offered each Fall and Spring semester. This seminar includes presentations by students, faculty and visiting lecturers and serves the graduate students by broadening their background, informing the students of the diverse applications of aerospace engineering in government, industry, and academia. In terms of ethics and scholarly integrity, the AOE seminar series provides instruction by example: Seminar presentations describe original research founded in the context of (appropriately cited) existing knowledge. Students are expected to question presenters about their methods and results in relation to the contributions of others. The first seminar each Fall semester includes an update on the state of the department from the AOE Department Head and a review of guidelines for graduate students from the Graduate Program Director. This first seminar will also be used to address current or recent issues related to scholarly ethics and integrity, including examples from the AOE department and from the larger academic community.

**2. Professional conventions for citation, reporting and ownership, and acknowledgement.**

- With 15 seminars per semester, the Graduate Seminar (AOE 5944) provides weekly examples from established researchers of appropriate acknowledgement of prior work. Faculty Advisors are encouraged to help their students critique the weekly seminars, including the speaker's acknowledgement of prior work, in personal meetings with their students.
- In preparing formal publications, such as conference and journal papers, graduate student advisees work closely with their Faculty Advisors to learn and comply with established professional conventions for citation of existing research and scholarship, accurate reporting and ownership of findings, and acknowledgement of contributions to the work. Additional training is obtained through the critical feedback process of peer review.

**3. Ethical standards in teaching, mentoring, and professional activities**

- Beginning Fall 2014, all AOE graduate students involved in instruction will be required to attend the Graduate Teaching Assistant Training Workshop (GRAD 5004) organized by the Graduate School. With a focus on instructional quality, the workshop includes discussions of ethical standards in teaching and mentoring.
- Ethical standards in professional activities are addressed by the AOE Graduate Program Director during the annual Graduate Student Orientation and reinforced through personal interactions with the Faculty Advisor.

**4. Available avenues for reporting alleged misconduct**

- Avenues for reporting misconduct are addressed by the AOE Graduate Program Director during the annual Graduate Student Orientation and reinforced during the initial AOE Graduate Seminar each Fall semester.

**5. Additional topics**

- In addition to the topics detailed above, the Graduate Program Director will address purchasing procedures and appropriate use of university facilities and equipment, including university computing resources. These issues will be addressed during the annual Graduate Student Orientation and reinforced during the initial AOE Graduate Seminar each Fall semester.