



# MGMT11109 *Introduction to Business*

## Term 3 - 2023

Profile information current as at 03/05/2024 04:29 pm

All details in this unit profile for MGMT11109 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 is designed to introduce you to the dynamic interplay of factors that influence the direction and success of contemporary business. You will explore the emerging shift from a linear economy to a circular economy and the facilitating role of entrepreneurship and innovation in successful business transitions. This includes the flow-on effects these have on business strategy, structures, employees, organisational design, and business operations. Business plays a significant role in society and the management skills required for business to be fit for the future rests with each of us. You have a role in this as an agent of positive change.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 10

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 3 - 2023

- Brisbane
- Melbourne
- 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. **Online Quiz(zes)**

Weighting: 20%

#### 2. **Written Assessment**

Weighting: 40%

#### 3. **Reflective Practice Assignment**

Weighting: 40%

### 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 SUTE

##### **Feedback**

Required weekly reading for the unit encompassed papers from a range of academic journals

##### **Recommendation**

Reliance on journal papers has been reduced with the specification of a low cost textbook.

#### Feedback from SUTE

##### **Feedback**

The lecture slides helped to understand the contemporary business issues that were covered each week.

##### **Recommendation**

Weekly lecture slides encompass key conceptual frameworks that explain how businesses function. These integrate with workshop discussions so that issues emerging in business media can be examined with deeper insights.

#### Feedback from SUTE

##### **Feedback**

The break up of assessments over the term were well timed and allowed for progress through the unit

##### **Recommendation**

The design and scheduling of assessments links to the content being covered each week. Real-world cases are used to develop critical analysis of business activity using relevant conceptual frameworks.

#### Feedback from SUTE

##### **Feedback**

Workshop sessions were really valuable for learning how to apply the information in the weekly readings

##### **Recommendation**

Workshop discussions of topical business issues provide the foundational skills to achieve mastery of assessment tasks.

#### Feedback from SUTE

##### **Feedback**

The lectures and workshops were easy to listen to and take on board the information. Content both verbal and text is easy to navigate and understand. Delivered in a very orderly manner and well received.

##### **Recommendation**

Student feedback also highlighted that it would be good if more students attended the live tutorials to have more diverse discussions.

#### Feedback from SUTE

##### **Feedback**

Clarity of assessment criteria could be improved

##### **Recommendation**

Discussion of the criteria, detailed in the Unit Profile and Assessment Tile, will be supported with short vignettes in addition to comprehensive assignment briefing sessions.

## Unit Learning Outcomes

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

1. Describe the scope, scale, and contributions of contemporary business
2. Critically assess the dynamic influence of entrepreneurial, innovation, and sustainability (EIS) drivers in contemporary business
3. Critically assess the the consequential impacts of EIS on business strategy and structure, people, organisational design, and business operations
4. Critically evaluate the management skill requirements for successfully leveraging emerging EIS opportunities
5. Critically evaluate the influence of leadership in shaping ethical and socially responsible initiatives for a circular economy.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
<b>1 - Online Quiz(zes) - 20%</b>	•	•			
<b>2 - Written Assessment - 40%</b>			•	•	
<b>3 - Reflective Practice Assignment - 40%</b>				•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
<b>1 - Communication</b>	•	•	•	•	•
<b>2 - Problem Solving</b>		•			
<b>3 - Critical Thinking</b>	•	•	•	•	•
<b>4 - Information Literacy</b>	•	•	•	•	•
<b>5 - Team Work</b>					
<b>6 - Information Technology Competence</b>	•	•	•	•	
<b>7 - Cross Cultural Competence</b>			•	•	
<b>8 - Ethical practice</b>				•	•
<b>9 - Social Innovation</b>					•

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 - Written Assessment - 40%	•	•	•	•		•				
3 - Reflective Practice Assignment - 40%	•	•	•	•		•		•	•	

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

Schermerhorn, J.R., Bachrach, D.G., Woods, P., Junaid, F., McKeown, T., & Co, M.J. (2023) *Exploring Management*. John Wiley, Brisbane

### IT Resources

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

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

## 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

**Jim Jensen** Unit Coordinator

[j.jensen@cqu.edu.au](mailto:j.jensen@cqu.edu.au)

**Malcolm Johnson** Unit Coordinator

[m.n.johnson@cqu.edu.au](mailto:m.n.johnson@cqu.edu.au)

