



# PSYC11011 *Personal and Professional Development*

## Term 3 - 2022

Profile information current as at 14/12/2025 12:39 pm

All details in this unit profile for PSYC11011 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 help you, as a university student studying psychology, to build a set of evidence-based strategies to prepare you for your academic and professional life. You will receive practical instruction on how to effectively study at university; develop your written and oral communication skills; work effectively in groups; navigate the scientific literature; and apply American Psychological Association (APA) referencing conventions. Your communication, teamwork and research skills will be utilised in the design and preparation of a group presentation. You will also be introduced to career pathways in psychology-related disciplines, and given insight into the personal skills, capabilities and knowledge relevant to a career in psychology. The creation of a career portfolio will help you identify and market the transferable knowledge and skills that you will acquire throughout your degree.

### 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 - 2022

- 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. **Annotated bibliography**

Weighting: 30%

#### 2. **Group Work**

Weighting: 50%

#### 3. **Portfolio**

Weighting: 20%

### 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, self reflection

**Feedback**

The ability of individual students to work in a group was not adequately assessed.

**Recommendation**

Incorporate self- and peer-evaluation of group work, as well as include groupwork as a criteria in the group presentation marking rubric.

#### Feedback from Self reflection

**Feedback**

Groups were allocated randomly in week 1. However, the addition and withdrawal of students in the first few weeks of term negatively impacted the equality of group numbers and the ability of groups to begin the task

**Recommendation**

Allocate groups after Census date (week 4). Consider changing the group size to 5.

## Unit Learning Outcomes

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

1. Locate, evaluate and use scholarly sources of information in adherence with the American Psychological Association (APA) style.
2. Communicate ideas effectively in written and oral form.
3. Work collaboratively as part of a team.
4. Create a professional ePortfolio that synthesises knowledge of self, careers and psychology disciplines to map academic, career and learning paths.

## 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 - Annotated bibliography - 30% | •                 | • |   |   |
| 2 - Group Work - 50%             | •                 | • | • |   |
| 3 - Portfolio - 20%              |                   | • |   | • |

### 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 |                   |   |   |   |

## Textbooks and Resources

### Textbooks

PSYC11011

#### Supplementary

#### **The Publication Manual of the American Psychological Association**

Edition: 7th (2020)

Authors: American Psychological Association

American Psychological Association

Washington , DC , USA

ISBN: 978-1-4338-3217-8

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)

## 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

**Vijay Rawat** Unit Coordinator

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**Cassy Dittman** Unit Coordinator

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## Schedule

### Week 1 - 07 Nov 2022

| Module/Topic                        | Chapter                                                              | Events and Submissions/Topic |
|-------------------------------------|----------------------------------------------------------------------|------------------------------|
| Studying psychology at CQUniversity | Refer to Moodle website for required reading material and activities |                              |

### Week 2 - 14 Nov 2022

| Module/Topic                         | Chapter                                                              | Events and Submissions/Topic |
|--------------------------------------|----------------------------------------------------------------------|------------------------------|
| The psychology of effective studying | Refer to Moodle website for required reading material and activities |                              |

### Week 3 - 21 Nov 2022

| Module/Topic                        | Chapter                                                              | Events and Submissions/Topic |
|-------------------------------------|----------------------------------------------------------------------|------------------------------|
| How to <u>find</u> journal articles | Refer to Moodle website for required reading material and activities |                              |

### Week 4 - 28 Nov 2022

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

How to read journal articles

Refer to Moodle website for required reading material and activities

### Vacation Week - 05 Dec 2022

| Module/Topic                                                                                                           | Chapter | Events and Submissions/Topic |
|------------------------------------------------------------------------------------------------------------------------|---------|------------------------------|
| There is no online content or scheduled classes this week. You are encouraged to prioritise your health and wellbeing. |         |                              |

### Week 5 - 12 Dec 2022

| Module/Topic                   | Chapter                                                              | Events and Submissions/Topic |
|--------------------------------|----------------------------------------------------------------------|------------------------------|
| APA formatting and referencing | Refer to Moodle website for required reading material and activities |                              |

### Week 6 - 19 Dec 2022

| Module/Topic                          | Chapter                                                              | Events and Submissions/Topic                                                |
|---------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Working in groups 1: Groupwork theory | Refer to Moodle website for required reading material and activities | <b>Annotated Bibliography</b> Due: Week 6 Monday (19 Dec 2022) 9:00 am AEST |

