



# MEDS11002 *Relational Anatomy and Image Recognition*

## Term 2 - 2020

Profile information current as at 16/05/2024 11:14 pm

All details in this unit profile for MEDS11002 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

This unit examines the gross, topographical and relational anatomy of the human body and develops the pattern recognition skills to identify normal anatomical structures on medical images. Each macroscopic anatomical structure, or its constituent part, is studied in terms of spatial characteristics, relative to adjacent structures, body planes, external and internal landmarks relevant to sonographic practice. This knowledge is engaged to enhance the development of pattern recognition skills in relation to the cross-sectional, oblique, coronal and sagittal display of these anatomical structures on normal medical images, with a particular focus on the interpretation of sonographic images.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

### Pre-requisites or Co-requisites

Prerequisite: BMSC11001 Human Body Systems 1 AND Corequisite BMSC11002 Human Body Systems 2

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 - 2020

- Mixed Mode

### 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).

### Residential Schools

This unit has a Compulsory Residential School for distance mode students and the details are:

Click here to see your [Residential School Timetable](#).

### 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 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 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. **Online Quiz(zes)**

Weighting: 20%

#### 2. **Online Test**

Weighting: 20%

#### 3. **Online Test**

Weighting: 60%

### 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 Student feedback "Have your say"

##### **Feedback**

Students would like consistent style of lecture format.

##### **Recommendation**

Consistent lecture format to be provided for consistency of delivery. New lectures to be developed and delivered for 2020.

#### Feedback from Student feedback "Have your say"

##### **Feedback**

Students found the amount of content overwhelming.

##### **Recommendation**

Although the content cannot be limited, the Moodle site could be re-designed (using separate tabs) to allow students to appreciate what is essential content and what is additional resources they can access.

#### Feedback from Student feedback "Have your say"

##### **Feedback**

Students found the open book online quizzes time limited as they wanted time to verify their answers.

##### **Recommendation**

The online quizzes are open book and are time limited to ensure that there is academic integrity applied to these summative quizzes. The time limit could remain the same, but reasoning for the tight time limit needs to be clearly explained to students including the need to have revised prior to undertaking assessment tasks rather than using test/quiz time to look up answers.

#### Feedback from Student feedback "Have your say"

##### **Feedback**

Students overall enjoyed the res school and liked the interactive activities and dough modelling.

##### **Recommendation**

Continue the interactive activities at the residential school.

#### Feedback from Student feedback "Have your say"

##### **Feedback**

Students really enjoyed the tutorials as they condensed a large amount of content. They used these as a weekly study guide.

##### **Recommendation**

Consider holding the tutorials on the week that the content is delivered, rather than the week after as these can be used to guide students through the important concepts of the week.

#### Feedback from Student feedback.

##### **Feedback**

The upper limb week was too overwhelming for students.

##### **Recommendation**

The content delivery for the upper limb could be adjusted and possibly broken down into to more manageable segments for students.

## Unit Learning Outcomes

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

1. Describe the features and location of sonographically significant macroscopic anatomical structures
2. Describe the spatial orientation of each anatomical structure relative to adjacent structures, body planes and landmarks
3. Identify cross-sectional, coronal and sagittal representation of organs and structures
4. Apply the skill of pattern recognition to the interpretation of medical images, particularly sonographic
5. Identify anatomical features on medical images, particularly sonographic views.

The sonography course is accredited by the Australian Sonographers Association and knowledge required by entry-level sonographers is introduced in this unit and is a key requirement of accreditation.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Online Quiz(zes) - 20%				•	•
2 - Online Test - 20%	•	•	•	•	•
3 - Online Test - 60%	•	•	•		

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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					

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 - Online Quiz(zes) - 20%		•	•							
2 - Online Test - 20%	•	•	•							
3 - Online Test - 60%	•	•								

## Textbooks and Resources

### Textbooks

MEDS11002

#### Prescribed

##### **Clinically Oriented Anatomy**

Edition: 8 (2018)

Authors: Keith L Moore, ARthur F Dalley & Anne M Agur

Wolters Kluwer

Philadelphia , PSV , USA

ISBN: 9781496347213

Binding: Paperback

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#### Prescribed

##### **Sectional Anatomy for Imaging Professions**

Edition: 4 (2018)

Authors: Lorrie L Kelley & Connie M Petersen

Elsevier

St Louis , Missouri , USA

ISBN: 978-0-323-41487

Binding: Paperback

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#### Supplementary

##### **Sectional Anatomy for Imaging Professions - Workbook**

Edition: 4 (2018)

Authors: Lorrie L Kelley & Connie M Petersen

Elsevier

St Louis , Missouri , USA

ISBN: 978-0-323-56961-3

Binding: Paperback

#### Additional Textbook Information

If you prefer to study with a paper copy, they are available at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code). eBooks are available at the publisher's website.

