



EDSE12028 *Literacy and Numeracy in Secondary School Contexts*

Term 2 - 2021

Profile information current as at 12/05/2024 12:32 am

All details in this unit profile for EDSE12028 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.

Corrections

Unit Profile Correction added on 27-08-21

Assessment Task 2 and Assessment Task 3 opening dates for quiz 6 will be opened one week earlier in week 12 rather than Review/exam week. Both Assessment Task 2 and 3 quiz 6 will remain open until the end of Review/exam week.

Assessment 4 due date will be extended to 11:55 Sunday 7th of November 2021.

General Information

Overview

Knowing and understanding literacy and numeracy teaching strategies and their application to teaching areas in secondary schools is the focus of this unit. In this unit, you will learn how to identify literacy and numeracy needs of secondary school students so you are able to implement learning activities to address appropriate learning requirements for individuals and groups. You will explore contemporary strategies and approaches to teaching literacy and numeracy to enable you to plan, assess and report on individual student literacy and numeracy capabilities. You will investigate the techniques that will enable you to identify the specific literacy and numeracy deficiencies that students may have, so you are able to provide appropriate learning support. Pedagogical strategies to address the needs of learners in literacy and numeracy are developed, to enable the appropriate design, implementation and evaluation of teaching, learning and assessment strategies, that facilitate and enhance student learning. This unit also promotes the development and maintenance of your personal literacy and numeracy skills, together with critically reflective practices to enhance your professional learning.

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

There are no requisites for 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 - 2021

- Online

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. **Portfolio**

Weighting: 50%

2. **Online Quiz(zes)**

Weighting: 20%

3. **Online Quiz(zes)**

Weighting: 20%

4. **Reflective Practice Assignment**

Weighting: 10%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

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 Moodle

Feedback

Provide a wider range of questions

Recommendation

Extend the range of practice questions.

Feedback from Moodle

Feedback

More practical examples of how Literacy and Numeracy are used in each individual disciplines needs to be added to the unit

Recommendation

More practical examples of literacy and numeracy in each content area will be provided.

Unit Learning Outcomes

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

1. Identify and critique contemporary issues shaping the teaching of literacy and numeracy in secondary school contexts
2. Effectively design pedagogical strategies that accomplish learning in literacy and numeracy for secondary school students
3. Develop and maintain personal literacy and numeracy competence
4. Reflect critically on professional practice.

Successful completion of this unit provides opportunities for students to engage with the Australian Professional Standards for Teachers (Graduate Career Stage) focus areas of:

- 1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds
- 1.5 Differentiate teaching to meet the specific learning needs of students across the full range of abilities
- 2.1 Content and teaching strategies of the teaching area
- 2.3 Curriculum, assessment and reporting
- 2.5 Literacy and numeracy strategies
- 3.1 Establish learning goals
- 3.2 Plan, structure and sequence learning programs
- 3.3 Use teaching strategies
- 3.4 Select and use resources
- 6.2 Engage in professional learning and improve practice
- 6.4 Apply professional learning and improve student learning

Alignment of Learning Outcomes, Assessment and Graduate Attributes

| | | | | | |
|---|--|--|--|--|---|
|  N/A Level |  Introductory Level |  Intermediate Level |  Graduate Level |  Professional Level |  Advanced Level |
|---|--|--|--|--|---|

Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks | Learning Outcomes | | | |
|--|-------------------|---|---|---|
| | 1 | 2 | 3 | 4 |
| 1 - Portfolio - 50% | • | • | | • |
| 2 - Online Quiz(zes) - 20% | | | • | |
| 3 - Online Quiz(zes) - 20% | | | • | |
| 4 - Reflective Practice Assignment - 10% | | | • | • |

Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes | Learning Outcomes | | | |
|---|-------------------|---|---|---|
| | 1 | 2 | 3 | 4 |
| 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 - Portfolio - 50% | • | • | • | • | | | • | • | | |
| 2 - Online Quiz(zes) - 20% | • | • | • | • | | | • | • | | |
| 3 - Online Quiz(zes) - 20% | • | • | • | • | | | • | • | | |
| 4 - Reflective Practice Assignment - 10% | • | • | • | • | | | | • | | |

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 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Robert Vanderburg Unit Coordinator
r.vanderburg@cqu.edu.au

