

HSC: All My Own Work

Scholarship Principles and Practices

Introduction

This introductory module considers what scholarship principles and practices are, why they are important and how students can benefit from making sure they follow the principles of ethical practice in their study for the HSC.

Module Outline

Content

1. What are the principles and practices of good scholarship?
2. What are the rights and responsibilities of students in ensuring the intellectual integrity of their work?
3. What is malpractice?
4. Why do people cheat?
5. Why is it wrong to cheat?
6. What are the consequences of cheating in the HSC?

Summary

FAQs

Resources

Quiz

Scholarship Principles and Practices - screen 1

What are the principles and practices of good scholarship?

What is meant by good scholarship?

Good scholarship means three things. It means:

Being honest and ethical

You must be honest about what is your own work and what isn't, and about where you got your information.

Listing all your sources

Research using different sources of information is an important part of HSC work. Being an ethical researcher and a good scholar means listing all your sources and correctly citing each source.

Using your own words

Communicate what you have learnt in your own words. This isn't always easy to do but it is very important and really worth the effort.

Remember, you deserve credit for your own work.

Key attributes of good scholarship:

- Being an effective researcher
- Applying effective study habits

Being an effective researcher

Effective research is an important part of learning. It is something that we need to do throughout our lives and not just for the HSC. Buying a car, applying for a job, choosing a bank or deciding on a holiday destination are all actions that require research. So it is wise to develop effective habits early.

When we undertake research as part of preparing to write an essay or completing an assignment, or as part of a major research project, it is important to keep on track and stay focused on the main task. Has a teacher ever said to you, 'You wrote a lot of information, but you didn't answer the question!'

Staying on track in your research tasks: some key questions to ask yourself

1. What does the question ask me to do?
2. What are the key terms?
3. What do I think about this?
4. What information is out there?
5. Which information is best?
6. How can I put this in my own words and how can I acknowledge that some of these ideas belong to other people?
7. Have I answered the question?
8. Have I acknowledged my sources?

Want to know more about research? How do you research for an assignment?

The Information Process is one way to plan and organise research.

Information Process steps:

Defining

- Define the question and break it down into key words and ideas to use as search terms.
- Plan the steps in your research to fit in with your available time.

Locating

- Consider what you already know.
- Consider where you can gain an overview of your topic, especially if it is complex. Use print and online encyclopedias for this.

- Break the task down into focus questions you can investigate.
- Search a variety of sources. Don't rely on Google only. Remember Google is fine, but does not filter the information for you in the same way as a library catalogue or a book does.
- Use paraphrases correctly.
- Use quotes correctly and sparingly.
- Make sure your paraphrases and quotes are acknowledged in footnotes or in-text citation.
- Create a reference list.

Selecting

- Choose those resources which are accurate, authoritative, recent and show no bias.
- Take effective notes.
- Develop a note-making system that keeps your words, ideas and data separate from the words, ideas and data of any other writers or researchers you are taking notes from for your assignments.
- MAKE SURE YOU RECORD THE DETAILS YOU NEED FOR CITATIONS - both in-text citations (or footnotes) and bibliographic details for your reference list.
- Make sure you record your response to each source you have used.

Organising

- Gather your notes together - do you have enough information?
- Consider: How can I best combine all this information for my product?
- Use the focus questions you created back in Locating to provide the means of synthesising all your information.

Presenting

- Consider the requirements of the form of presentation you are doing.
- Check availability of templates to help you with this.

Assessing.

- Review the extent to which your product meets the requirements of the task.
- Keep your notes and drafts so that you can prove that you have not plagiarised.

Consider this situation

Tom is given a research task for Geography. The task is to research current views about ways of saving water, including recycling sewage. Use the Information Process to think about the steps Tom should take in getting started on his research. Where would you start if you had this task?

Applying effective study habits

Effective study is an important part of good scholarship. Being well organised, planning ahead and being sure of what is required will help you to avoid rushing your work and not doing your best.

What are some study habits that work for you? It is good to remember the things that help you study well, complete your assignments on time and do your best work.

Here is a list of some things that can really help you do your best work.

