



# **EDFE12043 Professional Practice 2 (Secondary) - Application of Curriculum**

## **Term 2 - 2018**

Profile information current as at 04/05/2024 12:38 am

All details in this unit profile for EDFE12043 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

In this unit, you will focus on the implementation and application of the relevant junior secondary curriculum during a twenty day placement in a secondary school. The placement is comprised of 10 day visits (5 contextual days and 5 assessable days) and a 10 day block placement at the end of the term. Through the design of effective teaching and learning, which uses appropriate content knowledge and teaching strategies, you will demonstrate a comprehensive understanding of your curriculum areas. You will apply this understanding of the curriculum framework to your teaching practices. During this professional experience placement, you will take an active role in self-evaluation processes and actively seek constructive feedback to improve your practice. Furthermore, you will be required to respond to identified learning needs to improve student learning outcomes. You will use the Australian Professional Standards for Teachers (Graduate Career Stage) as the basis for monitoring and documenting your professional learning and practice, in addition to setting your own professional learning goals. This effective application of curriculum will be demonstrated as you select and evaluate evidence of your practice in the professional e-portfolio.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 7

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Prerequisite:- EDFE11038 plus students must have successfully completed a minimum of two units per Discipline Teaching Area to be eligible to enrol in this unit. Only students enrolled in CC13 and CQ11 are permitted to enrol in this unit

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 2 - 2018

- Bundaberg
- Distance
- Mackay
- Mackay City
- Noosa
- Rockhampton

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Written Assessment**

Weighting: Pass/Fail

#### 2. **Professional Practice Placement**

Weighting: Pass/Fail

#### 3. **Portfolio**

Weighting: Pass/Fail

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Course Evaluation

**Feedback**

Assessment

**Recommendation**

The connection between formative and summative assessment needs to be more clearly explained. In response, a FAQ guide for Course Assessment will be developed.

#### Feedback from Course Evaluation

**Feedback**

Portfolio

**Recommendation**

Setting up an iTunesU Portfolio was challenging as there was no direct transition from Mahara to iTunesU. In response to student feedback resources for setting up iTunesU will be made available at the start of the Unit.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Plan effective learning sequences using appropriate content knowledge.
2. Plan effective learning sequences using knowledge of student learning to promote engagement.
3. Use curriculum, assessment and reporting knowledge to design learning sequences.
4. Apply knowledge and understanding of the concepts, substance and structure of the content and teaching strategies appropriate to the teaching area and curriculum framework.
5. Reflect critically on professional practice outlining strengths and professional challenges.
6. Apply constructive feedback to improve professional practice and student learning outcomes.
7. Use the Australian Professional Standards for Teachers to monitor learning and improve professional practice in response to feedback, self-evaluation and reflection.

### Australian Professional Standards for Teachers (Graduate Level) demonstrated:

Students will have opportunities to demonstrate the following aspects of the Australian Professional Standards during the twenty-five day placement.

- 1.2 Understand how students learn
- 1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds
- 2.1 Content and teaching strategies of the teaching area
- 2.2 Content selection and organisation
- 2.3 Curriculum, assessment and reporting
- 2.6 Information and Communication Technology (ICT)
- 3.1 Establish challenging learning goals
- 3.2 Plan, structure and sequence learning programs
- 3.3 Use teaching strategies
- 3.4 Select and use resources
- 3.5 Use effective classroom communication
- 4.1 Support student participation
- 4.2 Manage classroom activities
- 4.3 Manage challenging behaviour
- 4.4 Maintain student safety
- 4.5 Use ICT safely, responsibly and ethically
- 5.1 Assess student learning
- 5.2 Provide feedback to students on their learning
- 5.3 Make consistent and comparable judgements
- 5.4 Interpret student data
- 6.1 Identify and plan professional learning needs
- 6.2 Engage in professional learning and improve practice
- 6.3 Engage with colleagues and improve practice
- 7.1 Meet professional ethics and responsibilities

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks                                | Learning Outcomes |   |   |   |   |   |   |
|---|-------------------|---|---|---|---|---|---|
|   | 1                 | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>1 - Written Assessment - 0%</b>              | •                 | • | • | • |   | • |   |
| <b>2 - Professional Practice Placement - 0%</b> | •                 | • | • | • | • | • | • |
| <b>3 - Portfolio - 0%</b>                       |                   |   |   |   | • | • | • |

## Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes                                 | Learning Outcomes |   |   |   |   |   |   |
|---|-------------------|---|---|---|---|---|---|
|   | 1                 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 - Communication                                   | •                 | • | • | • | • | • | • |
| 2 - Problem Solving                                 | •                 | • | • | • | • |   | • |
| 3 - Critical Thinking                               | •                 | • | • | • | • | • | • |
| 4 - Information Literacy                            | •                 | • | • | • | • | • | • |
| 5 - Team Work                                       | •                 | • |   |   | • | • | • |
| 6 - Information Technology Competence               | •                 | • | • | • | • | • | • |
| 7 - Cross Cultural Competence                       | •                 | • | • | • | • | • | • |
| 8 - Ethical practice                                | •                 | • |   | • | • | • | • |
| 9 - Social Innovation                               |                   |   |   |   |   |   |   |
| 10 - Aboriginal and Torres Strait Islander Cultures |                   |   |   |   |   |   |   |

## Alignment of Assessment Tasks to Graduate Attributes

| Assessment Tasks                         | Graduate Attributes |   |   |   |   |   |   |   |   |    |
|--|---------------------|---|---|---|---|---|---|---|---|----|
|  | 1                   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 - Written Assessment - 0%              | •                   | • | • | • |   | • | • | • |   |    |
| 2 - Professional Practice Placement - 0% | •                   | • | • | • | • | • | • | • |   |    |
| 3 - Portfolio - 0%                       | •                   | • | • | • |   | • | • | • |   |    |

## Textbooks and Resources

### Textbooks

There are no required textbooks.

### IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Bree Kitt** Unit Coordinator

[b.kitt@cqu.edu.au](mailto:b.kitt@cqu.edu.au)

## Schedule

### Week 1 - 09 Jul 2018

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| The secondary school curriculum context - focus on the Junior Secondary curriculum |         |                              |

### Week 2 - 16 Jul 2018

| Module/Topic                       | Chapter | Events and Submissions/Topic |
|------------------------------------|---------|------------------------------|
| Planning for Middle Years learners |         |                              |

### Week 3 - 23 Jul 2018

| Module/Topic                       | Chapter | Events and Submissions/Topic |
|------------------------------------|---------|------------------------------|
| Planning for Middle Years learners |         |                              |

### Week 4 - 30 Jul 2018

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Using knowledge of learners to plan for quality learning - diversity in the Middle Years classroom |         |                              |

### Week 5 - 06 Aug 2018

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Using knowledge of learners to plan for quality learning - addressing issues for Middle Years learners |         |                              |

### Vacation Week - 13 Aug 2018

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

### Week 6 - 20 Aug 2018

| Module/Topic                                  | Chapter | Events and Submissions/Topic  |
|---|---------|---|
| Classroom management and models of discipline |         | Submission of Assessment Task 1: Application of Curriculum<br>Due: Week 6 Friday (24 Aug 2018) 11:59 pm AEST<br><br><b>Application of Curriculum</b> Due: Week 6 Friday (24 Aug 2018) 11:59 pm AEST |

### Week 7 - 27 Aug 2018

| Module/Topic  | Chapter | Events and Submissions/Topic |
|---|---------|------------------------------|
| The language of correction and managing problems behaviours |         |                              |

**Week 8 - 03 Sep 2018**

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Using knowledge to develop a classroom management plan |         |                              |

**Week 9 - 10 Sep 2018**

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Revising lesson planning and teaching strategies - engaging Middle Years' learners |         |                              |

**Week 10 - 17 Sep 2018**

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Revising lesson planning and teaching strategies - engaging Middle Years' learners |         |                              |

**Week 11 - 24 Sep 2018**

| Module/Topic                                   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Professional standards and personal reflection |         |                              |

**Week 12 - 01 Oct 2018**

| Module/Topic                                   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Professional standards and personal reflection |         |                              |

**Review/Exam Week - 08 Oct 2018**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|              |         |                              |

**Exam Week - 15 Oct 2018**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|              |         |                              |

## Assessment Tasks

### 1 Application of Curriculum

**Assessment Type**

Written Assessment

**Task Description**

Part A

You are to design a lesson plan with 2 associated resources to demonstrate a relevant content descriptor from the Australian Curriculum. You are to present your lesson plan to your peers during your week 6 tutorial and receive feedback. Consult with your mentor teacher to identify a lesson that you will deliver at some stage during PP2 (during the assessable days or the block). The lesson will be designed for one of the two classes you will be assigned to teach during the block. Design a detailed lesson plan that is specific to this class. The lesson plan must have the following characteristics:

1. It will allow students to work towards demonstrating a relevant content descriptor from the Australian Curriculum in your teaching area.
2. It will include the use of 2 resources. One of these must be an ICT resource.
3. It will include a range of teaching strategies that scaffold the use of the 2 resources to assist students to meet the content descriptor.
4. It will specifically describe how the resources will be used to meet the needs of identified diverse learners to assist them to achieve the outcomes of the lesson.
5. It will provide sufficient detail that it could be used by another teacher.

