



ORAL12004 Orthodontics, Prosthodontics and Pharmacology

Term 2 - 2022

Profile information current as at 13/12/2025 05:44 pm

All details in this unit profile for ORAL12004 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 study the current approaches to orthodontics and prosthodontics used by oral health therapists as well as the clinical implications of pharmacology in oral health practice. In the field of pharmacology, you will be able to describe basic pharmacology concepts. This will include the explanation of the clinical use and effects of the major classes of drugs used in dental treatment and drugs taken by children, adolescents and adult patients particularly poly-pharmacy, that may impact adversely on dental treatment and oral health. You will have the opportunity to practice and further develop competency in oral health therapy orthodontics functions and prosthodontics procedures for patients of all ages.

Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 9

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Pre-requisite: ORAL12001 Oral Disease Prevention and Management, ORAL12002 Oral Health Pre Clinical Practice 1 and ORAL12003 Oral Health Clinical Practice 1. Co-requisite: ORAL12005 Oral Health Pre Clinical Practice 2 and ORAL12006 Oral Health Clinical Practice 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 - 2022

- 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. **Online Test**

Weighting: 60%

2. **Written Assessment**

Weighting: 40%

3. **Practical Assessment**

Weighting: Pass/Fail

4. **Practical Assessment**

Weighting: Pass/Fail

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 Unit Teaching Evaluation

Feedback

The live orthodontic lecture and tutorial were great to explore ideas and concepts.

Recommendation

It is recommended that the mixed mode of pre-recorded and live lectures with face to face tutorials continue.

Feedback from Student Unit Teaching Evaluation

Feedback

Would have benefited from more detailed learning outcomes for the orthodontic content.

Recommendation

It is recommended that the orthodontic content be reviewed to include detailed learning objectives.

Feedback from Student Unit Teaching Evaluation

Feedback

The assessment tasks were great, splitting the quizzes helped manage the three content areas in this unit.

Recommendation

It is recommended that the in-class test/s remain in the same format.

Unit Learning Outcomes

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

1. Describe classes of malocclusion, treatment options and explain the reasons necessitating orthodontic treatment
2. Demonstrate knowledge and skill in impressions for orthodontic purposes, deriving a correct cephalometric tracing, placing and fixing arch wires; and removing brackets, bands arch wire, modules, ligature wire, elastic and separating elastics using appropriate instruments, equipment and techniques
3. Describe the management of patients with fixed and removable oral prosthodontic appliances, including implants
4. Demonstrate knowledge and skills in clinical and laboratory procedures for impressions, study models, mouthguard and medicament trays
5. Integrate knowledge of basic pharmacokinetics and pharmacotherapy of the major classes of drugs used in dental treatment and drugs taken by children, adolescents and adult patients, relative to oral complications and alterations in dental management
6. Communicate information regarding oral health to a range of patients
7. Satisfy the requirements of an evolving dental practitioner utilising appropriate interpersonal / team communication skills, professional attitudes and ethical behaviours.

All unit profiles and learning outcomes in the Bachelor of Oral Health are made available to the Australian Dental Council for on-going accreditation purposes.

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
1 - Online Test - 60%	•		•		•	•	
2 - Written Assessment - 40%	•		•		•		
3 - Practical Assessment - 0%		•				•	•
4 - Practical Assessment - 0%				•			•

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 - Online Test - 60%		•	•	•						
2 - Written Assessment - 40%	•	•	•					•		
3 - Practical Assessment - 0%	•	•	•	•	•		•	•		
4 - Practical Assessment - 0%	•	•	•	•	•		•	•		

Textbooks and Resources

Textbooks

ORAL12004

Prescribed

Applied Pharmacology for the Dental Hygienist

Edition: 8th (2019)

Authors: Elena Bablenis Haveles

Mosby Elsevier

St Louis , Missouri , USA

ISBN: 978-0-323-17111-3

Binding: Paperback

ORAL12004

Supplementary

Mosby's Dental Drug Reference

Edition: 13th (2021)

Authors: Arthur Jeske

Mosby

St, Louis, Missouri , Missouri , USA

ISBN: 9780323779364

Binding: Paperback

ORAL12004

Supplementary

Pediatric Dentistry

6th Edition (2019)

Authors: Arthur Nowak, DMD, John R. Christensen, Tad R. Mabry, Janice Alisa Townsend and Martha H. Wells
Elsevier

London , England

ISBN: 9780323608268

Binding: Hardcover

ORAL12004

Supplementary

Therapeutic Guidelines Oral and Dental

Edition: Version 3 (2019)

Authors: Oral and Dental Expert Group

Therapeutic Guidelines Limited

Melbourne , Victoria , AUSTRALIA

Binding: Paperback

[View textbooks at the CQUniversity Bookshop](#)

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Webcam and headset for on-line sessions

Referencing Style

All submissions for this unit must use the referencing styles below:

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

For further information, see the Assessment Tasks.

