

Diploma 664 Course Assignment Guide



1) Signing Documents

When you are asked to **sign any course document it must be your actual signature.**

This means you will have to scan your own signature into your computer and use this whenever you have to sign a document. Please ask me if you want me to do this for you.

2) Labeling Assignments

When writing an assignment please label it in the footnote space at the bottom as follows:

Course Number – Your name - Assignment number - LP (Lesson Plan) or PLRE (Post Lesson Evaluation Form or SC (Script) as relevant.

For instance for assignment 2.2 it could be:

- 664 Sarah Beck 2.2 LP
- 664 Sarah Beck 2.2 PLRE
- 664 Sarah Beck 2.2 SC

3) Essay Writing Standards

When writing an essay style assignment check out the guidelines in the new BWY Assessment Booklet on pages 10 to 14. Do make use of the checklist on page 12 as that can be very helpful.

4) Acknowledging our Sources

We must always acknowledge the sources we use giving an accurate record of what we have researched and the source of any quotation or idea we have used as part of our discussion.

i) Acknowledging an idea or concept in the body of our work

Often when we are explaining an idea as part of our discussion this will have been seen in book or handout etc. and we can simply acknowledge this by giving the explanation in our own words and then providing an acknowledgement in brackets at the end of the statement; here we must **give the author, date and page number if relevant.** This will then link up with the more complete reference in the bibliography at the end of the assignment. For example:

It is difficult to stabilize the sacroiliac joint by strengthening the surrounding muscles as the only muscle to cross this joint is the piriformis muscle, which is very deep and short and therefore not easily strengthened. (Lasater, J. 2009, p84)

Alternatively we can give the source of the concept at the start of the explanation for instance for the above idea we could say:

According to Lasater (2009, p.84) it is difficult to stabilize the sacroiliac joint by strengthening the surrounding muscles as the only muscle to cross this joint is the piriformis muscle, and this muscle is very deep and short and therefore not easily strengthened.

Then later we will include the source book in the bibliography.

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ii) Use of Quotations

When writing a quote we would use quotation marks with the author, date and page number given in brackets afterwards. For a short quote we can simply give the quote within the body of our writing so for instance we could say:

Dharma is a core concept within the Bhagavad Gita. “Generally, dharma implies support from within: the essence of a thing, its virtue, that which makes it what it is.” (Easwaran 2007 page 31) and when related to each individual it is that which we are born to be, whether it is to be a mother, a teacher or a healer.

For a longer quote of over 30 words or so we would need to write the quote on a separate line and slightly indent it, if possible, for example:

“ The word dharma means many things, but its underlying sense is ‘that which supports’, from the root *dhri*, to support, hold up or bear. Generally, dharma implies support from within: the essence of a thing, its virtue, that which makes it what it is.” (Easwaran 2007 page 31)

The quotation must be written exactly as it is in the original and if part of it is omitted then we need to write a pair of square brackets to show a word(s) has been omitted i.e. [...]

When exploring a subject ensure you do not just give a series of quotes, rather you will need to use quotes as part of your discussion. Where relevant it is also very good if you can discuss what has been said in the quote.

iii) Writing a Bibliography

We need to give these in the alphabetical order of the author’s surnames.

For books, record:

- The author’s or editor’s name (or names)
- The year the book was published
- The title of the book
- If it is an edition other than the first
- The city the book was published in
- The name of the publisher
- The page reference

e.g. Stiles M. (2000) *Structural Yoga Therapy*, York Beach: Weber, p13

For journal articles record:

- The author’s name or names
- The year in which the journal was published
- The title of the article
- The title of the journal
- As much other information as you can find about the journal, for example the volume and issue numbers
- The page number/s of the article in the journal

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e.g. Clark R. (2012) 'Warm-Up and Mobilisation: Yoga Warm-ups', Spectrum, Autumn 2012, pp. 15-19

For electronic resources:

- The name of the author (if known)
- The date of the material published or updated (if known)
- The title of the information
- The type of media (email, forum, online)
- The electronic address or email
- The date you accessed the source

e.g. Swami Jnaneshvara Bharati , Yoga Sutras of Patanjali: The 196 Sutras, (Online), <http://www.swamij.com/yoga-sutras-list.htm> (9 Oct 2012)

For course handouts:

- Tutor name
- Title of handout
- Date given, if any

e.g. Beck, S, Major Joints of the Body, September 2015

5) Plagiarism

Deliberate Plagiarism is unacceptable at any stage of the course as it is simply cheating. It also detracts from the academic and personal development aspects of the course.

Plagiarism is defined as:

- Copying another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
- Using -text documentation that is not in the referencing of an assignment

Sometimes students do not realise that they are plagiarising and this can cause unnecessary distress, therefore it is important that you follow your tutor's guidelines on how to write assignments: cite and reference sources so that you do not plagiarise and check that you are clear of the definitions above. The penalties for plagiarism, according to three levels can be found in the BWY Plagiarism policy, which guides the tutor how to deal with incidents of this kind.

Internet usage

A common cause of Plagiarism is cutting and pasting from the Internet. It is not acceptable to cut and paste chunks of information off the Internet and present it as your own, nor is it acceptable to use another students' work as your own that may have been found on a website or elsewhere. All work must be cited, fully referenced and placed in quotation marks

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or set out as indented paragraphs. Remember your tutor will guide you how to do this, if necessary.

BWY wants its students to grow their own powers of research and presentation, to develop discernment in the materials included in assignments and to evidence that they are able to study a range of ideas and pull together their own thoughts from the various points of view, presented in different texts without stealing the ideas of another.

More details can be found in the BWY Plagiarism policy, which also guides the tutor on how to deal with incidents of this kind.