

# Mind the Gap 2014

***School Projects as a Platform for Tertiary Assignments*** - using the school project as a means of better preparing students for the requirements of academic assignments - Naz Mather (ADC Varsity College PMB)

## Activities

### Activity 1

#### Brainstorm:

- What is an assignment?
- Why do we give learners assignments to complete?

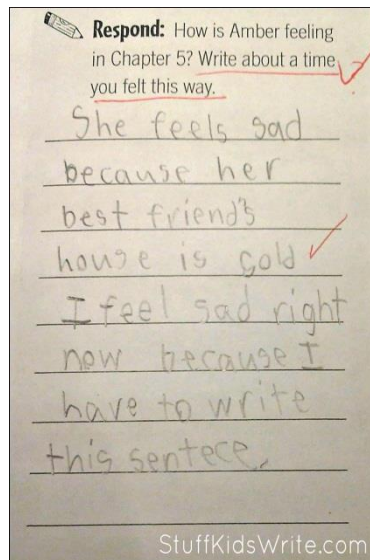


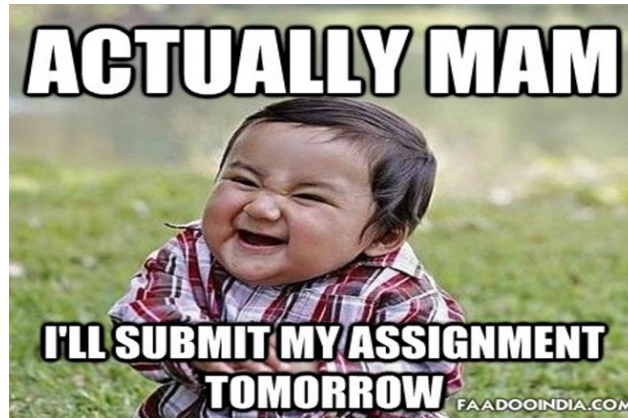
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### Activity 2

#### Case study

*Tom is a Grade 6 learner who habitually does not complete homework activities. However, after much encouragement (nagging), he submits his Social Science assignment one week after the due date. He writes his first name and the date and then begins the first subsection of his assignment, Early Life, which he clearly copied from somewhere. Included in his assignment are two pictures which he cut out of a magazine. As his teacher, you decide to focus on the fact that he actually submitted his assignment and award him a bit over the pass mark.*

List the problems with Tom's assignment!



### Activity 3

#### Referencing:

Compile a bibliography using the following sources and the Harvard system of referencing.

1. [www.classiclit.about.com](http://www.classiclit.about.com)  
Lombardi E 2009 Literature. Retrieved October 10 2012
2. Faculty of Education Christiansen, I, Bertram, C. and Land, S 2010  
Understanding Research UKZN 3rd ed Pietermaritzburg
3. Borg, S 2003 Teacher cognition in language teaching: A review of research of what language teachers think, know, believe, and do 81-109 36(2) Language Teaching
4. [www.scribd.com/doc/6008415/](http://www.scribd.com/doc/6008415/)  
Retrieved October 18, 2013 What-Was-Bantu-Education 2008 What was Bantu Education? McGregor, T

### Activity 4



Image [Source](#)

#### Multiple Choice

- a. The best way to avoid plagiarism is:
  1. To know what plagiarism is

2. To be in command of good referencing technique
  3. To apply referencing appropriately
  4. All of the above
- b. Rewriting someone else's work in your own words while retaining the central meaning, without acknowledgement of the source document will result in:
1. Plagiarism
  2. Partial plagiarism
  3. Plagiarism free work
  4. Material belonging to the public domain
- c. Plagiarism is considered to be:
1. A common offence that most academics do not take seriously
  2. A serious punishable offence
  3. Acceptable in unpublished academic work
  4. A good way of sharing knowledge
- d. People who copy the work of others without acknowledgement or permission are:
1. Not guilty of plagiarism because copying the work of others is accepted academic practice
  2. Not guilty of plagiarism because they are using their initiative
  3. Not guilty of plagiarism because they are helping to spread knowledge by copying
  4. Guilty of plagiarism
- e. Students plagiarise because of:
1. Deadline pressure
  2. A lack of referencing skills
  3. Incorrect use of resources
  4. All of the above
- (Du Toit, 2013, p.42-43)

## **Activity 5**

### **1. Study the following example to see how a text can be plagiarised in different ways.**

Original text: Whether a computer is helping to forecast the weather, unravel a genetic code, or run or run the local grocery store, the computer is processing data. The five elements in the computing process are hardware, software, data, people and procedures.

Meyer, M and Baber, R. 1995. *Computers in your future*. Indianapolis:Macmillan, p.26.