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Computer with camera and microphone to participate in tutorials via zoom

## Referencing Style

All submissions for this unit must use the referencing style: [Vancouver](#)  
For further information, see the Assessment Tasks.

## Teaching Contacts

**Michelle Fenech** Unit Coordinator  
[m.fenech@cqu.edu.au](mailto:m.fenech@cqu.edu.au)

## Schedule

### Week 1 - The pelvis part 1 - 13 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Pelvis part 1 <ul style="list-style-type: none"> <li>- Pelvic girdle and regions of the pelvis</li> <li>- Pelvic cavity and musculature</li> <li>- Neurovascular structures of pelvis</li> </ul>	Chapter 6 Moore text Chapter 8 Kelley and Petersen text	Tutorial Tuesday 14th July, 12 pm to 2 pm AEST via Zoom.

### Week 2 - The pelvis part 2 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Pelvis part 2 <ul style="list-style-type: none"> <li>- Pelvic viscera</li> <li>- The perineum</li> </ul>	Chapter 6 Moore text Chapter 8 Kelley and Petersen text	Tutorial Tuesday 21st July, 12 pm to 2 pm, AEST via Zoom.

### Week 3 - The abdomen part 1 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
The abdomen part 1 <ul style="list-style-type: none"> <li>- Abdominal wall muscles</li> <li>- Aorta and IVC</li> <li>- Peritoneum and retroperitoneum</li> <li>- Gall bladder and biliary system</li> <li>- Liver and portal venous system</li> </ul>	Chapter 5 Moore text Chapter 7 Kelley and Petersen text	Tutorial Tuesday 28th July, 12 pm to 2 pm, AEST via Zoom.

### Week 4 - The abdomen part 2 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
The abdomen part 2 <ul style="list-style-type: none"> <li>- Adrenal glands</li> <li>- Bladder and lower ureters</li> <li>- Kidneys</li> <li>- Pancreas</li> <li>- Spleen</li> <li>- Digestive system</li> </ul>	Chapter 5 Moore text Chapter 7 Kelley and Petersen text	Tutorial Tuesday 4th August, 12 pm to 2 pm, AEST via Zoom. <b>Online quiz 1 to be completed - opens 9 am Wed 5th August and closes 9 am Friday 7th August (AEST) assessing Pelvis content (weeks 1 and 2 content) only.</b>

### Week 5 - The thorax - 10 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
The Thorax	Chapter 4 Moore text Chapter 6 Kelley and Petersen text	Tutorial Tuesday 11th August, 12 pm to 2 pm, AEST, via Zoom.

### Break Week - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Take a break or use this week to catch up. There is no new content delivered this week and no tutorial this week.		

### Week 6 - The neck - 24 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
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The neck

Chapter 9 Moore text  
Chapter 5 Kelley and Petersen text

Tutorial Tuesday, 25th August, 12 pm to 2 pm, AEST via Zoom.

**Online quiz 2 to be completed - opens 9 am Wednesday 26th August and closes 9 am Friday 28th August (AEST) assessing Abdomen content (weeks 3 and 4 content) only.**

**Online quizzes (includes online quiz 1 (week 4) and online quiz 2 (week 6) Due: Week 6 Friday (28 Aug 2020) 9:00 am AEST**

#### **Week 7 - The lower limb - 31 Aug 2020**

Module/Topic	Chapter	Events and Submissions/Topic
The lower limb	Chapter 7 Moore text Chapter 10 Kelley and Petersen text	Tutorial Tuesday 1st September, 12 pm to 2 pm, AEST via Zoom.

#### **Week 8 - The upper limb - 07 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
The upper limb	Chapter 3 Moore text Chapter 9 Kelley and Petersen text	Tutorial Tuesday 8th September, 12 pm to 2 pm, AEST via Zoom.

#### **Week 9 - Residential school - 14 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Residential school 'virtual workshop' this week. No new content is delivered this week. This week allows consolidation of content from weeks 1 - 8.	No new content designated for this week - revision only.	Tuesday 15th September and Wednesday 16th September, 10.30am - 4.00pm via Zoom.  <b>Online test 1 - Week 9</b> Due: Week 9 Wednesday (16 Sep 2020) 4:00 pm AEST

#### **Week 10 - The brain and cranium - 21 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
The brain and cranium	Chapter 8 Moore text Chapter 2 and 3 Kelley and Petersen text	Tutorial Tuesday 22nd September, 12 pm to 2 pm, AEST via Zoom.