## Schedule

**Week 1 - 06 Nov 2023**

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to contemporary business	The required readings each week are provided in the eReading list (access at the top of Moodle). For Week 1, please access the Week 1 eReading list. I have provided a <b>Synopsis</b> in the eReading list for Weeks 1-3; these will be particularly helpful for your Quizzes.	<b>Assignment 1 Quiz Briefing session:</b> (check Moodle for Zoom ID)

#### Week 2 - 13 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
Dynamic contexts	Refer eReading list for Week 2	<b>Online Quiz #1 opens</b> Monday 13 November at 9:00 AM (AEST) <b>Academic Learning Centre (ALC) Session</b> will cover analysing assessment task & planning for notes (Check Moodle for access details)

#### Week 3 - 20 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
Entrepreneurial drivers	Refer eReading list for Week 3	<b>Online Quiz #1 closes</b> Friday 24 November at 5.00 PM (AEST) <b>Online Quiz #2 opens</b> Monday 20 November at 9:00 AM (AEST) <b>Academic Learning Centre (ALC) Session</b> will cover paraphrasing and referencing. (Check Moodle for access details)

#### Week 4 - 27 Nov 2023

Module/Topic	Chapter	Events and Submissions/Topic
Innovation drivers	Chapter 9 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 4.	<b>Online Quiz #2 closes</b> Friday 1 December 5.00 PM (AEST) <b>Online Quiz #3 opens</b> Monday 27 November at 9:00 AM (AEST) <b>Academic Learning Centre (ALC) Session</b> will cover how to write an essay (intro, body paragraphs, conclusion, editing). (Check Moodle for access details)

#### Vacation Week - 04 Dec 2023

Module/Topic	Chapter	Events and Submissions/Topic
No lectures scheduled this week		

#### Week 5 - 11 Dec 2023

Module/Topic	Chapter	Events and Submissions/Topic
Sustainability drivers	Chapter 11 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 5	<b>Online Quiz #3 closes</b> Friday 15 December at 5.00 pm AEST <b>Online Quiz #4 opens</b> Monday 11 December at 9:00 AM (AEST) <b>Assignment 2 Essay Briefing session:</b> (check Moodle for Zoom ID)

#### Week 6 - 18 Dec 2023

Module/Topic	Chapter	Events and Submissions/Topic
Strategic perspectives	Chapter 7 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 6	<b>Online Quiz #4 closes</b> Friday 22 December at 5.00 PM (AEST)

**Vacation Week - 25 Dec 2023**

Module/Topic	Chapter	Events and Submissions/Topic
No lectures scheduled this week		

**Week 7 - 01 Jan 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Structural considerations	Chapter 8 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 7	

**Week 8 - 08 Jan 2024**

Module/Topic	Chapter	Events and Submissions/Topic
People perspectives and motivations	Chapter 2 and 14 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 8	<b>Managerial Perspectives Essay: Tritium</b> Due: Week 8 Friday (12 Jan 2024) 11:45 pm AEST

**Week 9 - 15 Jan 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Managing organisational performance	Chapter 11 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 9	<b>Assignment 3 Business Report Briefing session:</b> (check Moodle for Zoom ID) <b>Academic Learning Centre (ALC) Session</b> will cover how to write a business report (structure and formatting). (Check Moodle for access details)

**Week 10 - 22 Jan 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Leadership	Chapter 12 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 10	

**Week 11 - 29 Jan 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Individuals and teams	Chapter 13 (Sections 13.2 - 13.3) and Chapter 15 in Schermerhorn et al. (2023). <b>Exploring Management</b> . John Wiley Australia. Refer also to the eReading list for Week 11	

**Week 12 - 05 Feb 2024**

Module/Topic	Chapter	Events and Submissions/Topic
Your role as change agent: Essential skills for the future	Refer eReading list for Week 12	<b>Business Report: Pratt Industries</b> Due: Week 12 Friday (9 Feb 2024) 11:45 pm AEST

**Exam Week - 12 Feb 2024**

Module/Topic	Chapter	Events and Submissions/Topic
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**Assessment Tasks**

# 1 Online Quizzes

## Assessment Type

Online Quiz(zes)

## Task Description

This assessment comprises four (4) online quizzes to assess your understanding of **key business concepts**. Each quiz will comprise ten (10) multiple choice questions and contribute five percent (5%) respectively to the final result in the unit. The total value of this assessment is twenty percent (20%) of the unit.