**Identify the form of plagiarism in each of the following examples:**

Plagiarised Text A: According to Meyer and Baber (1995, p.26), whether a computer is helping to forecast the weather, unravel a genetic code, or run the local grocery store, the computer is processing data. The five elements in the computing process are hardware, software, data, people, and procedures.

Plagiarised Text B: Computers are helping with a number of things, using the five elements of the computing process (people, procedures, hardware, software and data), for example, helping to forecast the weather, running the local grocery store and unravelling genetic codes.

Plagiarised Text C: Whether a computer is helping to forecast the weather, unravel a genetic code, or run the local grocery store, the computer is processing data. The five elements in the computing process are hardware, software, data, people, and procedures.

(Du Toit, 2013, p.40-41)

**2. Paraphrase and Reference**

*This exercise requires you to study the following text, to paraphrase it carefully and reference it correctly, so that it is clear to the reader that these are not your own thoughts or words. Be sure to make the necessary corrections to the bibliographical reference.*

The teaching of writing in ESL has seen dramatic changes in the last 20 years that have led to paradigm shifts in the field. There have, over time, been numerous approaches to the teaching of writing. In recent years however, there has been emphasis and debate on the differences between three major approaches – the product-based approach, the process-based approach and the genre-based approach.

p. 75-85 S. Nordin,. and Mohammed, N The best of two approaches: process/ genre-based approach to teaching writing 2006 The English Teacher XXXV

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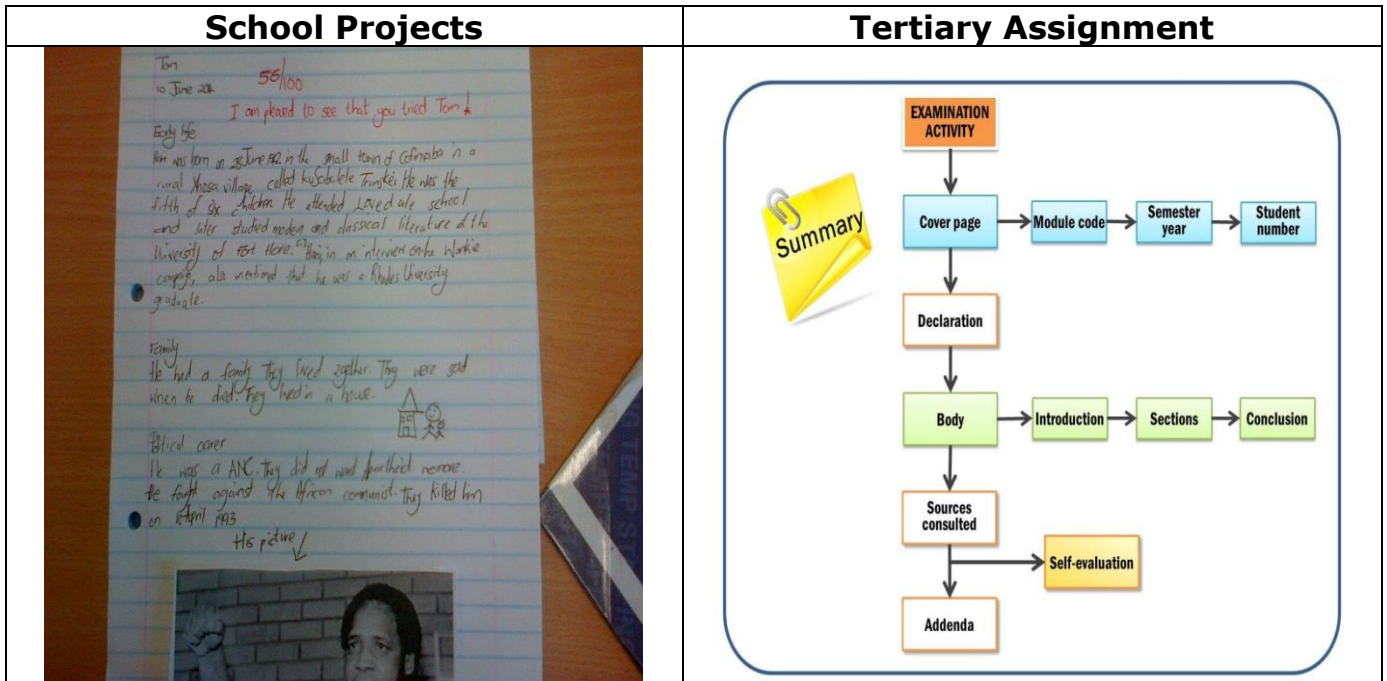


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## Introduction

Assignments are a fundamental part of tertiary education and are prescribed to provide the opportunity for the students to demonstrate their knowledge of a specific topic. Assignments at tertiary level are different from school projects in terms of requirements and acceptability.

