



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

200
1822 - 2022

Business Skills: Week 3

Part 1: Paraphrasing,
Plagiarism, and
Referencing

Part 2: Learning and
Development Workshop

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales

www.uwtsd.ac.uk



Week 2: How did it go?

Recap - Week 2 Learning Outcome:

- By the end of this session, you should have developed an understanding of how to organise and structure material for academic assignments, including academic reports, essays, and reflective writing.

Week 3: Learning Objectives

Upon completion of this session, you should have developed an understanding of:

- the importance of acknowledging sources of information in your work.
- the consequences of academic misconduct and how you can avoid this.

Coming up:

- Interactive Learning Resource – Cite Them Right (Please choose Harvard Referencing when given the option).
- Interactive Learning Resource – Academic Misconduct Refresher Course.
- Learning and Development Workshop.

Cite Them Right

- You will find this link within the module information tab on our Business Skills Moodle Page as shown below:

 [Cite Them Right Referencing Tutorial](#)

Cite them Right is a new, (September 22) free referencing service provided by the university library.

When you click on the link, you should login to the library using your usual student or staff login and launch the tutorial, so that you will know how to use it effectively.

(Choose Harvard referencing style when given the style options)

Individual Activity: Cite Them Right Tutorial

- This is a very important resource. Please take time to go through the material. We will resume in 90 minutes (10-minute break included).
- Please do not worry if you have not completed the tutorial by the time we resume as you have the option of creating a personal profile which will allow you to save your progress.
- Please use a password of your choice and your student email address to create the personal profile. You will then receive an email via your student account to verify your identity.

Discussion Time!

- Welcome back! What did you find out from the Cite Them Right Tutorial?
- What key information did you find out about paraphrasing and referencing?

Recap: Referencing, Paraphrasing and Plagiarism



What is Referencing

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.

Top Tip Time!

Make notes:

- Keep a record of the sources you read as you go along. This will make it easier to collate your references when writing your assignments.



Top Tip Time!

Referencing will get easier providing you practice, practice, practice!

Resources:

The Harvard Referencing Handbook

The [Cite Them Right](#) website provided free by the UWTSD Library (*login to library using your usual login first*) will now help you enormously - both now and all through your time at university.

If in doubt...ask! 😊



The Art of Paraphrasing!

- Paraphrasing is the art of putting something that you have read or learnt into your own words.
- Paraphrasing effectively and respectfully is an important part of good academic practice.
- The best way to paraphrase is to develop an understanding of what has been written first.

What is the difference between paraphrasing and plagiarism?

- **Paraphrasing** means taking somebody's words or ideas and putting them into your own words. It is important to paraphrase any information you wish to include, rather than to insert it word for word into your own work.
- **Plagiarism** refers to using somebody else's work and passing it off as your own, whether intentionally or otherwise. It is a serious academic offence, which could ultimately lead to you being asked to leave university.

Individual Task: Academic Misconduct

Complete the 60-minute course on Academic Misconduct. I'll pop the link in the chat. (Have a cup of tea or coffee to hand! 😊) We will resume in 70 Minutes to discuss.

[Course: Academic Misconduct Refresher \(uwtsd.ac.uk\)](http://uwtsd.ac.uk)

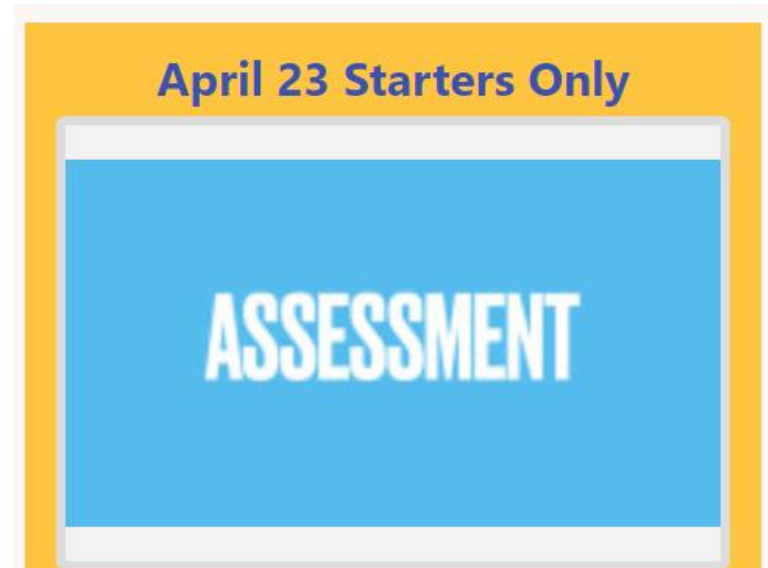
Welcome Back!

Discussion Time...

- What is Academic Misconduct?

More Information...

Please refer to the Academic Misconduct Policy handbook within the assessment tab on our Business Skills Moodle page.



Recap -Week 3: Learning Objectives

Upon completion of this session, you should have developed an understanding of:

- the importance of acknowledging sources of information in your work.
- the consequences of academic misconduct and how you can avoid this.

Any Questions?