#### **Week 11 - The spine and back - 28 Sep 2020**

Module/Topic	Chapter	Events and Submissions/Topic
The spine and back	Chapter 2 Moore text Chapter 4 Kelley and Petersen text	Tutorial Tuesday 29th September, 12 pm to 2 pm, AEST via Zoom.

#### **Week 12 - Facial muscles and facial bones - 05 Oct 2020**

Module/Topic	Chapter	Events and Submissions/Topic
Facial muscles and facial bones	Chapter 8 Moore text. Chapter 2 Kelley and Petersen text Tutorial relating to facial muscles and facial bones will be pre-recorded and available this week.	

#### **Review/Exam Week - 12 Oct 2020**

Module/Topic	Chapter	Events and Submissions/Topic
	Revise content covered in lectures, tutorials, and information covered in residential school 'virtual workshops', as all is able to be assessed. Good luck :)	<b>Online test 2 - End of term test</b> Due: Review/Exam Week Friday (16 Oct 2020) 2:00 pm AEST



## Term Specific Information

Your unit coordinator for this unit is Michelle Fenech who is based in Brisbane. You can contact her via email (m.fenech@cqu.edu.au) or by phone (07 3295 1180). To ensure you stay organised each week, you will receive weekly emails from Michelle, so it is important that you check your emails regularly.

This unit is undertaken via distance mode, hence, all lectures are pre-recorded and available on Moodle, along with the associated lecture notes. Live tutorials will be conducted each week on a Tuesday from 12 pm to 2 pm (AEST) via Zoom. The tutorials are designed to be interactive, and you are encouraged to join in the activities and discussions. If you cannot attend the tutorial in person, recordings will be available on Moodle the following day. There is a two day 'virtual workshop' run in week 9 (Tuesday 15th and Wednesday 16th September). In addition to your two prescribed textbooks, there are additional resources which you can use to assist your learning which include "Anatomy TV" and "Draw-it-to-know-it", which are online resources, as well as 'Weekly practice quizzes' and 'Images to label' which have been designed specifically for this unit. These are all able to be accessed on the MEDS11002 Moodle site. To assist you with your learning, additional 'Virtual study groups' which are drop-in sessions for questions or assistance will be run by Michelle on Thursdays 12-1 pm (AEST) via Zoom. These sessions are not recorded.

This is a 12 credit-point unit and you are expected to spend up to 25 hours per week on study activities (total 300 hours for the term). This is a content-heavy unit (and does not have written assignments), therefore it is important to construct a weekly study timetable in which you need to allow time to watch lectures, attend tutorials (or watch recordings), label images provided, undertake practice quizzes, use online resources and undertake revision. If you have any questions related to this unit, they can be asked in the tutorials, virtual study groups, or via the Q and A forum site.

## Assessment Tasks

### 1 Online quizzes (includes online quiz 1 (week 4) and online quiz 2 (week 6))

#### Assessment Type

Online Quiz(zes)

#### Task Description

There are two online quizzes which are to be completed throughout the term which contribute to 20% of your overall grade. These are online quiz 1 and online quiz 2 (worth 10% each).

The quizzes can be accessed via the MEDS11002 Moodle site, under the assessment tab.

Each quiz will consist of 10 multiple choice questions.

You will have 15 minutes to complete each quiz (equating to 1.5 minutes per question).

Online quiz 1 is to be completed in week 4 (worth 10%) and will assess content related to week 1 and 2 (pelvic content only).

Online quiz 1 will open at 9 am Wednesday 5th August and will close at 9 am Friday 7th August (AEST).

Online quiz 2 is to be completed in week 6 (worth 10%) and will assess content related to week 3 and 4 (abdomen content only). Online quiz 2 will open 9 am Wednesday 26th August and will close at 9 am Friday 28th August (AEST).

Each quiz will be open for only 48 hours and you will need to allocate 15 minutes during the 48 hour period each quiz is open to complete it.

It is important not to get these quizzes confused with practice quizzes which are provided each week.

You will require internet access to complete these online quizzes.

As these quizzes involve multiple choice questions, you will be required to select the most appropriate answer from a selection of possible answers in relation to the question asked.

#### Number of Quizzes

2

#### Frequency of Quizzes

Other

#### Assessment Due Date

Week 6 Friday (28 Aug 2020) 9:00 am AEST

Friday 28th August is the due date for online quiz 2. Note: The due date for online quiz 1 is Friday 7th August at 9 am in week 4.

**Return Date to Students**

Week 8 Friday (11 Sept 2020)

Video feedback regarding the online quizzes will be provided.

**Weighting**

20%

**Assessment Criteria**

Questions will involve identifying anatomic structures from medical images and describing spatial relationships.

