Is my assignment ready to be submitted?

1 Have I "recycled" one of my earlier assignments or one prepared by someone else?

- YES → This is unacceptable. It's fraud if I don't mention this fact. I must make sure I produce an assignment in which all sources are cited, regardless of their provenance.
- NO → **Move on to step 2**

2 Have I used an image, drawing, photo, graphic, music or video?

- YES → Is it copyright free?
  - YES → I can use it if I comply with the conditions governing its use.
  - NO → I have to obtain permission. I must obtain the right to use it.
- NO → **Move on to step 3**

3 Have I copied and pasted anything?

- YES → I can do this if I comply with methodological standards and indicate my sources.
- NO → **Move on to step 4**

4 Have I reworded, using my own words, any sentences or ideas I found on the Internet or in a work of any kind?

- YES → In this case, I've paraphrased it. Have I included my references correctly?
- NO → **Move on to step 5**

5 Have I used information, data, sentences or ideas from the internet or from another source?

- YES → Have I cited my references correctly?
- NO → **Move on to step 6**

6 Have I done this assignment on my own or with a team?

- ALONE → I am solely responsible for respecting intellectual property.
- WHITH A TEAM → We made sure we collectively understand what respecting intellectual property means.

I have recorded all my references in a bibliography or mediagraphy in standard form. Move onto the next step.

Bravo !

My assignment meets the requirements of the six essential questions. It respects intellectual property. You can hand it in.

The Methodology help centre of your campus is available to prepare you, among other things, for work methods and work presentation.

Une idée originale du Cégep Marie-Victorin Savoir inventer demain
Adapté par Cégep de la Gaspésie et des Îles

Conditions d'utilisation