**World Language Academic Integrity Policy**

**Guidelines for projects, papers, homework and class work for Spanish class**

* Work is to be from your own mind—not an online resource, not someone else, not a translator, etc.  This includes writing, workbook assignments, etc.
* Keep your audience in mind—your audience is not the teacher, but your peers. This means your peers need to see words that they have learned versus those that were looked up.
* **One word** may be cited/underlined to demonstrate that you looked it up.  However, if you find yourself looking up more words, you probably need to simplify your language and write more at your level!

—To keep things easy, you may simply underline the word you looked up to acknowledge to the teacher that this is the word that is not from your own vocabulary.

—Use [www.wordreference.com](http://www.wordreference.com) to look up **individual** words—it’s a dictionary, not a translator. Of course, you may always use a physical dictionary in the back of your textbook.

– If you cannot say something with what you already know, either figure out a way to say it with the knowledge you have or do not say it at all.

* Use of an online translator or other resources mentioned above without the consent of the teacher (and you have the consent to look up and underline **ONE WORD**) is **cheating** according to the student handbook.
* Pg. 46 of the student handbook says: “*The use of texting, electronic transmission, and use of electronic translators without instructor approval for academic information is prohibited. In addition to receiving a zero for the assignment, test, project, etc., the student may be assigned disciplinary consequences such as Saturday Schools or suspension.”*
  + Use your Spanish brain—don’t try and write something perfectly in English and try to then change it to Spanish.  It does not work well. If English is your native language, your level of proficiency is higher than your Spanish proficiency level—and that’s ok!
  + I always say: “Give me ***your*** language.” It will not be perfect, and I don’t expect perfection. If I’m able to see your language, then I know where you are and can help you improve—the ultimate goal of the class.
* This is a zero-tolerance policy with all assignments, regardless of the type of work (homework, project, test, in-class, other assessment, etc.).
* If suspected, a referral will be sent to the office. Upon investigation, if the student is found to be in violation of the policy, the student will be subject to disciplinary action including zero credit on the assignment and may include detentions and/or other consequences deemed appropriate by administration.