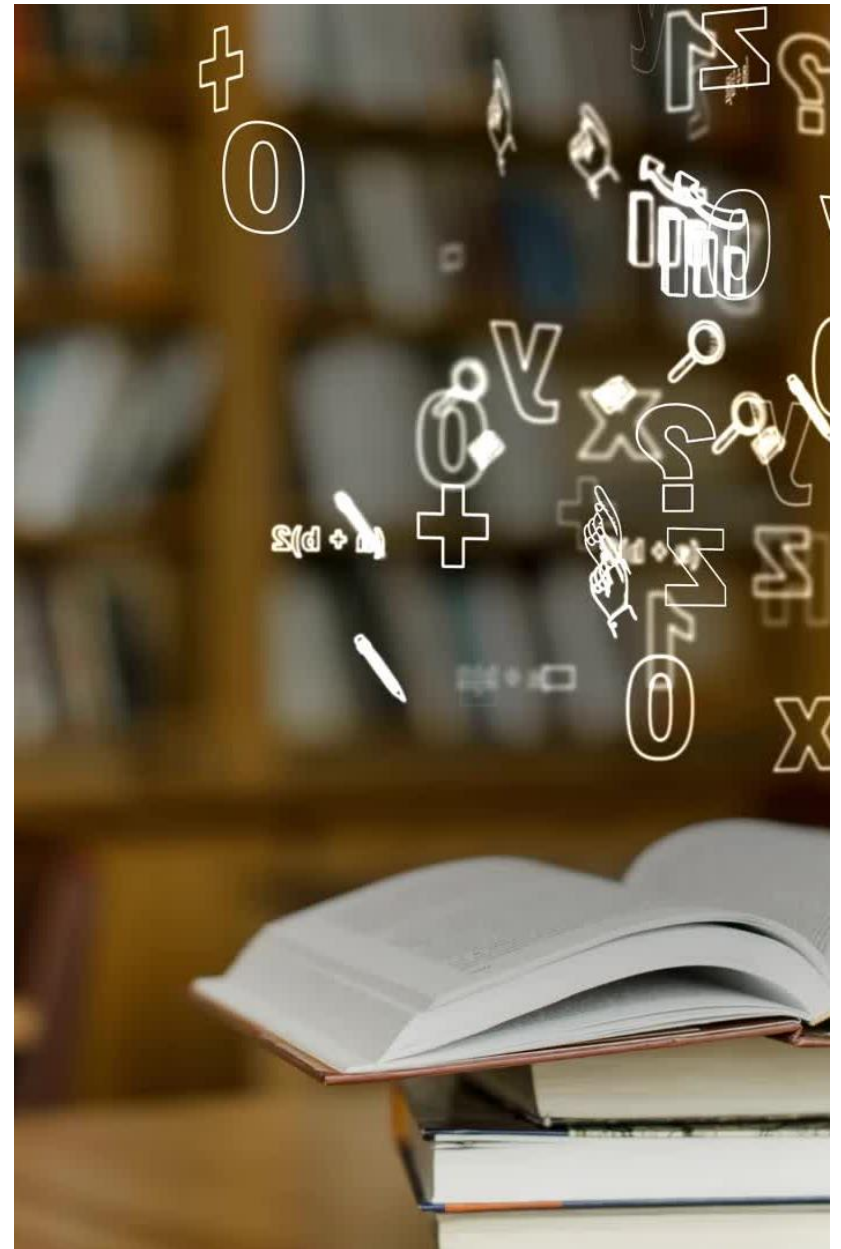
Learning and Development Workshop

Business Skills
Task 2
Overview

An
Introduction
to Turnitin

Q&A

First, let's look at the Task 2 description within the Module Handbook.



Turnitin

Assignments submitted to Turnitin are matched against a database of more than 15 billion documents worldwide including websites, journals, books, periodicals, as well as work created by other students.

Your Business Skills Turnitin similarity check link and final submission link can be found under the April 23 Starters Assessment tab on our Business Skills Moodle Page. Let's take a look as a group.

Also, within the assessment tab you will find some useful 'how to' guides.

Features

- Each module has its own links to Turnitin within the assessment tab on Moodle.
- You will receive a receipt via your ***student email*** when you submit work online.
- Lecturers enter student grades through Turnitin, and use the system to provide feedback on their work.

Similarity Scores

Please ensure you submit to similarity check before final submission. This will allow you to check your score and make the necessary changes. This resource is unlimited although after the third check it can take up to 24 hours for the check to be completed.

- **Always check to see where the similarities are. Asking your lecturer what score is acceptable is not best practice.**
- **It is your responsibility to ensure you have checked your score and submitted correctly – not your lecturers!**

Final Submission

- Lecturers are not permitted to mark your work from the similarity check submission. After you have checked all is well with your document, please ensure you submit to the final submission, or you risk zero marks.
- **Please be aware that final submission means final submission. “Requests by students to resubmit to the final section before the submission deadline are only allowed in exceptional cases, based on the individual circumstances.” (UWTSD, 2022 p. 20)**

For more information on Turnitin...click on the Digital Support Tile on Moodle and scroll down to Assessment Submission via Turnitin:

A Moodle tile for digital support. It has a light green background with a white box at the top. The white box contains the text 'Digital Support: Hospitality and Tourism' and 'Category: Hospitality and Tourism Management'. Below the white box, the text 'digital help?' is written in large white letters, and 'GET SUPPORT WITH ALL THINGS DIGITAL' is written in smaller white letters at the bottom.

Digital Support: Hospitality
and Tourism

Category: Hospitality and Tourism
Management

digital help?

**GET SUPPORT WITH
ALL THINGS DIGITAL**

A banner for Turnitin assignment submission. It features a blue background with a large, stylized red 'U' logo. The text 'Assignment Submission via Turnitin' is written in white. Below the text, the word 'turnitin' is written in red, with the 'i' in blue. The banner is framed by blue horizontal lines at the top and bottom.

Assignment Submission
via Turnitin

turnitin

Final Top Tip Time!

To excel on this course, you must continue to develop your academic writing, research, and referencing skills. Please ask your lecturer if you need support/guidance with this.

You can do this! 😊



Coming up next week...

- Time Management for Personal and Professional Development

Have a great week!

