

Assignment Information for Faculty

- Provide clear instructions for assignments and components of assignments. Encourage students to address any questions or concerns about assignment instructions to you so that they receive your answers and explanations rather than those from other students which may be based on false assumptions.
- Indicate which assignments, or parts of the assignment, are to be completed by students individually and independently and when it's permitted for students to work as a group or to collaborate with other students.
- Indicate which materials, resources, technology, and tools are permitted for use and when it's appropriate to use them. Also indicate which tools and resources are not permitted for use.
- Be prepared to clarify and address questions and concerns about the materials, resources, technology, and tools that are permitted to be used or are prohibited from being used.
- Discourage the use of Course Content Sharing Sites – these sites allow people to post copies of their assignments to their profiles for other people to view and download. Posting assignments to these sites constitutes the Academic Offence of Acting to Assist or Facilitate an Academic Offence. Making use of assignments from these sites constitutes the Academic Offence of Plagiarism.
- Emphasize that APA Citation requires two components: In-Text Citations & a References Page. The two components work together: In-Text Citations direct the reader to the References Page while the References Page includes all of the source information for the In-Text Citations. APA Citation requirements would not be met if the assignment does not include both components.
- TurnItIn will generate a Similarity Report which will display a percentage – this percentage is not the amount of plagiarism that was detected in an assignment rather, this percentage is indicating how potentially similar the assignment was to other assignments within TurnItIn's databases and any online sources. Keep an eye on the colour-coding of the highlighted text within a scanned assignment. The Manager, Academic Integrity is available to assist with interpreting TurnItIn results and Similarity Reports.
- Encourage students to keep track of their due dates and plan ahead. If they think or know that they may need an extension, they should request an extension from you ahead of time.

Questions about Academic Integrity and assignments can be sent to:

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