OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NY 10996-5000

MADN 13 December 2006

SUBJECT: Amendment to Documentation of Written Work: Acknowledgement Statement Policy

1. Purpose.

a. This document prescribes procedures for the implementation of the acknowledgement statement for written and electronic submissions. At USMA, the Cadet Leader Development System (CLDS) focuses on character development in the Academic, Military, and Physical programs. The seven complementary Army Values form the foundation of moral character. The Army Value of Integrity—doing what is right, both legally and morally—emphasizes the holistic nature of moral character. To call yourself a person of integrity is to say that you consciously, deliberately, and methodically hold firm to one set of values in all areas of your life. In the academic realm, integrity is the foundation of good scholarship, and USMA is committed to the development of lifelong habits of academic integrity in cadets during the 47-month West Point Experience.

b. As students who are learning to become scholars, cadets will combine their own ideas with the ideas of others in the process of completing their academic work. Research-based critical thinking—a foundation of scholarship—necessitates such combination. Building upon the scholarship of others contributes to the community of knowledge. Clearly identifying sources, then correctly attributing those sources in accordance with the standards of academic disciplines and professional practice, facilitates the efforts of other scholars to build on our work.

c. Although different academic disciplines may use different systems for formatting and presenting documentation (examples include the MLA and APA styles), all adhere to the basic principle that writers must explicitly acknowledge ideas not their own and all assistance received from others, whether directly (in the form of personal assistance) or indirectly (in the form of source material).

d. Proper documentation attributes and identifies the origin of ideas obtained from various sources, including, but not limited to, books, films, periodicals, and web sites. Likewise, ideas obtained from other cadets, instructors, and those whose conversations or assistance contributed to the content of the work, *whether intentional or not, must also be identified.* The documentation requirement applies to interviews and group study sessions as well. One of the keys to good documentation is organized and thorough recordkeeping of research, interviews, group sessions, and conversations.

e. USMA will not tolerate failure to properly identify properly all assistance received in the preparation of homework. If unsure about what should be documented, cadets should consult their instructors. When in doubt, a good rule of thumb is to document any assistance in question.

f. All sources of ideas must be **identified** on a bibliographic page (may be called Bibliography, Sources, Works Cited, Reference List, etc.) and in appropriate, discipline-specific citations (footnotes, endnotes, or parenthetical notes).

g. The acknowledgement statement prompts the cadet to:

(1) PAUSE, taking a moment to consider the professionalism of the work at hand.

(2) REFLECT, reviewing the work for professional substance, style, organization, and correctness, as well as for proper identification of all sources.

(3) ACT, signing the acknowledgement statement, and thereby positively affirming the documentation's completeness.

2. Procedure for individual written work (Sample 1).

a. Once cadets have completed their homework assignment and documented all sources, they must pause to reflect on the accuracy of their identification and attribution of these sources. They do so through the mechanism of the acknowledgement statement, which is part of the cover sheet. The acknowledgement statement acknowledges either that:

___ My documentation identifies all sources used and assistance received in completing this assignment.

or, that:

___ No sources were used or assistance received in completing this assignment.

Cadets then sign at the bottom of the cover sheet:

SIGNATURE: _____

b. Cadets will initial, by hand, the statement that accurately describes their documentation. In doing so, they should PAUSE and REFLECT on the accuracy of their identification of sources, and on the specificity, clarity, and sufficiency of their citations. Having made this conscious effort to REFLECT on their work, they ACT to affirm the completeness of their documentation with their signature. Cadets who realize that they have not identified all the sources they used and the assistance they received must take responsibility for the integrity of their work, and revise and complete their documentation. Instructors are not authorized to accept submissions without initialed and signed acknowledgement statements.

c. All official homework submissions (as defined in DWW) require an acknowledgement statement (written or electronic, as defined by the instructor).

d. If a cadet initials both blocks, instructors are not authorized to accept the work.

e. Instructors will counsel cadets who either fail to submit acknowledgement statements, or submit improperly completed acknowledgement statements.

f. All draft documents submitted to an instructor *for a grade* in fulfillment of a course requirement must have an acknowledgement statement attached.

g. Un-graded works-in-progress, such as essay drafts that cadets bring to Additional Instruction sessions or scheduled instructor conferences, do not require acknowledgement statements.

3. Procedure for individual electronic submissions (Sample 2).

a. Assignments that are submitted electronically still require proper documentation, but are "signed" with a digital signature.

b. Cadets access the e-Acknowledgement page through CIS. The process of going to the e-Acknowledgement page allows for cadets to PAUSE. Cadets do the same REFLECTION on their electronic work that they would do with written submissions, then they type in their initials at the appropriate acknowledgement statement. Finally, cadets ACT on the documentation of their electronic submission by submitting it with their digital signature.

c. Instructors can allow a page 2 to the e-acknowledgement to submit appropriate documentation supporting the electronic submission. This documentation will typically be the type of documentation that is submitted by an email message. The CIS does not have capability to attach documents.

d. Cadets can change their e-acknowledgement statement up to the assignment's suspense date. After that, the cadet must submit a written acknowledgement statement to the instructor.

e. If cadets are unable to use the e-Acknowledgement page for any reason, they may submit a hand-signed version. A hand-signed acknowledgement statement is always acceptable in lieu of an e-acknowledgement statement.

4. Formal group work (Sample 3).

a. Cover sheets for written group work will contain the group leader's initials in the appropriate acknowledgement block. All members of the group will sign the cover sheet.

b. There is no e-Acknowledgement statement for formal group electronic submissions. All formal group electronic work will be submitted with a hard copy of the group work cover sheet, formatted, initialed, and signed as outlined in 4.a., above.

5. Proponent. The proponent for this document is the Academic Affairs Division, O/Dean (MADN-AAD), x7786.

PATRICK FINNEGAN
Brigadier General, US Army
Dean of the Academic Board

3 Encls
1. Sample Written Work Cover Sheet
2. Sample Electronic Submission Cover Sheet
3. Sample Group Work Cover Sheet

Enclosure 1 (Sample Written Work Cover Sheet)

UNITED STATES MILITARY ACADEMY

PROBLEM SET 1

NE450: NUCLEAR SYSTEMS DESIGN

SECTION 2J

COL IAM THEPROF

By

CADET IAM THESTUDENT '07, CO H1

WEST POINT, NEW YORK

28 AUGUST 2006

____ MY DOCUMENTATION IDENTIFIES ALL SOURCES USED AND ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

____ NO SOURCES WERE USED OR ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

SIGNATURE:

Enclosure 2 (Sample Electronic Submission Cover Sheet)

UNITED STATES MILITARY ACADEMY

Event Description

Name of Course

Section

Professor's Rank and Name

By

Cadet Name, year group, company

WEST POINT, NEW YORK

Date and Time completed on CIS

☐ MY DOCUMENTATION IDENTIFIES ALL SOURCES USED AND ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

☐ NO SOURCES WERE USED OR ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

SIGNATURE: ***DIGITAL SIGNATURE***

Enclosure 3 (Sample Group Work Cover Sheet)

UNITED STATES MILITARY ACADEMY

PROBLEM SET 1

NE450: NUCLEAR SYSTEMS DESIGN

SECTION 2J

COL IAM THEPROF

By

CADET IAM THELEADER '07, CO H1
CADET IAM THEMEMBER '08, CO B3

WEST POINT, NEW YORK

28 AUGUST 2006

____ OUR DOCUMENTATION IDENTIFIES ALL SOURCES USED AND ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

____ NO SOURCES WERE USED OR ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

SIGNATURE: _____

_____

_____(Any additional lines as needed) _____