- Keep a diary and make sure you know when your work is due to be handed in.
- Note the dates and times when you will gather information for research tasks and when you might do a first draft of your work.
- Be well organised - keep your notes and folders in order and reorganise them regularly (use dividers or coloured paper or properly named digital files to separate each topic).
- Make sure you understand what is required for each task, project or assignment. If you are not sure, ask your teacher for further explanation.
- Visit the HSC Online website and read what they say about time management and good study habits.

Consider this situation

You have three weeks to complete a History essay on the 1967 Referendum and its significance.

Where would you start? What information sources would be useful and how would you access them? Draft a timeline that shows, across the three weeks, when you will complete each stage of the essay.

Scholarship Principles and Practices - screen 2

What are the rights and responsibilities of students in ensuring the intellectual integrity of their work?

As a student you have a right to expect:

- respect from your peers and your teachers
- clear information about what is required in your assessment tasks and assignments
- guidance about how to improve your work.

As a student you have a responsibility to:

- understand what is required of you
- fulfil the school's requirements for your study
- be fair and honest in all aspects of your work
- respect the rights and integrity of your peers and teachers
- make sure your work is your own.

What can students expect in terms of guidance for the HSC and assessment?

There are a lot of things that the Board of Studies and schools put in place to ensure that students can access the information they need.

- There is a booklet for students that explains the rules and procedures for the HSC as well as advice about honest study and avoiding plagiarism Rules and Procedures for the HSC (Board of Studies NSW, 2006) and a webpage advising about assessments, submitted works, honest study and avoiding plagiarism HSC Assessments and Submitted works - Advice to Students
- The school has an assessment policy that explains the school's requirements and what students should do if, for example, they are absent for a task
- Each school will give students information about each task and when it is due
- For help with research tasks, teachers and the teacher-librarian assist students with accessing and using information as well as correctly acknowledging sources.

As a student, your most important responsibility is to make sure that everything you do for the HSC is all your own work.

These documents will be important for every HSC student:

- HSC Confirmation of Entry
- Student declaration

Why do you think these documents are important?

Scholarship Principles and Practices - screen 3

What is malpractice?

Cheating or malpractice is about doing the wrong thing by behaving dishonestly.

It could be:

- copying in an exam from another student or using information secretly brought in
- handing in work that someone else did and saying it is your own
- making up journal entries for a research project
- using information from the internet or elsewhere (eg books, journals, DVDs), and not acknowledging the source.

You have a responsibility to make sure that you understand the difference between what is honest and what is dishonest in relation to all your work for the HSC.

Cheating is not only bad for you as a person, it is very unfair to other students. It may give you an unfair advantage.

Scholarship Principles and Practices - screen 4

Why do people cheat?

Despite knowing that it is dishonest, some students cheat because they want to get an advantage over other students. Other reasons for students cheating include:

- lack of confidence in their own abilities
- trouble planning and using their time
- competing demands such as work and sport
- not wanting to do the work.

Other students cheat because they don't understand plagiarism and they don't know how to acknowledge their sources correctly (this is sometimes called 'unintended plagiarism'). Using someone else's work and pretending it is yours is seriously dishonest - it is a form of theft.

What do you think?

Scholarship Principles and Practices - screen 5

Why is it wrong to cheat?

How would you feel if you were called a cheat? How would your friends and family feel? How would your teachers and your classmates feel?

Cheating is dishonest, unfair and unethical.

What are the benefits of producing your own work?

Being honest is a good feeling! Being proud that your work is your own is a good feeling! This is what ethical scholarship is all about.

If you are like most students, you want credit for what you have done, not for what someone else has done.

- You want to do your best work, and you want it to be your work.
- You will know that the work is your own and that you deserve to be credited for the work you have done.
- You can avoid any accusations of plagiarism by using correct citation of your sources.
- Your teachers want to reward original work as they are responsible for supporting honest, responsible scholarship.
- You learn better this way.

Consider these situations

You decide whether the student has been ethical or not.

Assmahan finds that she has only one night to complete a Music research assignment on a particular composer. She finds an essay on the internet that she can use and copies a large section from it. She does not acknowledge the information has been taken from the internet. When confronted by her teacher she says she didn't know it was wrong to copy information from the internet.

Ethical? Incorrect

Unethical? Correct - It is Assmahan's responsibility to know about plagiarism when downloading from the internet.

