

## Integrity in Practice

This resource suggests numerous ways in which you can act in order to ensure the integrity of your academic practice.

### ***Ask your instructor questions, such as the following, in order to clarify assignment requirements:***

- I understand that I should always use one consistent citation style for an assignment. I am used to using X style. Is this the citation style that I should be using for this assignment? What citation style would you prefer I use for this assignment?
- In my assignment, how do I cite:
  - your lecture slides in my assignment?
  - video clips we watched in class?
  - the podcast we listened to in my assignment?
  - articles linked through Moodle?
  - articles that do not have page numbers?
- Where can I get help with finding sources, engaging with them, and attributing sourced information appropriately?
- If I'm not permitted to use Wikipedia, what other sources do you recommend for helping me learn about the topic in a general way?
- Is collaborative group work permissible for this assignment?
- How is our individual work evaluated in group-work based assignments?
- Are study groups allowed; if so what type of activities are permitted?

### ***To ensure that you have worked with academic integrity, you might ask yourself the following questions before submitting your work:***

- Did I read and understand all of the sources I've used in my paper?
- Have I accurately represented all information or sources that I've included in my work?
- Have I clearly attributed sources used in my work?
- Have I cited myself when referencing work that I previously submitted for another course?
- Have I kept earlier drafts of the assignment, so that I can provide evidence that it is my own work?

- Consult the Academic Integrity Checklist in the Academic Integrity module in SPARK (<http://www.yorku.ca/spark>) for a more detailed list.

***Prevent situations that might lead you to work in academically dishonest ways by taking the following measures:***

- Develop effective time-management practices and strategies for coping with stress. See the “Time Management” module and/or visit the Learning Skills Services (<http://lss.info.yorku.ca>) for time management tips and workshops.
- Identify and use the learning supports available to you. Some good places to start are:
  - Learning Commons in Scott Library (<http://www.library.yorku.ca/cms/learning-commons/>)
  - Learning Skills Services (<http://lss.info.yorku.ca/>)
  - Libraries (<http://www.library.yorku.ca/>)
  - Writing Centre ([http://www.yorku.ca/laps/writ/writing\\_centre.html](http://www.yorku.ca/laps/writ/writing_centre.html))
- Learn how to properly cite sources. Don’t hesitate to consult your instructor or a librarian if you require assistance.
- Make sure that you understand your assignment. If you are unsure about what you are being asked to do, consult your instructor. See the “[Understanding the Assignment](#)” module for more information.
- Familiarize yourself with the deadlines for withdrawing from courses without receiving a grade (that is, the final drop date).