

**Assignment cover sheet for individual assignments and projects**

Student first name and surname:

University of Otago student number:

**Academic Integrity**

Academic integrity entails honesty in studying and the writing of assignments. It is the basis for ethical decision-making and behaviour in an academic context. Academic integrity is informed by the values of honesty, trust, responsibility, fairness and respect. Students are expected to be aware of, and act in accordance with, the University's Academic Integrity Policy.

Academic misconduct, such as plagiarism or cheating, is a breach of academic integrity and is taken very seriously by the University of Otago. Types of misconduct include plagiarism, copying, unauthorised collaboration, taking unauthorised material into a test or exam, impersonation of someone else during a test or examination, and/or assisting someone else in misconduct. A more extensive list of the types of academic misconduct and associated processes and penalties is available in the university's student academic misconduct procedures.

It is your responsibility to be aware of and to use acceptable academic practices when completing your assignments. To access the information in the Academic Integrity Policy and learn more, please visit the University's academic integrity website at [www.otago.ac.nz/study/academicintegrity](http://www.otago.ac.nz/study/academicintegrity) or ask about this at the Student Learning Centre or the university library. If you have any additional questions, ask your lecturer.

Here are links to the Academic Integrity Policy, the Student Academic Misconduct Procedures and the academic integrity webpage:

<http://www.otago.ac.nz/administration/policies/otago116838.html>

<http://www.otago.ac.nz/administration/policies/otago116850.html>

[www.otago.ac.nz/study/academicintegrity](http://www.otago.ac.nz/study/academicintegrity)

**Assignments will not be accepted without a completed and signed cover sheet.**

**Please read and tick the boxes below before submitting your assignment or project.**

**If you have any queries, please consult your lecturer.**

- If I have used someone else's words, I have indicated this clearly and referenced this according to Chicago guidelines. [ ]
- If I have used other people's ideas or findings, I have indicated this clearly, while paraphrasing in my own words and adding references according to Chicago guidelines. [ ]
- No part of this assignment has been copied from another student. [ ]
- No part of this assignment has been copied from books, journals or other sources, unless attributed. [ ]
- No part of this assignment has been copied from the internet. [ ]
- No part of this assignment has been submitted by me or anyone else in any other course. [ ]
- No part of this assignment has been written by anyone else (e.g. a friend, relative or professional person). [ ]

Signature: .....

Date: .....

**Department of English  
Essay Feedback Sheet**

Student's Name: \_\_\_\_\_

Essay Grade: \_\_\_\_\_

Paper and Group: \_\_\_\_\_

Essay Mark: \_\_\_\_\_

**STRUCTURE OF ESSAY**

Effective introduction stating thesis clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lacks effective introduction
Well-structured Argument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Argument diffuse or repetitive
Accurate and adequate presentation of evidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insufficient or inadequate evidence
Effective conclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lacks effective conclusion

**COVERAGE OF TOPIC**

Essay relevant to topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Little relevance of topic
Topic covered in depth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Superficial treatment of topic

**WRITTEN EXPRESSION**

Paragraphs well constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lacks well constructed paragraphs
Expression is fluent and clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Expression is muddled or opaque
Correct grammar and syntax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorrect grammar and syntax
Punctuation and spelling correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorrect spelling and punctuation

**PRESENTATION**

	YES	NO
Legible	<input type="checkbox"/>	<input type="checkbox"/>
Well set out	<input type="checkbox"/>	<input type="checkbox"/>
Reasonable length	<input type="checkbox"/>	<input type="checkbox"/>
Correct citation or references	<input type="checkbox"/>	<input type="checkbox"/>
Adequate acknowledgement of sources	<input type="checkbox"/>	<input type="checkbox"/>
Includes bibliography	<input type="checkbox"/>	<input type="checkbox"/>