## At school:

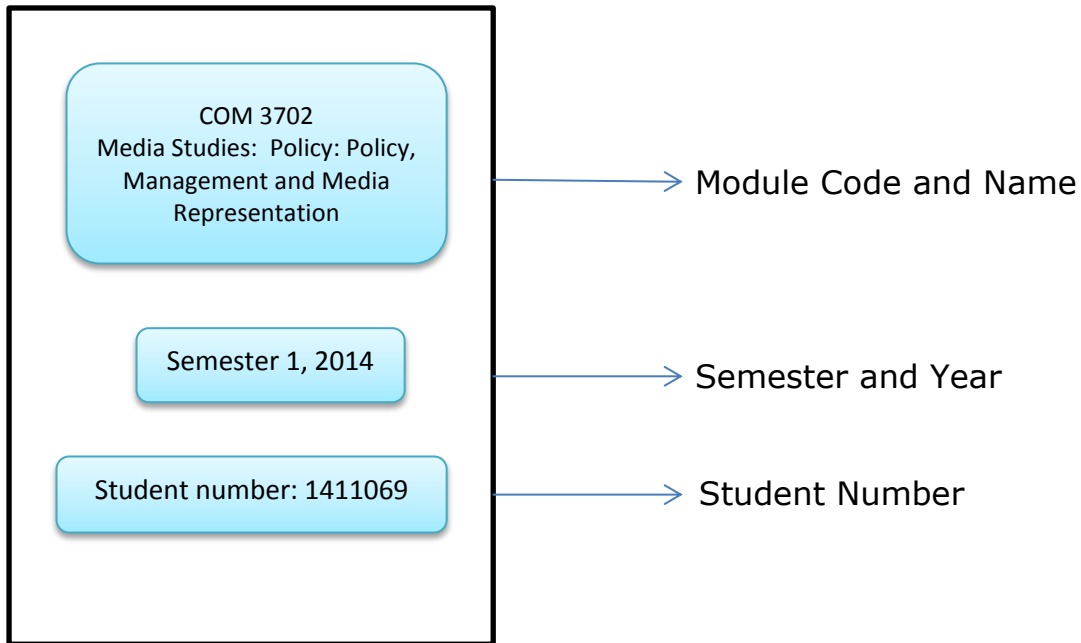
Teachers are more likely to be lenient and accept projects after the due date and that don't necessarily have all the components that contribute to a quality assignment.



## At tertiary:

Students are expected to submit assignments that have the following components:

### 1. A properly structured cover page



### 2. A correctly worded, signed declaration

**Declaration:**

I, the undersigned, hereby declare that this is my own and personal work, except where the work(s) or publications of others have been acknowledged by means of reference techniques.

I have read and understood Tutorial letter \_\_\_\_\_ regarding technical and presentation requirements, referencing techniques and plagiarism.

**Name:**

**Sign:**                      **Date:**

**Witness:**

Image [Source](#)

### 3. A correctly formatted table of contents

- a. Purpose: -helps the reader find what they are looking for  
-provides an outline of what is in the assignment
- b. Steps to compile:
  1. Write the assignment first
  2. Organise the document
  3. Decide how detailed your table of contents will be
  4. Assign page numbers throughout the assignment
  5. Start a new page after the declaration
  6. Create two columns on the page
  7. List the headings and subheadings down the left column
  8. List the corresponding page numbers in the right column
- c. Example:

#### Table of Contents

<b>Declaration</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>1. Introduction to referencing and plagiarism</b>	<b>3</b>
<b>2. Referencing</b>	<b>4</b>
<b>3. The Harvard Referencing System</b>	<b>10</b>
<b>4. Copyright Law</b>	<b>16</b>
<b>5. Plagiarism</b>	<b>22</b>
<b>5.1. What is plagiarism?</b>	<b>22</b>
<b>5.2. How to avoid plagiarism?</b>	<b>24</b>
<b>6. Summary</b>	<b>31</b>
<b>7. Appendices</b>	<b>32</b>
<b>7.1. Example Contents Page</b>	<b>32</b>
<b>7.2. Example List of References</b>	<b>33</b>
<b>8. References</b>	<b>34</b>

Image [Source](#)

### 4. A comprehensive introduction

- Define important terms
- Contextualise the assignment
- Outline how the assignment will proceed
- State the focus of the assignment
- Indicate the significance of the findings

### 5. A well-formatted assignment

- a. Font type: choose a clear font, that is easy to read e.g. Times New Roman or Arial (not Curlz MT or Blackadder ITC)
- b. Font size: 12
- c. Spacing: 1.5, 0pt before and after

- d. Headings: **bold**
- e. Subheadings: *italics*

Unless otherwise specified!!