Schedule

WEEK 1--LITERACY AND NUMERACY INTRODUCTION - 12 Jul 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Introduction to Teaching Literacy and Numeracy | | |

WEEK 2 -- TEACHING LITERACY AND NUMERACY IN SECONDARY SCHOOLS - 19 Jul 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---------|------------------------------|
| Teaching Literacy and Numeracy in Secondary Schools | | |

WEEK 3 -- SOCIAL AND POLITICAL INFLUENCES ON LITERACY AND NUMERACY - 26 Jul 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Social and Political Influences on Literacy and Numeracy | | |

WEEK 4 -- UNDERSTANDING MULTILITERACIES - 02 Aug 2021

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

WEEK 5 -- SCAFFOLDING FOR LITERACY AND NUMERACY - 09 Aug 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|---------------------------------------|---------|------------------------------|
| Scaffolding for Literacy and Numeracy | | |

Vacation Week - 16 Aug 2021

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

WEEK 6 -- ASSESSING LITERACY AND NUMERACY DEVELOPMENT - 23 Aug 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---------|------------------------------|
| Assessing Literacy and Numeracy Development | | |

WEEK 7 -- LITERACY AND NUMERACY WEEK 1 - 30 Aug 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|---|
| Literacy Skills 1 Numeracy Skills 1 | | Assessment Task 1 Due: PLANNING FOR TEACHING LITERACY AND NUMERACY PLANNING FOR TEACHING LITERACY AND NUMERACY Due: Week 7 Friday (3 Sept 2021) 11:55 pm AEST |

LITERACY AND NUMERACY WEEK 2 - 06 Sep 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|--|
| Literacy Skills 2 Numeracy Skills 2 | | Literacy Skills 1 Quiz Numeracy Skills 1 Quiz |

WEEK 9 -- LITERACY AND NUMERACY WEEK 3 - 13 Sep 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|--|
| Literacy Skills 3 Numeracy Skills 3 | | Literacy Skills 2 Quiz Numeracy Skills 2 Quiz |

WEEK 10 -- LITERACY AND NUMERACY WEEK 4 - 20 Sep 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|--|
| Literacy Skills 4 Numeracy Skills 4 | | Literacy Skills 3 Quiz Numeracy Skills 3 Quiz |

WEEK 11 -- LITERACY AND NUMERACY WEEK 5 - 27 Sep 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|--|
| Literacy Skills 5 Numeracy Skills 5 | | Literacy Skills 4 Quiz Numeracy Skills 4 Quiz |

WEEK 12 -- LITERACY AND NUMERACY WEEK 6 - 04 Oct 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--|---------|--|
| Literacy Skills 6 Numeracy Skills 6 | | Literacy Skills 5 Quiz Numeracy Skills 5 Quiz |

Review/Exam Week - 11 Oct 2021

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|---|
| | | Literacy Skills 6 Quiz Numeracy Skills 6 Quiz Personal Reflective Statement |

LITERACY SKILLS WEEKLY QUIZZES

Due: Review/Exam Week Friday (15 Oct 2021) 11:55 pm AEST

NUMERACY SKILLS WEEKLY

QUIZZES Due: Review/Exam Week Friday (15 Oct 2021) 11:55 pm AEST

PERSONAL REFLECTIVE

STATEMENT Due: Review/Exam Week Friday (15 Oct 2021) 11:55 pm AEST

Assessment Tasks

1 PLANNING FOR TEACHING LITERACY AND NUMERACY

Assessment Type

Portfolio

Task Description

This task is designed to help you understand and demonstrate the teacher's role in planning for literacy and numeracy within your teaching areas.

You are required to consider the explicit teaching required to enhance student capabilities in the areas of literacy and numeracy.

