



# HARVARD GRADUATE SCHOOL OF EDUCATION

## OFFICE OF THE DEAN

August 15, 2016

Dear HGSE Students:

I hope that you have arrived on Appian Way refreshed from a wonderful summer and ready for a productive and meaningful academic year.

As a community comprised of professional educators dedicated to work in practice, policy, and research, we uphold various professional standards, including those stated in the **Student Handbook**. As an HGSE student, you are responsible for adhering to all policies in the Handbook. Please be sure to review the **Table of Contents** so you will know where to find specific information. Also, please read carefully the sections related to **Academic Rules, Regulations, and Specific Requirements**, especially the HGSE statement on **Academic Integrity**:

*All work submitted to meet course requirements is expected be the student's own. In the preparation of all papers and other written work submitted to meet course and degree requirements, a students must be careful to distinguish between ideas that are his or hers and those that have been derived from other sources. Information and opinions drawn from all sources are to be attributed specifically to these sources. It is the student's responsibility to learn and use the proper forms of citation. Quotations must be properly placed within quotation marks and must be fully cited. All paraphrased material must also be fully cited. In all cases where ideas or material presented are derived from a student's reading and research, the source must be indicated. **Students who submit work either not their own or without clear attribution to the original source, for whatever reason, face sanctions up to and including dismissal and expulsion.***

Being mindful to properly attribute the ideas of others is an important tenet of ethical professional behavior. Therefore, we take matters of plagiarism very seriously. Although we have no expectation that there will be infractions this year, HGSE students have been separated and expelled from the School in recent years as a result of plagiarism. To make certain you have comprehensive knowledge of how to paraphrase, **we require all students to complete the following online writing tutorial prior to the start of classes** (a link to this tutorial can also be found on the Gutman Library homepage):

- [Principles of Paraphrasing: How to Avoid Inadvertent Plagiarism in Three Easy Modules](#)

Please also consult resources on how to properly format citations. One resource can be found here:

- [APA Exposed: Everything You Have Always Wanted to Know About APA Format but Were Afraid to Ask](#)

Our Writing Center in Gutman Library also offers other excellent resources for your development as a writer, and I encourage you to visit their website and make use of their services. As always, please be sure to ask your instructors if you have any questions about your work.

Finally, I would like to draw particular attention to the Standards of Conduct in the Harvard Community. I ask that you read the full text of these standards and then click the button below to acknowledge your responsibility for knowing and adhering to all policies in the Student Handbook.

*It is the expectation of the Harvard Graduate School of Education that its students, whether or not they are on campus or are currently enrolled as degree candidates, will behave in a mature and responsible manner, in accordance with HGSE's standards of personal and professional conduct and accountability. In doing so, students help create a dynamic and inspiring atmosphere for learning and growth, and demonstrate the core principles effective educators instill in their professional work and uphold in their daily lives. This expectation for mature and responsible conduct also encompasses accountability for one's own well-being, including responsible decision making regarding physical and mental health.*

*All HGSE students are expected to adhere to these overarching values:*

- *Respect for the rights, differences, and dignity of others;*
- *Honest and ethical preparation and submission of all academic work;*
- *Honesty and integrity in dealing with all members of the community;*
- *Accountability for personal and professional behavior.*

*Specific examples of ways in which students demonstrate these values include, but are not limited to: regular and timely attendance and participation in all HGSE course, program and other activities; respectful, attentive behavior within and outside the classroom; appropriate conduct, judgment and tact in all personal and professional situations; effective and timely communication with all members of the Harvard community; appropriate judgment in responding to unethical, unprofessional or dangerous behavior on the part of others; respecting the privacy of all members of the Harvard community; and the maintenance of appropriate boundaries in dealing with others at HGSE, including, for example, with respect to educator/student relationships. In addition, students may not engage in any form of: physical violence; hazing; sexual misconduct; harassment; substance abuse; theft, misappropriation, or unauthorized use of, destruction of, or damage to property; nor may they discriminate on the basis of*

*race, color, gender, gender identity, sexual orientation, religion, age, national origin, ethnic background, political beliefs, veteran status, disability status or any other improper basis. Because students are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified in this Handbook.*

*Harvard University prohibits discrimination on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability unrelated to job requirements, genetic information, military service, or any other legally protected basis. Sexual harassment is any unwelcome conduct of a sexual nature and can take many forms, including sexual violence. Sexual harassment of any type is unacceptable in our community. HGSE seeks to maintain a learning environment free from harassment and discrimination, as these actions create a barrier to the educational, scholarly, and research purposes of the University. Harvard has both formal and informal procedures and resources in place to assist students who have experienced or witnessed harassment or discrimination.*

Again, please click the box below to verify that you will adhere to the policies put forth in the Handbook. Your verification that you have read and will adhere to the Code of Student Conduct, and that you have completed the online writing tutorial, [Principles of Paraphrasing](#), and are responsible for knowing and utilizing proper citation practices, is a pre-condition for registering for your fall courses.

Thank you for giving these policies your careful attention since they are the foundation of the HGSE scholarly community.

Sincerely,

A handwritten signature in black ink, appearing to read 'JER', with a stylized flourish at the end.

James E. Ryan  
Dean  
Harvard Graduate School of Education

I agree that I am responsible for knowing and adhering to the policies contained in the Student Handbook, including those stated on Academic Integrity and Standards of Conduct. I also agree that I am responsible for completing the online writing tutorial, [Principles of Paraphrasing](#), and for knowing and utilizing proper citation practices.