

12.2 SECOND SEMESTER COMPULSORY ASSIGNMENTS

12.2.1 ASSIGNMENT 01

SEMESTER II: ASSIGNMENT 01

DUE DATE: 13 August 2019

Assignment instruction: Compile a work plan for the following essay topic:

“Plagiarism and copyright are intertwined but distinct.”

Distinguish and discuss the key terms and discuss their importance in academic writing.

Total for assignment 1: 100

The UNIQUE NUMBER for this assignment is 809721

SOURCES TO CONSULT FOR ASSIGNMENT 01

University of South Africa. Department of Information Science. 2019. *Tutorial Letter INS1502/501/3/2019*.

Tutorial Letter INKALLE302 for 2019

Own Sources

NB: Part of compiling the work plan is to find sources of your own. This must be evident in the plan. Please use authoritative sources in your plan.

Do **not** copy the sections from the study guide. You have to show relevant sources that you found.

GUIDELINES FOR ASSIGNMENT 01

READ THE FOLLOWING GUIDELINES CAREFULLY!

You will not do well if you do not follow these guidelines.

8. Do **NOT** write an essay, **only compile a work plan.**

NOTE: You will receive 0% for this assignment if you write an essay. The idea is to plan and practise how to prepare for an essay before actually writing it.

9. Read the following sections in your study material before you compile your **work plan** on the above topic:

- Learning Unit 2
- A work plan was developed in the Study Guide in Section 2.6.4 for the topic *Explain why buying a pirated DVD or music CD is stealing*. Be guided by this example on how to compile a work plan. Remember, this is not the only way to plan an information task, and yours may look different. **Do not copy the topic of this example.**
- Usually, when preparing for an assignment the work plan will be less formal. However, for this assignment you are required to show a broader and in depth understanding of planning, retrieving and using information.

10. The work plan should reflect:

- Your knowledge of the subject matter; and
- Your ability to draw up a work plan.

11. Include **two definitions** for **one of** the keywords.

- Find one acceptable definition in the literature. Definitions can be found in a dictionary, an encyclopaedia or in research articles. Make sure that you include in-text references. Your definition must not come from the study guide or tutorial letters. Find other sources.
- Write one definition relevant to the topic in your own words. This should be your own definition based on several sources. It should not be longer than a brief paragraph.
- A definition should ensure that the word has only one meaning and cannot be confused with other words. The first step in defining a word is to use a comprehensive and reputable dictionary.

12. **Your work plan should include:**

- The assignment topic keyword(s) or concept(s);
- Action words;
- Structured format;
- Indication of the audience;

- Your **brief** thoughts on the topic/strategy;
- Your search strategy (See Study Guide Section 7.2);
- Headings and sub-headings (See Study Guide Section 2.6.2);
- Short notes on the information (i.e. evidence that you actually read and understood the sources) under the headings and subheadings (See Study Guide Section 3.3);
- In-text references (See Study Section 8.8.6 Tutorial Letter INKALLE302 for 2019); and
- A list of references used to find information on the topic (See Study Guide Learning Unit 10 and Tutorial Letter INKALLE302 for 2019).

13. Find relevant information sources using a library catalogue, online and bibliographic databases and/or the internet.

14. The key components of the mark sheet that is used to assess this assignment include:

Work Plan Content	50
Definitions	15
Search Strategy	10
List of Sources and In-text References	15
Presentation	10
TOTAL	100%

Note the percentages that will be allocated.

An example of how the mark sheet is used to give you guidance on your answer to Assignment 2 is presented below. Note that the mark sheet may change.