For this task you are to

- Select a unit of work/module for one of your teaching areas (other than English). This might be one written by a teacher, provided by QCAA or be a sample unit from the Australian Curriculum. Include the original (or link) as an appendix. Briefly describe the intended learning of the unit and the grade for which it is designed (1 paragraph).
- From the overview, design a series (3-5) of activities that will show how you will explicitly address literacy and numeracy in your teaching area at particular points in the unit/module. Include a description of the teaching and learning activity, the intended literacy and numeracy outcomes, resources, texts, groupings, strategies and assessments. Each individual activity must have a **separate Formal Assessment** measuring that the students learned the literacy or numeracy capabilities taught. (1 page per activity).
- Provide an overview of where you will address these capabilities within the unit. This means you will need to map out the learning over a period and indicate where literacy and numeracy learning will need to be addressed (1-2 pages).
- Consult the Australian Curriculum about literacy and numeracy capabilities and then identify the literacy and numeracy learning demands of the activities in your unit. [If you are choosing Mathematics as a teaching area, you must select literacy here.] This section can be presented as a discussion, a list, diagram or concept map (1 page).
- Write a 2-page theorised rationale explaining:

- o How your activities address the literacy and numeracy demands of your chosen teaching subject area.
- o How your activities link to contemporary teaching practice in your chosen teaching subject area
- o How you have designed activities that link to the literacy and numeracy demands of your chosen teaching subject area
- o How your designed activities develop in students the disposition that literacy and numeracy are required outside and beyond school for lifelong well-being.
- o You will need to make reference to readings, relevant policies, curriculum etc. Your rationale should also reflect contemporary understandings and theories of literacy (as a socio-cultural practice) and numeracy.

Assessment Due Date

Week 7 Friday (3 Sept 2021) 11:55 pm AEST

Return Date to Students

Week 11 Monday (27 Sept 2021)

Feedback on this assessment response will be provided following moderation.

Weighting

50%

Assessment Criteria

- Knowledge and understanding of literacy and numeracy learning demands of a specified unit of work .

- Knowledge and understanding of appropriate pedagogy to support literacy and numeracy within a particular unit of work.
- Knowledge and understanding of the theoretical principles underpinning literacy and numeracy teaching and learning.
- Communication demonstrating personal literacy and numeracy competence.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Identify and critique contemporary issues shaping the teaching of literacy and numeracy in secondary school contexts
- Effectively design pedagogical strategies that accomplish learning in literacy and numeracy for secondary school students
- Reflect critically on professional practice.

Graduate Attributes

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

2 LITERACY SKILLS WEEKLY QUIZZES

Assessment Type

Online Quiz(zes)

Task Description

Assessment 2 - Weekly Quizzes

High standards of literacy is important to ensure that teacher education students have the requisite skills that are essential for carrying out the intellectual demands of teaching. Within accreditation requirements, pre-service teachers must meet a set minimum standard of literacy competence. To assist you to meet the requirements for literacy competence, this task focuses on supporting your personal literacy competence.

You will be assessed on your personal competence through **6 quizzes** that will consist of multiple choice or one word/short answers.

There will be 10 points for each Quiz. (6 quizzes x 10 points per quiz = 60 points, aggregated to become a mark out of 20% for this task).

There will be a literacy test each week from Week 8 -- Review/Exam Week linking to Topic 7 - 12 as indicated below:

- Quiz 1 will be in Week 8 and will link to Topic 7
- Quiz 2 will be in Week 9 and will link to Topic 8
- Quiz 3 will be in Week 10 and will link to Topic 9
- Quiz 4 will be in Week 11 and will link to Topic 10
- Quiz 5 will be in Week 12 and will link to Topic 11
- Quiz 6 will be in Review/Exam Week and will link to Topic 12

You must receive a pass standard (minimum mark of 50%) to be eligible to pass this task.

The tests will be located within the Assessment Block on the left hand side of the front page of the Moodle site for this unit and will be released each week from Week 8.

Each test will be timed and must be completed within that time-frame.

Each test will be open only for the week that test is set with each test being open from 12.00 am Monday - 11.59 pm Sunday of that week.

You are eligible for **one attempt only** for each quiz. If you do not attempt a quiz, a mark of 0 will be recorded for that attempt.

Further information will be provided within the on-line sessions for this unit.

Number of Quizzes

5

Frequency of Quizzes

Weekly

Assessment Due Date

Review/Exam Week Friday (15 Oct 2021) 11:55 pm AEST

There will be a literacy test each week from Week 8 – Review/Exam Week linking to Topic 7 - 12.

Return Date to Students

Exam Week Friday (22 Oct 2021)

The score for each quiz will be available on-line after the completion of each quiz.

