

**Department Policies:**

**1) Academic Integrity Policy and Pledge, 2) Internship Meeting Attendance, 3) Email Communication**  
Public Health and Health Services Administration Department  
California State University, Chico

**Academic Integrity:**

Examples of a lack of academic integrity (academic dishonesty) include:

- **cheating** on examinations or quizzes
- **plagiarism**, which includes: 1) “**Excessive repetition** (poor paraphrasing of another’s words); 2) **Improper citation** (failure to cite properly); 3) **Improper Idea borrowing** (failure to cite another’s ideas); 4) **Fraud** (creation of false sources); 5) **Forgery** (turning in another person’s work as your own)” (Source: *The OWL at Purdue. (2015-2018)*). Assignments and /or projects must be created solely by the student or assigned group. Use of outside resources, such as online sites that complete assignments for students for a fee is strictly prohibited and considered a form of cheating. *Class Plagiarism Policy. Retrieved from: [https://owl.purdue.edu/owl/teacher\\_and\\_tutor\\_resources/preventing\\_plagiarism/contextualizing\\_plagiarism/class\\_plagiarism\\_policy.html](https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/contextualizing_plagiarism/class_plagiarism_policy.html)*
- **providing information to another student** about exams and other course work to another student who has not yet completed this work. Ex: questions asked on exams or answers for questions which will be asked. (Source: *Cederville University. November 2015. Academic Integrity Statement and Procedures. Retrieved from: <https://www.cedarville.edu/~media/Files/PDF/Student-Life/Academic-Integrity-Policy.pdf>*)

**Department Policy on Academic Honesty:**

Consequences of academic dishonesty will result in a minimum of failing the assignment and an Action Request to Student Conduct, Rights and Responsibilities. Additional sanctions may be applied at the discretion of the instructor. Students with a record of academic dishonesty will fail the class; have an Action Request submitted to Student Conduct, Rights and Responsibilities; meet with the Department Chair; and have to repeat and pass the Academic Integrity quiz.

**Academic Integrity Pledge:**

I attest that all work I submit is my own work or the work of my assigned group and is in accordance with the standards of the Public Health and Health Services Administration Department at CSU, Chico and my discipline. As a member of these communities I will work with honesty and integrity in accordance with the Code of Ethics of my profession.

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**Printed Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Public Health or Health Services Administration majors – please initial below:**

**Mandatory Pre-Internship Informational Meetings**

_____ (Initial)	I acknowledge that I must attend <b>two mandatory pre-internship informational meetings</b> the <b>semester prior</b> to doing my internship. Pre-internship meetings review the process for finding an internship and paperwork procedures. <b>Failure to attend both meetings prior to interning means I will not be allowed to intern on time and will result in a delay of my graduation.</b>
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**Email Communication**

_____ (Initial)	I acknowledge that the formal communication of the PHHA Department is email and, therefore, I will regularly check and respond to all PHHA Department email communication (this includes PHHA classes).
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