Teaching Contacts

Karen Smart Unit Coordinator
k.smart@cqu.edu.au

Schedule

Week 1 - 11 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to ORAL12004 General principles of pharmacology <ul style="list-style-type: none">• Pharmacodynamics• Pharmacokinetics• Routes of administration• Drug information sources Adverse Drug Effects	Haveles, E.B. (2016) Applied Pharmacology for the Dental Hygienist, 7th Ed. Chapter 1-3,9, Mosby Elsevier.	

Week 2 - 18 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
Pharmacology Local Anaesthesia <ul style="list-style-type: none">• Pharmacology of local anaesthetics• Pharmacology of vasoconstrictors• Clinical action of specific agents• Systemic complications	Haveles, E.B. (2016) Applied Pharmacology for the Dental Hygienist, 7th Ed. Chapter 9, Mosby Elsevier. Malamed, SF. (2012) Hand Book Of Local Anaesthesia 6th Ed., Chapter 3-4, Section 1, Mosby Elsevier.	Online Quiz (Part A - Pharmacology)

Week 3 - 25 Jul 2022

Module/Topic	Chapter	Events and Submissions/Topic
Practical prosthodontics for the OHT <ul style="list-style-type: none">• Prosthodontic appliances• Fabrication of mouth guards, whitening trays and medicament trays• Maintenance of prosthodontics Role of the OHT in an orthodontic practice	Stefnac and Nesbit (2017) Diagnosis and Treatment Planning in Dentistry, 3rd Ed, p 61 - 71; 248-258, St Louis, Mosby.	

Week 4 - 01 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Orthodontic and Prosthodontic Residential	Lecture recordings are available on ECHO Resources uploaded to Moodle	5-day intensive residential (schedule will be available on Moodle) Online Quiz (Part B - Prosthodontics practical) Online Quiz (Part C - Orthodontics practical)

Week 5 - 08 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Orthodontics Theory <ul style="list-style-type: none">• Craniofacial Development• Interdisciplinary Case Management• Orthodontic Patient Examination	Lecture recordings are available on ECHO Resources uploaded to Moodle	

Vacation Week - 15 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Vacation week	Vacation week	

Week 6 - 22 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
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Orthodontics Theory

- Fixed and Removable Appliances
- Retainers, Retention, and Relapse

Lecture recordings are available on ECHO
Resources uploaded to Moodle

Week 7 - 29 Aug 2022

Module/Topic	Chapter	Events and Submissions/Topic
Orthodontic Theory with Dr. Desmond Ong		Wednesday 31st August 2022 will be a mandatory face-to-face lecture/tutorial session.

Week 8 - 05 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Orthodontics Theory	Lecture recordings are available on ECHO Resources uploaded to Moodle	Online Quiz (Part D - Orthodontics theory)

Week 9 - 12 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Drugs used in Dentistry <ul style="list-style-type: none"> • Autonomic drugs • Non-opioid and opioid drugs • Anti-microbials 	Lecture recordings are available on ECHO Resources uploaded to Moodle. Haveles, E.B. (2016) Applied Pharmacology for the Dental Hygienist, 7th Ed. Chapter 4-8, Mosby Elsevier.	

Week 10 - 19 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Drugs with the potential to alter dental treatment	Haveles, E.B. (2016) Applied Pharmacology for the Dental Hygienist, 7th Ed. Part 3 - <i>Drugs that may alter dental treatment</i> , Mosby Elsevier.	

Week 11 - 26 Sep 2022

Module/Topic	Chapter	Events and Submissions/Topic
Drugs with the potential to alter dental treatment	Haveles, E.B. (2016) Applied Pharmacology for the Dental Hygienist, 7th Ed. Part 3 - <i>Drugs that may alter dental treatment</i> , Mosby Elsevier.	