### Vacation Week - 26 Dec 2022

| Module/Topic                                                                                                            | Chapter | Events and Submissions/Topic |
|-------------------------------------------------------------------------------------------------------------------------|---------|------------------------------|
| There is no online content or scheduled classes this week. You are encouraged to prioritise your health and well-being. |         |                              |

### Week 7 - 02 Jan 2023

| Module/Topic                                             | Chapter                                                              | Events and Submissions/Topic |
|----------------------------------------------------------|----------------------------------------------------------------------|------------------------------|
| Working in groups 2: Strategies for successful groupwork | Refer to Moodle website for required reading material and activities |                              |

### Week 8 - 09 Jan 2023

| Module/Topic                       | Chapter                                                              | Events and Submissions/Topic |
|------------------------------------|----------------------------------------------------------------------|------------------------------|
| Delivering effective presentations | Refer to Moodle website for required reading material and activities |                              |

### Week 9 - 16 Jan 2023

| Module/Topic                         | Chapter                                                              | Events and Submissions/Topic |
|--------------------------------------|----------------------------------------------------------------------|------------------------------|
| The fundamentals of academic writing | Refer to Moodle website for required reading material and activities |                              |

### Week 10 - 23 Jan 2023

| Module/Topic             | Chapter                                                              | Events and Submissions/Topic |
|--------------------------|----------------------------------------------------------------------|------------------------------|
| The art of essay writing | Refer to Moodle website for required reading material and activities |                              |

### Week 11 - 30 Jan 2023

| Module/Topic                                          | Chapter                                                              | Events and Submissions/Topic                                                                    |
|-------------------------------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Applying your psychology superpowers to the workplace | Refer to Moodle website for required reading material and activities | <b>Group Presentation and Personal Reflection</b> Due: Week 11 Friday (3 Feb 2023) 9:00 am AEST |

### Week 12 - 06 Feb 2023

| Module/Topic                  | Chapter                                                              | Events and Submissions/Topic                                      |
|-------------------------------|----------------------------------------------------------------------|-------------------------------------------------------------------|
| Career pathways in psychology | Refer to Moodle website for required reading material and activities | <b>e-Portfolio</b> Due: Week 12 Friday (10 Feb 2023) 9:00 am AEST |

### Exam Week - 13 Feb 2023

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

This unit does not include an exam

## Assessment Tasks

### 1 Annotated Bibliography

#### Assessment Type

Annotated bibliography

#### Task Description

For this assessment, you will be required to complete an annotated bibliography. An annotated bibliography presents an overview of research papers that are relevant to your topic.

A list of psychology-related questions or topics will be provided to you on Moodle during week 1 of the term. In week 2, you will be placed in small groups. As a group, you will select one (1) of these topics which will form the subject of your annotated bibliography and your group presentation (Assessment 2).

Although it is expected that the research literature you find and summarise will be useful for your group task, the annotated bibliography is to be completed independently from the group. The purpose of the annotated bibliography is to provide you with an opportunity to demonstrate your research skills in locating current and relevant peer-reviewed journal articles, as well as your APA referencing skills.

To complete the task you will need to identify four (4) relevant journal articles to your chosen topic, provide a full correct reference (in APA 7th style) for each journal article, and write a brief summary, in your own words, outlining the key points from the article, and the relevance to the chosen research topic.

Each summary should be between 150-250 words (total word count between 600 and 1000 words). Please note, word limits relate to individual summaries, not on overall word count.

The annotated bibliography should include a cover sheet, and be presented using the APA guidelines for Annotated Bibliographies (a template will be provided).

#### Assessment Due Date

Week 6 Monday (19 Dec 2022) 9:00 am AEST

#### Return Date to Students

Week 9 Monday (16 Jan 2023)

Assessments will be returned as soon as possible after submission.

#### Weighting

30%

#### Assessment Criteria

This assessment will be graded out of 30 marks. Marks will be allocated according to each of the following criteria:

- Topic selection and proposed title (1 mark)
- Selection of 4 relevant peer-reviewed journal articles (4 marks)
- Summary of each journal article (12 marks)
- Quality of written communication (3 marks)
- APA formatting (8 marks)
- Within word limit (2 marks)\*

\*Note, word limit relates to each individual summary, not the overall word count.

A detailed marking rubric will be provided on Moodle.

#### Referencing Style

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

#### Submission

Online

#### Submission Instructions

To be submitted as a Word document through the Moodle website.