You will submit online via Moodle at the end of week 6:

- A cover page
- The detailed lesson plan with all aspects of the plan complete



- The 2 resources. If the ICT resource is web-based you must include the link to the resource
  - The presentation table (in Part B)
  - The profile of the class
- \* You are required to begin profiling the students in your two assigned classes from the second of your contextual days. Focus on profiling the class for this assignment first, given you need to submit the profile as part of the assignment at the end of week 6.*

### **Part B**

Your lesson plan is to be shared with your peers during the Professional Practice on-campus classes or the Collaborate tutorial in week 6. It will need to be saved to a USB so that it may be displayed electronically for your peers. During your presentation you will describe your planning processes explicitly. Use the table on Moodle (task specifications section) to guide your preparation for the presentation – this can be done in dot points (no more than 500 words). This table will guide the marking of the written component in Part A and must be submitted online at the end of Week 6.

You will be required to provide feedback for your peers during the tutorial presentations.

### **Assessment Due Date**

Week 6 Friday (24 Aug 2018) 11:59 pm AEST

Presentation of lesson plan during Week 6 tutorials. Written component is to be submitted online for assessment at the end of Week 6.

### **Return Date to Students**

Feedback on this assessment response will be provided in sufficient time to allow for academic support and advice as necessary to inform students' responses to the next assessment task.

### **Weighting**

Pass/Fail

### **Minimum mark or grade**

Pass

### **Assessment Criteria**

1. Plan, and apply constructive feedback, to design effective learning sequences appropriate to the teaching area
2. Use knowledge of student learning and teaching strategies to promote student engagement and inclusion
2. Apply knowledge and understanding of the pedagogies, concepts, and substance and structure of the content, appropriate to the teaching area and curriculum framework.
3. Use curriculum, assessment and reporting knowledge to design a range of resources, including ICT, to engage students in their learning
4. Personal and academic literacy

### **Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### **Submission**

Online

### **Submission Instructions**

Online

### **Learning Outcomes Assessed**

- Plan effective learning sequences using appropriate content knowledge.
- Plan effective learning sequences using knowledge of student learning to promote engagement.
- Use curriculum, assessment and reporting knowledge to design learning sequences.
- Apply knowledge and understanding of the concepts, substance and structure of the content and teaching strategies appropriate to the teaching area and curriculum framework.
- Apply constructive feedback to improve professional practice and student learning outcomes.

### **Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

## 2 Professional Practice Placement

### Assessment Type

Professional Practice Placement

### Task Description

Undertake a supervised placement in a secondary school setting as detailed below and complete all tasks outlined in the Information and Guidelines for the Supervision and Assessment of Pre-Service Teachers booklet. The placement will be organised by the relevant University Professional Practice staff member on each campus and consist of:

- 5 contextual (work experience) days during University term 2 (school term 3)
- 5 assessable weekly visits (5 days) (school term 3)
- 2 x 1 week (10 day) assessable block placement (school term 4)

During the block placements, pre-service teachers are expected to build on their level of engagement in the day-to-day organisation and management of teaching and learning.

There are weekly tutorials conducted during weeks 1-12. Attendance is required at **80% of the scheduled classes**.

Failure to attend may result in discontinuation through to the block placement component of the placement.

An up-to-date working portfolio must be maintained throughout the placement to record all planning, teaching, assessment, evaluation and reflection undertaken. Daily critical reflection should focus on new professional learning in relation to the teacher's professional role and responsibilities; discipline-specific teaching and learning strategies and classroom practices; and identify links to the Australian Professional Standards for Teachers (Graduate Career Stage). At the end of Week 1 of the block placement students should synthesise feedback and self-evaluation to construct a detailed plan for professional development through the remainder of the placement. This plan must be submitted to the supervising teacher for feedback and negotiation of the student's professional learning experiences for the remainder of the placement.

Assessment for this task will be completed by supervising teachers using the formats for reporting included in the Information and Guidelines for the Supervision and Assessment of Pre-Service Teachers booklet.

Full details of specific tasks for this placement are outlined in the Information and Guidelines for the Supervision and Assessment of Pre-Service Teachers booklet.

### Assessment Due Date

As per Professional Practice Calendar

### Return Date to Students

The booklet is returned to the Pre-Service Teacher once signed by the University Coordinator.

