

STUDENT GUIDE TO GROUP WORK

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Integrity in Group Work Checklist

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

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

- I understand that we should always use one consistent citation style for an assignment. We are used to using X style. Is this the citation style that we should be using for this assignment? What citation style would you prefer we use for this assignment?
- In our group assignment, how do we cite:
 - our lecture slides?
 - video clips we watched in class?
 - the podcast we listened to?
 - articles linked through eClass?
 - articles that do not have page numbers?
- Where can we 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 us learn about the topic in a general way?
- Are there any parts of this assignment where collaborative group work is not permissible?
- How is our individual work evaluated in this group-work assignment?
- Are study groups allowed; if so what type of activities are permitted?

To ensure that you and your group 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 we used in our group project?
- Have I accurately represented all information or sources that we have included in our work?
- Have I clearly attributed sources used in our work?
- Have I cited myself when referencing work that I previously submitted for another course?
- Have I kept earlier drafts of the group 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

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2

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Prevent situations that might lead you and your group 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 (<https://www.yorku.ca/scld/learning-skills/>) 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://learningcommons.yorku.ca>)
 - Learning Skills Services (<https://www.yorku.ca/scld/learning-skills>)
 - Libraries (<http://www.library.yorku.ca>)
 - Writing Centre (<https://writing-centre.writ.laps.yorku.ca>)
- 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. Consult the Understanding the Assignment module in SPARK (<http://www.yorku.ca/spark>) for more information
- Familiarize yourself with the deadlines for withdrawing from courses without receiving a grade (that is, the final drop date)



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