You are finishing a Business Studies assignment the night before it is due. Your computer crashes and you lose all your work. You do not have a back up copy. You phone a friend and ask them to email their assignment so you can use it. You rewrite the assignment so that it looks very different to your friend's. You hand it in the next day as your own work. There is no citation or attribution of the work to your friend.

Ethical? Incorrect

Unethical? Correct - You must cite your sources even when it is your friend's work.

As part of his Society and Culture Personal Interest Project, Jake has to hand in an annotated reference list indicating how useful the references were for the project. Jake has only used four references. He feels this might not look impressive but he decides against adding a few others that he hasn't used, just to make the list look longer.

Ethical? Correct - Jake is following good scholarship practices.

Unethical? Incorrect

Scholarship Principles and Practices - screen 6

What are the consequences of cheating in the HSC?

The consequences of cheating could be that:

- you receive zero marks for an assessment task
- you have an HSC course withheld
- you are deemed ineligible for the award of the HSC
- your school imposes additional sanctions, eg withholding your reference.

How can the HSC: All My Own Work program help you to be an honest and ethical scholar?

Acknowledging sources

Find out how and when to do this correctly in Module 2.

Plagiarism

Find out about it in Module 3, especially about how to avoid it and make sure you do the right thing.

Copyright

You need to understand the basics about copyright and how it applies to your HSC assessment work - see Module 4.

Working with others

This is a tricky area. Module 5 helps you understand what is appropriate and what is not. A very important module.

Make sure that the work you hand in for your HSC is all your own work.

Scholarship Principles and Practices

Summary of this module

Key information

Ethical scholarship means learning that is characterised by honesty and integrity and clearly identifies:

- the work and ideas of the author/creator of the material
- the work and ideas of others
- the sources from which the ideas and work of others have been drawn

Students can access information about school-based assessment and the rules and procedures for the HSC through documents such as:

- the Board of Studies booklet outlining the rules and procedures for HSC candidates Rules and Procedures for the HSC (Board of Studies NSW, 2006)
- the Board of Studies webpage advising about HSC assessments and submitted works HSC Assessments and Submitted Works: Advice to Students (Board of Studies NSW, 2006)
- the school assessment policy
- the school assessment program.

Malpractice is any activity that allows you to gain an unfair advantage over other students. It includes but is not limited to:

- copying someone else's work in part or in whole and presenting it as your own
- using material directly from a book, journal, CD, the internet etc without acknowledging the source
- building on the ideas of another person without acknowledging that person.

The consequences of malpractice, including plagiarism, could be:

- zero for an assessment task
- the withholding of an HSC course
- ineligibility for the HSC
- specific school sanctions e.g. the withholding of a school reference.

Issues

Honesty and integrity in students' learning and work are essential principles of ethical scholarship.

Students have rights and responsibilities in ensuring the ethical integrity of their work.

Students being dishonest in their learning and work can have serious consequences.

Ethical scholarship leads to fairness for students in their learning and assessment.

Strategies/handy hints

Students should:

- follow the principles of honesty and integrity in their study habits
- be well organised
- seek clear guidelines from teachers regarding set tasks
- record details of sources used in the preparation of a task
- be clear about what is their own work and what are their own ideas
- acknowledge the work and ideas of others used in a piece of work
- list all the resources used in the development of a piece of work
- seek help if they are overwhelmed with competing demands on their time.

Scholarship Principles and Practices FAQ

Q: What are the key principles of ethical scholarship?

A: The key principles of ethical scholarship include:

- being honest about the source of information used in a piece of work
- acknowledging the words and ideas of others used in a piece of work
- listing all the sources used in developing the piece of work.

Q: What rights do students have to ensure the ethical integrity of their own work?

A: Students have a right to:

- respect from their peers and teachers
- clear information about what is expected in a piece of work
- guidance about how to improve their work.

Q: What responsibilities do students have to ensure the ethical integrity of their own work?

A: Students have a responsibility to:

- fulfil the school's study requirements
- be fair and honest in all aspects of their work
- respect the rights and integrity of their peers and teachers
- make their work their own.

Q: How can students gain information about what is required of them for the HSC and school-based assessment?