The quizzes can be accessed from the assessment tab in Moodle and will be available for completion at the following times:

Quiz	Content covered	Quiz opens	Quiz closes
1	Week 1	Week 2: Monday <b>13 Nov</b> at 9:00am AEST	Week 3: Friday <b>24 Nov</b> at 5.00pm AEST
2	Week 2	Week 3: Monday <b>20 Nov</b> at 9:00am AEST	Week 4: Friday <b>1 Dec</b> at 5.00pm AEST
3	Week 3	Week 4: Monday <b>27 Nov</b> at 9:00am AEST	Week 5: Friday <b>15 Dec</b> at 5.00pm AEST
4	Week 4	Week 5: Monday <b>11 Dec</b> at 9:00am AEST	Week 6: Friday <b>22 Dec</b> at 5.00pm AEST

## Number of Quizzes

4

## Frequency of Quizzes

Weekly

## Assessment Due Date

As detailed in the table above

## Return Date to Students

Score for the quiz is shown when the quiz is completed

## Weighting

20%

## Assessment Criteria

Each quiz is open for 20 minutes and has ten (10) multiple choice questions. Each correct answer is awarded 0.5 percent. **The total value of each quiz is five (5) percent.**

Please allow 20 minutes to attempt each quiz. The quiz cannot be paused. Be sure to access the quiz in Moodle at least 20 minutes before the **quiz closes at 5.00PM (AEST) on the nominated date.**

In the absence of an approved extension, there will be no late submissions allowed for these quizzes.

## Referencing Style

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

## Submission

Online

## Submission Instructions

Quizzes are accessed through the unit website in Moodle.

## Learning Outcomes Assessed

- Describe the scope, scale, and contributions of contemporary business
- Critically assess the dynamic influence of entrepreneurial, innovation, and sustainability (EIS) drivers in contemporary business

## Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence

# 2 Managerial Perspectives Essay: Tritium



## Assessment Type

Written Assessment

## Task Description

This **1500-word academic essay** requires you to use peer-reviewed academic literature to critically consider the impact of Entrepreneurial, Innovation, and Sustainability (EIS) thinking in business decisions and the management skills that might have contributed to Tritium's current success

Pertinent information may be sourced from <https://www.tritiumcharging.com/>

Your essay must provide an informed argument and develop compelling conclusions on the two stated assessment criteria.

### Before you start writing:

- Review material covered in Weeks 1 to 6 inclusive
- The eReading List accessed on Moodle provides a briefing on what critical thinking is (Week 1) and the student Guide which elaborates how to write an academic essay.
- It may also be helpful to read the example essay that has been uploaded as a resource in Moodle.
- You will also need to actively engage with the resources offered by Academic Learning Centre (ALC) available in the ALC companion Moodle site associated with MGMT11109, including workshop sessions.
- For convenience, the unit learning outcomes referred to above follow here:

#3: Critically assess the consequential impacts of entrepreneurial, innovation, and sustainability (EIS) drivers on business strategy and structure, people, organisational design, and business operations; and

#4: Critically evaluate the management skill requirements for successfully leveraging emerging EIS opportunities.

**Assignment re-attempt.** This assessment allows for a resubmitted attempt in certain circumstances. If you have achieved between 40–49% of the total marks for this assessment item, you may request the Unit Coordinator for this unit to allow you to make a resubmission. You must make this request in writing via email within three calendar days of receiving your marks and feedback for this assessment.

The Unit Coordinator has the sole discretion for allowing a re-submission attempt. If the Unit Coordinator allows a resubmission attempt, the decision will be conveyed to you in writing via email to your student email address. The notice will include instructions for you on:

- What has to be done by you
- When and how you must resubmit (no more than seven calendar days from the decision being emailed to you will be allowed).

Your resubmission will result in no more than 50% of the allowed marks for this assessment item being awarded in total. That is, if you are allowed a resubmission, you can achieve no more than 50% for this assessment item, regardless of how well you perform in your resubmission.

No extensions will be allowed for your resubmission.