Week 12 - 03 Oct 2022

Module/Topic	Chapter	Events and Submissions/Topic
Pharmacological management of selected oral conditions	Lecture recordings are available on ECHO Resources uploaded to Moodle. Oral and Dental Expert Group (2019) Therapeutic Guidelines Oral and Dental, Version 3. Melbourne, Australia.	Online Quiz (Part E - Pharmacology)

Term Specific Information

Clinical Attire in the Oral Health Clinics: All students are required to wear their oral health polo plus an outer protective garment - theatre gowns are required for this purpose and gowns will be provided at Queensland Health placements. The outer protective garment (theatre gown) must be placed in a plastic bag after the session or day and washed appropriately. All garments must be freshly laundered and ironed. The outer protective garment (theatre gown) cannot be worn in the Oral Health Prosthetic Laboratory or Simulation Laboratory. All students must wear black long pants and low-heeled closed-in shoes, their protective eyewear, have their hair tied back and wear no jewellery on their hands or arms. Males are required to be clean-shaven. A student can be sent home if the clinical attire is not adequate.

Laboratory Attire in the Oral Health Simulation and Prosthetic Laboratories: All students are required to wear their oral health polo plus an outer protective garment - short laboratory tops or jackets are required for this purpose. The outer protective garment (short laboratory top or jacket) must be placed in a plastic bag after the session or day and washed appropriately. All garments must be freshly laundered and ironed. The outer protective garment (short laboratory top or jacket) cannot be worn in Oral Health Clinics. All students must wear black long pants and low-heeled closed-in shoes, their protective eyewear, have their hair tied back and wear no jewellery on their hands or arms. A student can be sent home if the laboratory attire is not adequate.

Workplace Health and Safety: Students must abide by infection control policies, guidelines and procedures at each clinical placement. All mandatory requirements for clinical practice must be met before and during the term. Failure to comply will lead to withdrawal from the clinical placements and failure in the Unit.

Clinical Resources the student is responsible for providing: All students are responsible for the purchase of additional resources such as specialised face shields, plastic tubs for carrying personal items in the CQUniversity Oral Health Clinic, and typodont teeth to complete simulation activities whilst on clinical placement during the term.

Assessment Tasks

1 Online Assessment

Assessment Type

Online Test

Task Description

All students must complete the online assessment. This assessment is worth 60% of your final grade. A passing grade of 50% is required in order to pass the unit.

There are five (5) parts to the online assessment which will be completed throughout term.

- Part A - Pharmacology Introduction and LA
- Part B - Prosthodontics
- Part C - Orthodontic Practical
- Part D - Orthodontic Theory
- Part E - Pharmacology

Your online assessment must be your own individual work and not a result of collaboration with other students. Any identified cases of potential collusion will result in a breach of academic integrity case being raised. To prepare for the online assessment you should study the learning resources for the relevant content areas. The results from each part are aggregated to become a mark out of 60% for this assessment task.

There are a number of support and technology mechanisms of which you need to be aware.

- If you experience any technical difficulties accessing or during the quiz, please contact TASAC (Moodle assistance option) on 1300 666 620.
- Notify the unit coordinator as soon as physically possible (same day) with details of the technical issues. If you

- are able, take a screenshot of any error message received and include that in your email to the unit coordinator.
- If you are unable to undertake the quiz at the set time and date you will need to apply for an extension in Moodle (in the support area on the top of the page and supply supporting documentation as per normal extension requests).

Assessment tasks submitted after the due date where an extension was not requested or where sound reasons were not given by the student for a late request have deducted a penalty of five percent or equivalent of the total available marks for the assessment for each calendar day (full or part) it is overdue. A reduced penalty will normally apply to extension requests submitted and accepted after the due date.

Assessment Due Date

Date and time will be scheduled by the Unit Coordinator and noted on Moodle.

Return Date to Students

The results will be available 2 weeks after the close of each quiz and the final results made available on the certification of grades date.

Weighting

60%

Minimum mark or grade

A minimum grade of 50% is required in this assessment item in order to pass the unit.

Assessment Criteria

The online assessment will assess the integration of knowledge, skills and experience in orthodontics, prosthodontics and pharmacology. The assessment will consist of multiple-choice, short answer questions that require a paragraph or short answers to a list of questions relating to the topics and case studies.

Referencing Style

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

Submission

Online

Submission Instructions

Individual online assessment quiz/zes via Moodle.

Learning Outcomes Assessed

- Describe classes of malocclusion, treatment options and explain the reasons necessitating orthodontic treatment
- Describe the management of patients with fixed and removable oral prosthodontic appliances, including implants
- Integrate knowledge of basic pharmacokinetics and pharmacotherapy of the major classes of drugs used in dental treatment and drugs taken by children, adolescents and adult patients, relative to oral complications and alterations in dental management
- Communicate information regarding oral health to a range of patients

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy

2 Clinical Reference Resource

Assessment Type

Written Assessment

Task Description

This written assessment is the development of a personal clinical reference resource which will assist you to develop a deeper understanding of medicines and medical conditions which impact of the delivery of dental treatment to clients of all ages, medicaments used in dentistry and prosthodontics. There are two parts to the assessment.

- Part A – Medicine, drugs and poisons approved for use by an oral health therapist in each state and territory of Australia and New Zealand.
- Part B – Pharmacology and Prosthodontics Clinical Reference Resource

Assessment Due Date

Sunday 25th September at 11:59pm

Return Date to Students

The final results will be made available on the certification of grades date.

Weighting

40%

Minimum mark or grade

You must obtain at least 50% in this assessment task in order to pass the unit overall.

Assessment Criteria

This body of work is an individual summative assessment for ORAL12004, term 2, second year. The marking criteria will be available on Moodle at the beginning of the term. The written assessment will be marked on the following criteria headings:

- Content
- Accuracy
- Referencing
- Organisation

This assessment is worth 40% of your final grade. A pass grade of 50% is required in order to pass the unit. It is to be your own individual work and not a result of collaboration with other students. Any identified cases of potential collusion will result in a breach of academic integrity case being raised. Assessment tasks submitted after the due date where an extension was not requested or where sound reasons were not given by the student for a late request are deducted a penalty of five percent or equivalent of the total available marks for the assessment for each calendar day (full or part) it is overdue. A reduced penalty will normally apply to extension requests submitted and accepted after the due date.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Describe classes of malocclusion, treatment options and explain the reasons necessitating orthodontic treatment
- Describe the management of patients with fixed and removable oral prosthodontic appliances, including implants
- Integrate knowledge of basic pharmacokinetics and pharmacotherapy of the major classes of drugs used in dental treatment and drugs taken by children, adolescents and adult patients, relative to oral complications and alterations in dental management

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Ethical practice

3 Orthodontic Practical Assessment

Assessment Type

Practical Assessment

Task Description

The orthodontic workbook includes practical competency tasks in orthodontics in the simulation laboratories and oral health clinic. Students with previous training and qualifications can apply to the unit coordinator for an exemption.

Late submissions: marks will be deducted at a penalty of 5% or equivalent of the total available marks for the assessment for each calendar day (full or part) if it is overdue.

Assessment Due Date

Monday 8th August at 11:59pm

Return Date to Students

Results will be available 2 weeks after due date.

Weighting

Pass/Fail

Minimum mark or grade

50% - You must obtain at least 50% in this assessment task in order to pass the unit overall.

Assessment Criteria

The assessment rubrics for the practical competency tasks will be clearly stated in the workbook.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate knowledge and skill in impressions for orthodontic purposes, deriving a correct cephalometric tracing, placing and fixing arch wires; and removing brackets, bands arch wire, modules, ligature wire, elastic and separating elastics using appropriate instruments, equipment and techniques
- Communicate information regarding oral health to a range of patients
- Satisfy the requirements of an evolving dental practitioner utilising appropriate interpersonal / team communication skills, professional attitudes and ethical behaviours.

Graduate Attributes

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

4 Prosthodontics Practical Assessment

Assessment Type

Practical Assessment

Task Description

The prosthodontics workbook includes practical competency tasks in prosthodontics in the laboratory. Students with previous training and qualifications can apply to the unit coordinator for an exemption.

Late submissions: Marks will be deducted at a penalty of 5% or equivalent of the total available marks for the assessment for each calendar day(full or part) if it is overdue.

Assessment Due Date

Monday 8th August at 11:59pm

Return Date to Students

Results will be available 2 weeks after due date.

Weighting

Pass/Fail

Minimum mark or grade

You must obtain at least 50% in this assessment task in order to pass the unit overall.

Assessment Criteria

The assessment rubrics for the practical competency tasks will be clearly stated in the workbook.

Referencing Style

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

Submission

Online

Learning Outcomes Assessed

- Demonstrate knowledge and skills in clinical and laboratory procedures for impressions, study models, mouthguard and medicament trays
- Satisfy the requirements of an evolving dental practitioner utilising appropriate interpersonal / team communication skills, professional attitudes and ethical behaviours.

Graduate Attributes

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