INS1502 ASSIGNMENT 01: MARK SHEET

WORK PLAN (WP) (50 marks)		Your mark:
- You have not compiled a work plan (WP). * - You discussed the wrong topic. * - Your WP is not much more than a repeat of the example in the study guide and shows little insight. - Identify the keywords. - Indicate the verbs/actions. - Your WP has no headings/subheadings. * receives 0%.	- Your WP needs to be expanded with additional subheadings. - You should have brief notes under each heading/subheading in the WP. - Your WP needs to be expanded with in-text references. Indicate where you found relevant information. - Your work plan must indicate that you actually read your sources.	
DEFINITIONS (15 marks)		Your mark:
- See p. 185-188 of your prescribed book for advice on definitions. - You do not have definitions as required. Read your tutorial letter 101 carefully. - You must find and define two keywords that are relevant to the topic.	- You must write one definition in your own words, not copied verbatim from a source. - Your definition is far too brief and is not explicit enough. - You have not included in-text references to the sources you used for definitions.	
SEARCH STRATEGY (10 marks)		Your mark:
Discuss your search strategy.	Search strategies are discussed throughout your study guide.	
LIST OF SOURCES AND IN-TEXT REFERENCES (15 marks)		Your mark:
- Work through Learning Unit 10 in the study guide and Tutorial Letter INKALLE/302 on compiling references. - You omitted a list of sources. - Your list is not presented correctly. - Your list must be alphabetical. - The list of sources must not be numbered. - Your sources have no relation to the topic. - Wikipedia should be used with caution. - See Learning Unit 10 of the Study Guide for an example of a website citation. A URL is not a reference. - Google/Google Scholar is a search engine, not a reference.	- Find sources of your own; not only the study guide. - Your list must include books and articles, and not only websites. - You have not included in-text references to the sources you used. An in-text reference would look like this: (Marais 1990:355). See INKALLE302 for more information. - Sources listed in your text must be reflected in your List of Sources and vice versa.	
PRESENTATION (10 marks)		Your mark:
- Your assignment must be neat. - Present your discussion in a logical way. - Do not use a mixture of languages. - Repeat the topic to focus. - Use the correct spelling.	- Avoid repetition - Use headings and subheadings. - Your headings must indicate what you will discuss. - Your work plan is too brief. - Pay attention to grammar and syntax.	
ADDITIONAL ISSUES		
You were not asked to write a complete essay. Read the instructions for this assignment again in <i>Tutorial letter 101</i>. You get no marks if you have written an essay.	- It seems as if you rushed this assignment. - Write in your own words; do not copy verbatim. - Read carefully through the topic and the guidelines.	
PLAGIARISM This is a serious offence. You will receive 0% if caught out. You copied from the following source/s:		Copying from another student is a form of plagiarism. Your work is the same as that of Student no: Both/all of you receive 0% for this assignment
YOUR FINAL MARK:		%

12.2.2 ASSIGNMENT 02**SEMESTER II: ASSIGNMENT 02****DUE DATE: 13 September 2019**

This assignment consists of twenty (25) multiple-choice questions (MCQs) that you must answer online on myUnisa (the preferred option) or manually using a mark-reading sheet.

You will find instructions on answering MCQs in the booklet *Study@Unisa*. Please ensure that you read these instructions carefully before conducting this assignment as incorrectly completed MCQs will result in a poor mark. Some information on MCQs will also be posted on myUnisa for INS1502.

The unique number for this assignment is **764932**

SOURCES TO CONSULT FOR ASSIGNMENT 01

University of South Africa. Department of Information Science. 2019. *Tutorial Letter INS1502/501/3/2019*.

Tutorial Letter INKALLE302 for 2019)

SEMESTER II**MULTIPLE CHOICE QUESTIONS (MCQs) FOR ASSIGNMENT 2****QUESTION 1**

The twenty-first century is regarded as an/a ...

1. Industrial society
2. Agricultural society
3. Information society
4. Internet society

QUESTION 2

A work plan

1. Should be included in your final assignment
2. Is a rough draft of an information task
3. Covers the complete discussion of an essay
4. Should not be changed once finalised

QUESTION 3

An assignment requires that you write an academic essay. Using the list (1–5) given below,

identify one correct answer that demonstrates the sequence for the general format for an academic essay.

1. Definitions
2. Introduction
3. Conclusion
4. List of sources
5. Headings and subheadings

1. 2, 1, 5, 3, 4,
2. 5, 2, 1, 4, 3
3. 2, 1, 5, 4, 3
4. 5, 2, 1, 3, 4

QUESTION 4

Which word(s) or concept(s) in the following topic provide you with the key to what must be discussed in the task?

“In an essay of 1200 words, explain why South Africa needs more social workers to play a role in combatting AIDS in rural areas in particular.”