#### Learning Outcomes Assessed

- Locate, evaluate and use scholarly sources of information in adherence with the American Psychological Association (APA) style.
- Communicate ideas effectively in written and oral form.

## 2 Group Presentation and Personal Reflection

### Assessment Type

Group Work

### Task Description

There are two elements to this assessment task: A group presentation (part 1), and an individual written task (part 2).

#### Part 1: Group component (30%)

In week 2 of the term you will be placed into small groups and required to prepare a group presentation connected to a psychology-related question or topic. Available topics will be provided to you on Moodle in week 1.

The oral presentation can take any form (e.g., formal scientific presentation/slide show, short documentary, TikTok video, TED talk, TV news segment etc.) but must be a suitable medium for addressing the topic; must demonstrate your science communication skills; and must consider the intended audience. The suggested duration for the presentation is 6-8 minutes.

In explaining your topic, you will need to use language that is clear and appropriate for the intended audience, present your topic in a way that is logically structured, shows a clear 'narrative', and enhances the audience's understanding and knowledge of the topic. Your group should also consider how to incorporate elements into your presentation that are designed to engage your audience.

Not all members of the group need to be featured in the final presentation. However, all group members should make a valuable contribution to the final product in some way (e.g. editing, scriptwriting, background research, filming, creating graphics).

Groups work best when all members understand and agree to expectations. As such, groups will be encouraged to complete a Memorandum of Understanding (MoU) or group contract before beginning their group work to clearly articulate the aim of the project, the role of members, a communication plan, code of conduct (e.g. plagiarism), and timelines.

#### Part 2: Individual component (20%)

You will be required to submit a 400-600 word personal critical reflection relating to your experience of working in a group during this task. Your experiences and insights will need to draw upon (reference) relevant theory and evidence on group dynamics and interpersonal skills covered during the unit.

Your individual grade for this assessment will be the combined marks from both parts. This is a **must-pass** assessment item. You must obtain a **minimum mark of 25/50 (50%)** for this assessment to pass the unit.

### Assessment Due Date

Week 11 Friday (3 Feb 2023) 9:00 am AEST

### Return Date to Students

Exam Week Friday (17 Feb 2023)

Assessments will be returned as soon as possible after submission.

### Weighting

50%

### Minimum mark or grade

You must obtain at least 25/50 for this assessment to pass the unit.

### Assessment Criteria

#### Part 1: Group presentation

This component will be graded out of **30 marks**. You will be judged as a group. That is, all members of the group will receive the same mark, regardless of contribution. Marks will be allocated according to each of the following criteria:

##### 1. Organisation (8 marks)

- The presentation clearly addresses the topic and provides an appropriate amount of analysis, discussion and evaluation.
- The type of presentation is appropriate for the topic and target audience.
- Information is presented in a balanced and logical sequence (with a clear beginning, middle and end).

##### 2. Content (12 marks)

- The introduction is attention-grabbing, introduces the problem well.
- Technical terms are well defined and appropriate for the target audience.
- Presentation appropriately uses and identifies credible sources of information.
- An appropriate amount of material is prepared, and points made reflect their relative importance.
- An obvious conclusion is delivered that effectively summarises the presentation and delivers appropriate and insightful take-home message/s.

##### 3. Presentation (10 marks)



- Speaker/s use an effective speaking style that exhibits enthusiasm, maintain good eye contact with the audience, and are appropriately animated (e.g. gestures, movement).
- Delivery is creative, engaging and appropriate for the medium chosen.
- Visual aids are well prepared, informative, effective, and not distracting.
- Length of presentation within the suggested time limits.

## Part 2: Individual critical reflection

This component will be graded out of **20 marks**. Marks will be allocated according to each of the following criteria:

### 1. Reflection on experience (6 marks)

- Describes personal role in the group, interest and enthusiasm in the project, participation in leading and facilitating discussion, and opinion about the quality of the final product. (3 marks)
- Describes how well the group cooperated, communicated and made decisions, how the group handled challenges, the benefits of groupwork, and challenges of groupwork. (3 marks)

### 2. Connection to academic concepts (6 marks)

- Reflection integrates references to concepts, theory and evidence from the academic literature relating to group dynamics and your experiences working within a group.
- A minimum of two academic references is expected to be included.

### 3. Evidence of personal development (4 marks)

- Articulates new understanding or insights about themselves and/or groupwork as a result of the experience.