Weighting

20%

Minimum mark or grade

50%

Assessment Criteria

You will be assessed on your personal literacy competence through 6 quizzes that will consist of multiple choice or one word/short answers. Each quiz will be based on the content covered within the Topic the Quiz links to.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Develop and maintain personal literacy and numeracy competence

Graduate Attributes

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

3 NUMERACY SKILLS WEEKLY QUIZZES

Assessment Type

Online Quiz(zes)

Task Description**Assessment 2 - Weekly Quizzes**

High standards of numeracy is important to ensure that teacher education students have the requisite skills that are essential for carrying out the intellectual demands of teaching. Within accreditation requirements, pre-service teachers must meet a set minimum standard of numeracy competence. To assist you to meet the requirements for numeracy competence, this task focuses on supporting your personal numeracy competence.

You will be assessed on your personal competence through **6 quizzes** that will consist of multiple choice or one word/short answers.

There will be 10 points for each Quiz. (6 quizzes x 10 points per quiz = 60 points, aggregated to become a mark out of 20% for this task).

There will be a numeracy test each week from Week 8 -- Review/Exam Week linking to Topic 7 - 12 as indicated below:

- Quiz 1 will be in Week 8 and will link to Topic 7
- Quiz 2 will be in Week 9 and will link to Topic 8
- Quiz 3 will be in Week 10 and will link to Topic 9
- Quiz 4 will be in Week 11 and will link to Topic 10
- Quiz 5 will be in Week 12 and will link to Topic 11
- Quiz 6 will be in Review/Exam Week and will link to Topic 12

You must receive a pass standard (minimum mark of 50%) to be eligible to pass this task.

The tests will be located within the Assessment Block on the left hand side of the front page of the Moodle site for this unit and will be released each week from Week 8.

Each test will be timed and must be completed within that time-frame.

Each test will be open only for the week that test is set with each test being open from 12.00 am Monday - 11.59 pm Sunday of that week.

You are eligible for **one attempt only** for each quiz. If you do not attempt a quiz, a mark of 0 will be recorded for that attempt.

Further information will be provided within the on-line sessions for this unit.

Number of Quizzes

6

Frequency of Quizzes**Assessment Due Date**

Review/Exam Week Friday (15 Oct 2021) 11:55 pm AEST

There will be a numeracy test each week from Week 8 - Review/Exam Week linking to Topic 7 - 12.

Return Date to Students

Exam Week Friday (22 Oct 2021)

The score for each quiz will be available on-line after the completion of each quiz.

Weighting

20%

Minimum mark or grade

50%

Assessment Criteria

You will be assessed on your personal numeracy competence through 6 quizzes that will consist of multiple choice or one word/short answers. Each quiz will be based on the content covered within the Topic the Quiz links to.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Develop and maintain personal literacy and numeracy competence

Graduate Attributes

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

4 PERSONAL REFLECTIVE STATEMENT

Assessment Type

Reflective Practice Assignment

Task Description

Task Description

After the last online test has been completed, you are to write a 1000 word (maximum) reflective statement outlining your strengths and professional challenges relating to personal literacy and numeracy competency.

This reflective statement must outline what you believe are the consequences of your personal skill level. You must outline where and how you will seek professional learning in personal literacy and numeracy (Professional Standard 6.2 Engage in professional learning and improve practice - Understanding the relevant and appropriate sources of professional learning for teachers)* and provide a justification as to why this professional learning is to occur and the implications this will have for your own personal journey and that of the students you will teach (Professional Standard 6.4 Apply professional learning and improve student learning - Demonstrate an understanding of the rationale for continued professional learning and the implications for improved student learning)*

Assessment Due Date

Review/Exam Week Friday (15 Oct 2021) 11:55 pm AEST

Return Date to Students

Exam Week Friday (22 Oct 2021)

Feedback on this assessment response will be provided following moderation.

Weighting

10%

Minimum mark or grade

50%

Assessment Criteria

Personal Reflective Statement Criteria:

- Knowledge and understanding of your personal literacy and numeracy skills
- Knowledge and understanding of an appropriate learning plan to improve your personal literacy and numeracy skills
- Knowledge and understanding of why you need to develop your personal literacy and numeracy skills
- Communication demonstrating personal literacy competence

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Learning Outcomes Assessed

- Develop and maintain personal literacy and numeracy competence
- Reflect critically on professional practice.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- 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