### Weighting

Pass/Fail

### Minimum mark or grade

Pass/Fail

### Assessment Criteria

As per the Information and Guidelines for the Supervision and Assessment of Pre-Service Teachers booklet.

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### Submission

Offline

### Submission Instructions

Submission to supervising teacher and University coordinator.

### Learning Outcomes Assessed

- Plan effective learning sequences using appropriate content knowledge.
- Plan effective learning sequences using knowledge of student learning to promote engagement.
- Use curriculum, assessment and reporting knowledge to design learning sequences.
- Apply knowledge and understanding of the concepts, substance and structure of the content and teaching strategies appropriate to the teaching area and curriculum framework.
- Reflect critically on professional practice outlining strengths and professional challenges.
- Apply constructive feedback to improve professional practice and student learning outcomes.
- Use the Australian Professional Standards for Teachers to monitor learning and improve professional practice in response to feedback, self-evaluation and reflection.

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

## 3 ePortfolio

### Assessment Type

Portfolio

### Task Description

This task will further develop the ePortfolio you began in Professional Practice 1.

*This assessment is to be submitted no later than one week after the conclusion of your placement for Professional Practice 2. You will upload the link to your ePortfolio on Moodle so that it can be graded by your lecturer.*

The focus for the ePortfolio for PP2 is on the work you have done in this unit and in the classroom, and your development of the skills and knowledge featured in Australian Professional Standards for Teachers (Standards 2 and 3). Standard 2 refers to how you demonstrate that you know the content and how to use it, while Standard 3 focuses on your understanding of the roles and responsibilities of teachers in planning for an implementing effective learning and teaching. You are going to reflect on the work you did in your block placement in planning and implementing a sequence of lessons in one of your two focus classes.

### Part A

From the artefacts you prepared for this sequence of lessons add to your ePortfolio the following:

- A copy of at least 3 sequential lessons that you planned and implemented in one class. Choose lessons that scaffolded knowledge and understanding students needed to demonstrate their learning either in a formative task, or in a final summative task (these 3 lessons will not constitute the full range of lessons used to prepare the task).
- Your own evaluations of the implemented lessons (these will include annotations and notes recorded after the lesson).
- The range of resources that you produced to use in the three lessons.
- A sample of student profiles and a copy of the classroom management plan.
- Copies of classroom observations completed by your supervising teacher.
- Samples of student work that provide evidence of how you scaffolded students' knowledge and understanding

### PART B

Referring to the artefacts you have included in your eportfolio, write an evaluation of your teaching practice. Make explicit links between the evidence of your practice as shown in your portfolio and your engagement with Professional Standards.

Your evaluation should be approximately 1000 words in length and should include reflection on the following questions:

- How did your understanding of the curriculum demands of your teaching area determine the types of teaching strategies you employed in your classroom?
- How did your understanding of the nature and characteristics of middle phase learners influence the approaches you took to classroom management? In turn, how did your classroom management techniques influence your pedagogy? Use the profile and the classroom management plan as evidence in your discussion. Describe the model/s of discipline that most informed your work.
- How did you go about planning to meet the needs of diverse learners in your classroom? How did you identify their needs, and then adjust your teaching strategies and resources to suit?
- What impact did you have on student achievement during your block placement? Discuss how your selection of curriculum and teaching strategies has made an impact on student achievement.
- How did your lesson evaluations and supervising teacher feedback influence your planning of subsequent lessons? Give a specific example of how you improved your practice during PP2.
- Describe the growth that has occurred in your practice from PP1 to PP2 and identify at least 3 goals for future teaching practicums in relation to each of **Standards 2 and 3**.

### Assessment Due Date

Within one week of completing the block placement (by Friday 2nd November, 2018).

### Return Date to Students

Feedback on the final assessment task will be provided following moderation and prior to the date of certification of grades for the term.

**Weighting**

Pass/Fail

**Minimum mark or grade**

Pass

**Assessment Criteria**

1. Identify and plan professional learning needs to implement effective classroom teaching and learning
2. Engage in professional learning, and with colleagues, to evaluate and improve teaching practice and classroom management
3. Apply knowledge of curriculum demands, characteristics of learners, resources and appropriate pedagogies to impact student learning
4. Personal and academic literacy

**Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

**Submission**

Online

**Submission Instructions**

Online

**Learning Outcomes Assessed**

- Reflect critically on professional practice outlining strengths and professional challenges.
- Apply constructive feedback to improve professional practice and student learning outcomes.
- Use the Australian Professional Standards for Teachers to monitor learning and improve professional practice in response to feedback, self-evaluation and reflection.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem