

# ACADEMIC INTEGRITY CHECKLIST

## For Students

### Check your assignment before submitting to your instructor to make sure you are demonstrating academic integrity:

I fully understand the instructions and requirements of this assignment.

This is an individual assignment and I am submitting my own original work; or this is a group assignment and the work we are submitting is our own, with all group members providing fair contributions.

I have followed the assignment instructions and consulted the grading rubric to ensure I have completed the work to my instructor's specifications.

If someone (e.g., A tutor, friend, family member) helped me with this assignment, they only provided guidance; they did not do the work or write the sentences for me.

This is an original submission created by me or my group. No part of this work has been previously submitted in another course.

I have not shared this work with another student who is preparing their own submission, unless permitted by the instructor (i.e. peer review).

I have not uploaded or distributed this assignment outside LEARN, unless directed by the instructor.

### Did your assignment include research or evaluation of other sources? Check to make sure you have integrated the ideas of others with integrity.

I have provided references for all ideas, figures, statistics, graphics and images that I used from other sources, according to the assignment requirements.

I will keep my research notes and documentation on the sources of my ideas until my instructor has finished assessing my work.

When I paraphrase, I put the complete idea in my own words and structure, showing that I understand the concepts, rather than exchanging or rearranging source words.

I have used in-text citation to identify the exact point where I have incorporated someone else's ideas/work into my writing.

If I have copied a phrase, a sentence or more from a source, I have created a direct quote by putting quotation marks around these words and providing a citation and a reference.

All in-text citations and references have been checked for accuracy, including correct formatting, names, dates, page numbers and working URLs & DOIs.

To learn more about citation, referencing, plagiarism and academic integrity, visit the **Academic Success Centre**: [https://library.rrc.ca/writing\\_students](https://library.rrc.ca/writing_students)