A: Students can access:

- the Board of Studies booklet regarding rules and procedures for the Higher School Certificate - including procedures relating to malpractice - Rules and Procedures for the HSC (Board of Studies NSW, 2006)
- the school's published HSC assessment policy
- the school's published assessment program
- the advice of teachers and teacher-librarians
- the modules: Acknowledging Sources, Plagiarism, Copyright and Working With Others in the HSC: All My Own Work program.

Q: What are some examples of malpractice that are regarded as cheating?

A: The following practices would be regarded as cheating:

- copying in an exam
- handing in work that someone else did and presenting it as your own
- making up journal entries for a process diary or log that is documenting the process of creating a piece of work
- using someone else's ideas without acknowledging the source(s).

Q: What are the possible consequences for students if they cheat in the course of undertaking the HSC?

A: Possible consequences include:

- zero marks for an assessment task
- the withholding of an HSC course
- ineligibility for the HSC
- specific school sanctions, eg. the withholding of a school reference.

HSC: All My Own Work

Module 1: Scholarship Principles and Practices

1. What is meant by the principles and practices of good scholarship?

True or False?

1. Being honest about where you got your information and how you cite sources is very important.
2. Being an ethical researcher and a good scholar means that you have to list all your sources.
3. Information you have summarised doesn't have to be acknowledged.
4. The Information Process provides guidance on how good scholarship principles can be used.
5. Effective study will help you to do your best and use good scholarship practices.

2. What are the rights and responsibilities of students in ensuring the intellectual integrity of their work?

Use the following words to fill in the blanks:

honest	guidance	right	assessment	integrity
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1. You have a _____ to be treated with respect by your teachers and your peers.
2. You need to be clear about what is required when you have _____ tasks or assignments.
3. Ethical _____ is part of your responsibility in doing your own work.
4. You need to be _____ and fair in all aspects of your work.
5. Teachers will provide _____ on how you can improve your work.

3. What is malpractice?

Complete the following sentences from this list of words:

dishonest	sources	information	copy	advantage
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1. Malpractice involves _____ behaviour.
2. Cheats try to get an unfair _____ over others.
3. _____ for the information you have used must be acknowledged.
4. One form of malpractice involves making up sources of _____.
5. It is cheating to _____ from another student in an exam or to use information that has been secretly brought into an exam.

4. Why do people cheat?

True or False?

1. People might cheat because they don't trust themselves.
2. Sometimes people cheat as a consequence of poor organisation.
3. Cheating is a way of trying to get an unfair advantage over others.

4. Some cheating is unintentional. This can happen when people don't understand what plagiarism means.

5. People only cheat because they are lazy.

6. Sometimes people cheat because they run out of time.

5. Why is it wrong to cheat?

Use the following words to fill in the blanks:

ethical	scholarship	citing	practices	credit
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1. Being _____ means being honest about your work.

2. Producing your own work means that you can take _____ for it.

3. You can avoid plagiarism by correctly _____ the information you have used.

4. Teachers are required to support ethical _____ principles and practices.

5. Using ethical scholarship principles and _____ will help you to learn.

6. What are the consequences of cheating in the HSC?

There are twenty words from the Ethical Scholarship FAQs in this find-a-word. See how many you can find:

acknowledge	assessment	copyright	ethical	honesty
ineligible	integrity	malpractice	plagiarism	policy
principle	reference	resources	responsibility	rights
rules	sanction	scholarship	sources	unfair

r	i	m	h	o	n	e	s	t	y	f	e	h	c
e	p	a	s	s	e	s	s	m	e	n	t	h	t
s	l	l	r	u	l	e	s	o	u	r	c	e	s
p	a	p	s	c	i	n	t	e	g	r	i	t	y
o	g	r	e	f	e	r	e	n	c	e	r	h	p
n	i	a	n	n	h	e	l	i	r	i	l	i	o
s	a	c	k	n	o	w	l	e	d	g	e	c	l
i	r	t	u	n	f	a	i	r	i	i	r	a	i
b	i	i	n	e	l	i	g	i	b	l	e	l	c
i	s	c	h	o	l	a	r	s	h	i	p	r	y
l	m	e	p	r	i	n	c	i	p	l	e	e	s
i	c	o	p	y	r	i	g	h	t	s	r	t	u
t	r	e	s	o	u	r	c	e	s	s	l	t	e
y	r	c	l	s	a	n	c	t	i	o	n	s	i