The Center for Public Administration and Policy's Plan to fulfill the VT Graduate School Scholarly Ethics & Integrity Requirement
Approved by the CPAP faculty, 2-6-24

Required 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

Plan:

Scholarly ethics and integrity are integral to the overall curriculum for the MPA and PhD programs and to professional practice in the field. The Center for Public Administration and Policy will incorporate scholarly ethics and integrity component into its degree programs to address requirements, as per CGSP Resolution 2012-13B, in the following ways:

1. Provide in writing (electronically) materials covering the four required topics to all students as part of a new student orientation packet (CPAP Scholarly Ethics and Integrity Guidance):
   a. Roig, Miguel. "Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing." A Guide to Ethical Writing - Roig
   b. COPE authorship guidelines, one-page visual from the National Institutes of Health (NIH) Office of Intramural Research (*OIR*). Guidelines for Authorship Contributions
   c. The American Society for Public Administration's Code of Ethics. ASPA Code of Ethics
   d. The VT Student Code of Conduct (https://www.hokiehandbook.vt.edu/content/dam/hokiehandbook_vt_edu/assets/doc/StudentCodeOfConduct2020.pdf) and how to report an ethical violation to the Virginia Tech Graduate School. How to report a violation

2. All four required topics will be discussed during new student orientation sessions.

3. All students will be asked to review these materials and a short online quiz to verify their understanding of Roig's guidance on ethical writing. They will also be asked to affirm their understanding of and agreement to abide by ethical standards outlined in these materials and the VT Student Code of Conduct.

4. Professional ethics will be covered with reference to the ASPA Code of Ethics in the required core course covering the normative foundations of public administration for both programs (PAPA 6414). The course covers general and discipline-specific perspectives on such topics as the ethical prohibitions against lying, the moral weight of truth-telling and authenticity, and arguments for exceptions to prohibitions against lying.

5. PhD students must also take and pass the VT IRB's currently required Human Subjects Research Training (CITI at this writing) and produce a certificate of completion.

The requirements will be fulfilled when:

1. MPA and PhD students have passed PAPA 6414 or an approved alternative.
2. MPA and PhD students have passed the quiz
3. PhD students submit a certificate showing that they have successfully completed the VT IRB's current Human Subjects Research Training requirements.

Fulfillment of the requirements will be documented on the Plan of Study form.