### 4. Presentation (4 marks)

- Quality of written communication and adherence to APA referencing style. (3 marks)
- Adheres to the word limit. (1 mark)

Your overall mark for this assessment will be calculated by adding the marks from part 1 and part 2.

Unit Learning Outcome 3 of this unit is only being assessed by this assessment. As such, in order to meet the learning outcomes, **a minimum mark of 25/50 (50%)** has been set for this assessment task. **That is, in order to pass the unit, you must achieve this minimum mark.**

## Referencing Style

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

## Submission

Online Group

## Submission Instructions

The group presentation is to be submitted by the group (one submission). The individual critical reflection is to be submitted by the individual (separate, individual submissions). Links to each submission portal can be found in the Assessment Tile in Moodle.

## Learning Outcomes Assessed

- Locate, evaluate and use scholarly sources of information in adherence with the American Psychological Association (APA) style.
- Communicate ideas effectively in written and oral form.
- Work collaboratively as part of a team.

# 3 e-Portfolio

## Assessment Type

Portfolio

## Task Description

For this assessment task, you will be required to set up and begin compiling an e-Portfolio via the Portfolium website. Portfolium is an academic portfolio network allowing you to showcase your education and work accomplishments and connect with other professionals. Your Portfolium profile allows you to organise and display previous educational and professional content through a variety of media (videos, documents, images). Portfolium allows you to connect with people and companies you already know, as well as follow companies you are interested in. You can discover and apply for jobs and add specific pieces of content to showcase your qualifications. You can also view content posted by other users to discover how they accomplished their work and comment or message them for advice.

After you have set up your portfolio in this unit, you will be required to update it throughout your undergraduate degree. Your final portfolio will be assessed again at the end of your third year before graduation (in the capstone unit, PSYC13026).

This is a **must-pass** assessment item. You must obtain a **minimum mark of 10/20 (50%)** for this assessment to pass the unit.

### Assessment Due Date

Week 12 Friday (10 Feb 2023) 9:00 am AEST

### Return Date to Students

Exam Week Friday (17 Feb 2023)

Assessments will be returned as soon as possible after submission.

### Weighting

20%

### Minimum mark or grade

You must obtain at least 10/20 (50%) for this assessment to pass the unit.

### Assessment Criteria

This assessment will be graded out of **20 marks**. Marks will be allocated according to each of the following criteria:

- Set up a Portfolium account and profile, including your name, location, education, and current position. (2 marks)
- Upload an appropriate profile photo, background photo, and tagline text. (2 marks)
- Write an 'introduction' or mini-biography for your profile that provides appropriate insight into who you are, what you are currently doing, what you have done or where you have come from, why you are interested in psychology, and your aspirations for the future. (4 marks)
- Upload a resume. (2 marks)
- Under education, enter the details of your current degree (e.g. Bachelor of Psychological Science), and list the course learning outcomes. These can be found in the CQU Handbook. (2 marks)
- List at least one unit that you have completed at university (it can be this unit), including the title, description, date studied and the unit learning outcomes. These are available from the unit profile. (2 marks)
- Upload at least one 'project' that showcases a piece of academic work or personal project that you have completed (it can be an assessment from this unit). Include a description of what the task was and what skills it highlights. (2 marks)
- Highlight at least one accomplishment, achievement, certificate, award or experience. (2 marks)
- Connect to at least one other user (e.g. a classmate or unit coordinator). (1 mark)
- Connect to a group, network or company related to an area of interest. (1 mark)

After you have created your profile in Portfolium, provide the unit coordinator with an accessible link to your portfolio via the relevant submission portal in the Moodle Assessment Tile. Ensure that the link is either public or that a private link is provided (see Moodle for instructions).

Unit Learning Outcome 4 of this unit is only being assessed by this assessment. As such, in order to meet the learning outcomes, a **minimum mark of 10/20 (50%)** has been set for this assessment task. **That is, in order to pass the unit, you must achieve this minimum mark.**

### Referencing Style

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

### Submission

Online

### Submission Instructions

Create your portfolio using Portfolium. Once completed, provide an accessible link to your portfolio via the submission portal in the Moodle Assessment Tile.

### Learning Outcomes Assessed

- Communicate ideas effectively in written and oral form.
- Create a professional ePortfolio that synthesises knowledge of self, careers and psychology disciplines to map academic, career and learning paths.

## 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