Quizzes will be graded on the correct answers provided related to the questions asked.

There are 10 questions within each online quiz.

Each question is worth 1 mark.

**Referencing Style**

- [Vancouver](#)

**Submission**

Online

**Submission Instructions**

These online quizzes must be completed by you, without assistance or collusion with others. Any evidence of collusion will be dealt with in adherence with the CQU student academic integrity policy and procedure.

**Learning Outcomes Assessed**

- Apply the skill of pattern recognition to the interpretation of medical images, particularly sonographic
- Identify anatomical features on medical images, particularly sonographic views.

**Graduate Attributes**

- Problem Solving
- Critical Thinking

## 2 Online test 1 - Week 9

**Assessment Type**

Online Test

**Task Description**

This first online test will be conducted on the second day of the virtual residential school, Wednesday 16th September in week 9.

It will assess your understanding of content pertaining to weeks 1 - 7 of this unit.

The questions will involve a combination of question types, including short answer questions which require typed answers and some multi-choice quiz questions.

Multiple choice questions will be allocated one mark per question.

Questions may include, but are not limited to, identifying anatomic structures from diagnostic medical images as well as identifying locations, orientations and relative positions of anatomic structures.

**Assessment Due Date**

Week 9 Wednesday (16 Sept 2020) 4:00 pm AEST

**Return Date to Students**

Week 11 Friday (2 Oct 2020)

Video feedback will be provided.

**Weighting**

20%

**Assessment Criteria**

Short answer questions will require typed responses.

Typed response answers will be assessed according to:

- use of appropriate anatomic terminology and descriptors and directional terms (superior, inferior, medial, lateral, anterior, posterior, superficial, deep, right and left)
- correct spelling of anatomical and technical terms
- relevance of response to the question asked
- adequate detail provided in the answer to demonstrate awareness of bilateral structures (the use of right and left terminology will be required in some answers)
- appropriate identification of anatomical structures (with correct names provided) from medical images

## Referencing Style

- [Vancouver](#)

## Submission

Online

### Submission Instructions

Access Online test 1 via the assessment tab in Moodle. This online test must be completed by you, without assistance or collusion with others. Any evidence of collusion will be dealt with in adherence with the CQU student academic integrity policy and procedure.

### Learning Outcomes Assessed

- Describe the features and location of sonographically significant macroscopic anatomical structures
- Describe the spatial orientation of each anatomical structure relative to adjacent structures, body planes and landmarks
- Identify cross-sectional, coronal and sagittal representation of organs and structures
- Apply the skill of pattern recognition to the interpretation of medical images, particularly sonographic
- Identify anatomical features on medical images, particularly sonographic views.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking

## 3 Online test 2 - End of term test

### Assessment Type

Online Test

### Task Description

The end of term online test will assess you on content covered in the whole unit (weeks 1 to 12). This includes material covered in lectures, tutorials and the virtual workshops of week 9.

The questions will involve a combination of question types, including short answer questions which require typed answers and some multi-choice quiz questions.

Descriptions of locations of structures and anatomic relationships of structures may be requested in short answer questions.

Identification of structures from medical images and diagrams will be required.

### Assessment Due Date

Review/Exam Week Friday (16 Oct 2020) 2:00 pm AEST

### Return Date to Students

Exam Week Friday (23 Oct 2020)

Results will be made available after marking is completed, however all grades are considered 'interim grades' until the unit grades are released (after they have been certified).

### Weighting

60%

### Minimum mark or grade

50%

### Assessment Criteria

Multiple choice questions will be allocated one mark per question.

Answers to short answer questions may be required to be provided in context. If you are asked to describe the exact location of a structure, detail in the description is required to ensure your description cannot be confused for another structure. If you are asked to describe the position of a structure relative to another, a sentence is required to answer the question to adequately describe the relationship.

Short answer responses will require:

- use of correct anatomic names of structures (not lay person terminology)
- use of correct relational anatomic terminology
- detail to demonstrate depth of understanding and awareness of bilateral structures
- identification of medical imaging planes and interpretation of structural relationships

## Referencing Style

- [Vancouver](#)

## Submission

Online

### Submission Instructions

Access Online test 2 via the assessment tab in Moodle. This online test must be completed by you, without assistance or collusion with others. Any evidence of collusion will be dealt with in adherence with the CQU student academic integrity policy and procedure.

### Learning Outcomes Assessed

- Describe the features and location of sonographically significant macroscopic anatomical structures
- Describe the spatial orientation of each anatomical structure relative to adjacent structures, body planes and landmarks
- Identify cross-sectional, coronal and sagittal representation of organs and structures

### Graduate Attributes

- Communication
- Problem Solving

## 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