## 6. In-text referencing

- *When*: direct quote, copy, summarise, paraphrase
  - *Why*: acknowledge someone else's ideas
  - *What*: books, journals, images, films, songs, newspapers etc.
  - *How*: The Harvard Referencing system, quotations, manually or electronically
- Quotations:
- i. If the quotation is less than 40 words use inverted commas, the author's surname, year of publication and page number. **E.g.** According to Young (1869, p.23) it is important to educate women because "you educate a man; you educate a man. You educate a woman; you educate a generation."
  - ii. If the quotation is 40 words and longer, start the quotation on a new line, indent and double space the quotation.

The teaching of writing in ESL has seen dramatic changes in the last 20 years that have led to paradigm shifts in the field. There have, over time, been numerous approaches to the teaching of writing. In recent years however, there has been emphasis and debate on the differences between three major approaches – the product-based approach, the process-based approach and the genre-based approach.

(Nordin & Mohammed, 2006, p.75)

## 7. An accurately compiled bibliography

- The bibliography, or list of references, must be consistent, organised, detailed and correctly formatted.
- It must be arranged in alphabetical order using the Harvard Referencing System

*Example:*

### **Bibliography**



Carell, P., Devine, J., & Eskey, D. (eds.), 1988, *Interactive Approaches to Second Language Reading*, Cambridge University Press, New York.

Nordin, S. & Mohammad, N., 2006, 'The Best of Two Approaches: Process/Genre-Based Approach to Teaching Writing', *The English Teacher* XXXV, 75-85.

OpenJournals Publishing, 2009, *HARVARD Reference Style Guide*, viewed 10 June 2014, from <http://openjournals.net>

Wray, D., Medwell, J., Fox, R., & Poulson, L., 2000, 'The teaching practices of effective teachers of literacy', *Educational Review* 52(1), 75-84.

Wray, D., Medwell, J., Poulson, L., & Fox, R., 2002, *Teaching literacy effectively in the primary school*, RoutledgeFalmer, London.

Yates, L., 2002, *Fact sheet- what is pronunciation?*, viewed 6 March 2013, from <http://www.nceltr.mq.edu.au/pdamep>

## **Electronic Referencing**

### **a. To add a source**

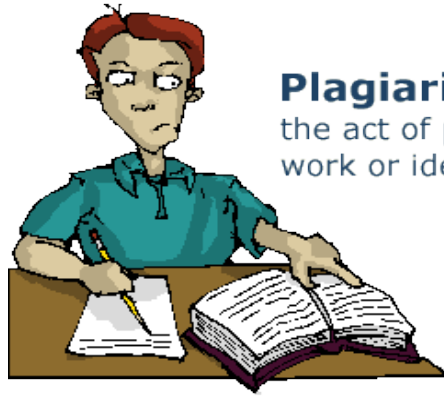
1. Click references on the toolbar
2. Check that 'style' is Harvard
3. Click 'Insert Citation'
4. Click Add New Source
5. Select Type of Source
6. Fill in all relevant fields (Use the example at the bottom of the page to format correctly)
7. Click OK

### **b. To inset an in-text reference**

1. Click references on the toolbar
2. Check that 'style' is Harvard
3. Insert Citation
4. Select relevant citation from your list of sources

### **c. List of references**

1. Click references on the toolbar
2. Check that 'style' is Harvard
3. Click Bibliography
4. Choose the suitable type of bibliography



## **Plagiarism:**

the act of presenting another's work or ideas as your own.

**8.**

a. Forms

- Photocopying/ duplicating the exact work of another
- Using someone else's work/ ideas without acknowledging them
- Blending or merging the ideas of different authors
- Any form of remodelling, reformatting, rewriting, changing a few words and not acknowledging the author.

b. Consequences of plagiarism at tertiary level

- The assignment may not be accepted for marking
- Might be given the opportunity to resubmit
- Possibly receive zero
- The offence gets flagged on your student record
- Repeated plagiarism could result in expulsion from the institution.

## **References**

Du Toit, P., 2013, *A Guide to Referencing, Plagiarism and Copyright*, The Independent Institute of Education.

Nordin, S. & Mohammad, N., 2006, 'The Best of Two Approaches: Process/Genre-Based Approach to Teaching Writing', *The English Teacher* XXXV, 75-85.

The Independent Institute for Education (IIE). (2012). Plagiarism Policy (V4), IIE023 [policy document]. Pretoria: The Independent Institute of Education

University of South Africa (UNISA), 2014, *Media Studies: Policy Management and Media Representation, COM3702: Tutorial Letter 201/1/2014*, Author, Pretoria.