## Assessment Due Date

Week 8 Friday (12 Jan 2024) 11:45 pm AEST

Please submit through Turnitin in Moodle

## Return Date to Students

Week 10 Friday (26 Jan 2024)

Your result and comprehensive feedback will be available through Moodle's Feedback Studio by clicking on the 'blue pencil'

## Weighting

40%

## Assessment Criteria

Your essay will be marked against the rubric which will be available on the Moodle page. In summary, the assessment criteria follow:

1. Through critical analysis, discuss how entrepreneurial, innovative and sustainability (EIS) thinking might have contributed to Tritium's current success **(15%)**
2. Using peer-reviewed academic literature, critically evaluate the management skills in EIS that are likely to might have contributed to the company's current success **(15%)**
3. Adherence to academic essay structure, 1500-word limit, and quality of written expression, TEEL\* paragraph structure, grammar, punctuation, with spelling using Australian English **(5%)**
4. Insights from **at least six (6) peer-reviewed papers** from academic journals. Adherence to CQUniversity APA (7th Edition) reference style. **(5%)**

**NOTE:** In alignment with the CQUniversity Assessment Policy and Procedure, a **late submission penalty** of five (5)

percent of the total available marks for the assessment must be deducted for each full or part calendar day the assessment task is overdue. **Adhere to word-length:** Assignment submissions in excess or below the specified word limit (+/-10%) will be penalised at 1% per 100-words over/under the limit.

\* TEEL paragraph structure is detailed in the ALC recorded workshop. Failure to utilise this approach will detract from achieving a good score for criteria #3

### Referencing Style

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

### Submission

Online

### Submission Instructions

Submit the essay through Moodle (Turnitin)

### Learning Outcomes Assessed

- Critically assess the consequential impacts of EIS on business strategy and structure, people, organisational design, and business operations
- Critically evaluate the management skill requirements for successfully leveraging emerging EIS opportunities

### Graduate Attributes

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

## 3 Business Report: Pratt Industries

### Assessment Type

Reflective Practice Assignment

### Task Description

This assignment enables you to demonstrate learning outcomes 4 and 5, respectively:

- Critically evaluate the management skill requirements for successfully leveraging emerging EIS (entrepreneurship, innovation, and sustainability) opportunities;
- Critically evaluate the influence of leadership in shaping ethical and socially responsible initiatives for a circular economy.

In a **1500-word business report**, critically evaluate how **Pratt Industries** might evaluate strategic EIS and circular economy opportunities as it pursues its business mission: "To protect and nurture the planet's natural resources while reducing our impact on the environment by "Harvesting the Urban Forest."

### Before you start this assignment:

- Explore Pratt Industries website: <https://www.prattindustries.com/about-pratt>
- Review material covered in lectures about strategy, (Week 6), organisational structure (Week 7), people (Week 8), organisational performance (Week 9), leadership (Week 10), and the role of individuals and teams (Week 11).
- The eReading list
- Moodle site provides example business reports

### Assessment Due Date

Week 12 Friday (9 Feb 2024) 11:45 pm AEST

Submissions must be made through Turnitin on the unit website in Moodle.

### Return Date to Students

Results and marking feedback will be made available on the unit website after Certification of Grades (Friday 1 March 2024)

### Weighting

40%

## Assessment Criteria

Your report will be assessed according to the following criteria. Your report must:

1. Identify and critically discuss emerging strategic **EIS** and **circular economy** opportunities for Pratt Industries **(10%)**
2. Discuss the **management skills** required by Pratt Industries to leverage these opportunities effectively **(10%)**
3. Analyse how the **influence of leadership** may shape Pratt Industries' ethical and socially responsible initiatives for a circular economy **(10%)**
4. Adherence to **business report format**, limit of **1500-words**, quality of written expression, TEEL\* paragraph structure, grammar, punctuation, with spelling using Australian English **(5%)**
5. Insights from **at least six (6) peer-reviewed papers** from academic journals. Adherence to CQUniversity **APA** (7th Edition) reference style. **(5%)**

**PLEASE NOTE:** In alignment with the CQUniversity Assessment Policy and Procedure, a **late submission penalty** of five (5) percent of the total available marks for the assessment must be deducted for each full or part calendar day the assessment task is overdue, unless an extension has been granted. **Excess word penalty:** Assignment submissions in excess or below the specified word limit (+/-10%) will be penalised at 1% per 100-words over/under the limit.

\* TEEL paragraph structure is detailed in the ALC recorded workshop. Failure to utilise this approach will detract from achieving a good score for criteria #4

## Referencing Style

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

## Submission

Online

## Submission Instructions

Submissions must be made through Turnitin on the unit website in Moodle.

## Learning Outcomes Assessed

- Critically evaluate the management skill requirements for successfully leveraging emerging EIS opportunities
- Critically evaluate the influence of leadership in shaping ethical and socially responsible initiatives for a circular economy.

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice
- Social Innovation

## 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