1. Essay of 1200 words
2. Role play; rural
3. Explain
4. Aids; social workers

QUESTION 5

To find a book in the library on the life of Nelson Mandela, you would look:

1. In a biographical dictionary
2. In a periodical index
3. In the reference section
4. In the library catalogue

QUESTION 6

Which would be the best verified information source to use to find information on the latest research on the AIDS epidemic?

1. Scientific Journal
2. Website
3. Book
4. Newspaper

QUESTION 7

Intellectual property, copyright and plagiarism refer to the ...

1. South African Act of Access to Information
2. Application of academic writing skills
3. Ethical use of information
4. Protection of Personal Information

QUESTION 8

A bibliography is:

1. A list of countries
2. A list of information sources
3. Someone's life story
4. An index of subjects

QUESTION 9

Which of the following is an "action word"/"verb" that instructs you what to do when writing an essay?

1. Audience
2. Discuss
3. Keyword
4. Work plan

QUESTION 10

Dick, A.L. 2002. South Africa's information industry and Mbeki's African Renaissance. *Mousaion* 20(1):23–27.

The reference above is a bibliographic citation for a ...

1. Personal interview with AL Dick
2. Book chapter
3. Journal article
4. Internet search

QUESTION 11

What types of search results would you likely get if you type “psych*” into a database search?

1. Articles that focus on psychometrics
2. Articles written by psychologists
3. Articles on the human psyche
4. Articles that contain terms such as psychology, psychopaths, psychedelic

QUESTION 12

An in-text reference to a website should include a/an ...

1. URL
2. Date of access
3. DOI
4. Date of publication

QUESTION 13

Using a library is a good research strategy because libraries:

1. Have books on specific topics
2. Have handouts explaining how to get books from other libraries provide free access to quality information.
3. Compile a manual describing the proper format for a research paper

QUESTION 14

The index of a book ...

1. Indicates which subjects are covered
2. Lists citations in alphabetical order
3. Is only found in hard cover printed books
4. Is a list of subjects

QUESTION 15

The *edition* of a publication is:

1. The year in which an information source was published
2. A specific version of the publication
3. A book in a numbered series of books
4. Issues published during a specific calendar year

QUESTION 16

The first step in defining a word in an academic task, is to use ...

1. Your common sense
2. A dictionary
3. A directory
4. Your tutorial letter

QUESTION 17

Which citation is correct for an internet source?

1. UNESCO/IFLA. 2007. Information literacy: an international state-of-the-art report. Second Draft. <http://www.infolitglobal.info> (Accessed 30 June 2018).
2. Online. <http://www.infolitglobal.info> 2007. UNESCO/IFLA: Information literacy: an international state-of-the-art report. Second Draft.
3. Information literacy: an international state-of-the-art report. Second Draft. UNESCO/IFLA. <http://www.infolitglobal.info>. (2007) Accessed on 30 June 2018.
4. UNESCO/IFLA: Information literacy: an international state-of-the-art report. Second Draft. <http://www.infolitglobal.info>. (2007)

QUESTION 18

The main advantage of the internet as opposed to a library is ...

1. The internet is less expensive to access
2. Libraries have less books on various topics
3. The internet contain verified information
4. Ease of access

QUESTION 19

Which one of the following criteria is useful to evaluate information on the WWW?

1. Author affiliations are unimportant
2. All acronyms are acceptable
3. Check for currency
4. Advertisements contain relevant information

QUESTION 20

The Dewey Decimal System (DDC) divides knowledge...

1. Chronologically
2. Numerically
3. By subject
4. Into call numbers

QUESTION 21

The ISSN of a journal is the ...

1. International Standard Systems Number
2. International Specific Standard Number
3. International Standard Scientific Number
4. International Standard Serial Number

QUESTION 22

When searching for something about which little is known or topics that are not clearly defined one would use a/an ... :

1. Deep web crawler
2. Metasearch engine
3. Google scholar
4. Directory

QUESTION 23

The internet and the Web are entities that are

1. Fluid
2. Static
3. Stable
4. Fluent

QUESTION 24

Indicate the option that should **not** be included.

The 'body' of an essay consists of the following:

1. Title page
2. Information content
3. Headings
4. Subheadings

QUESTION 25

The last stage before submission of an assignment is ...

1. Compiling the Table of Contents
2. Proofreading the content
3. Adding the List of References
4. Drawing up a work plan