

# School of Applied Psychology

## Introduction – Principles governing the TURNITIN submission system

Blackboard's **TURNITIN** is a convenient system enabling students to submit their assignments at any time up to a deadline without having to come to the School to do so. However, in order to protect the integrity of the system it is vitally important that students abide by the instructions outlined here. Failed to do so, could mean that your work is counted as being late, and you could have penalties applied to the marks awarded to you work as a result.

This guide outlines the principles of SOAP's submission system and then takes you step-by-step through the process of submitting work via **TURNITIN**. It is divided into five parts:

- Introduction
- Identifying your work as yours
- Uploading your work via **TURNITIN**
- Completing the submission process and checking your Originality Report
- Acknowledgement of your work and lateness
- Registration with the Disability Support Service

We ask that you please read all parts of this guide carefully.

## Identifying your work as yours

You are asked to identify your work in three ways: by putting your name and student number on the title page, by creating a header for your document and finally by putting your name and student number in the file name of your document. The reason for asking you to go through these steps is so that your assignment is easily identifiable and accessible to the lecturers and tutors who will be assessing your work. You are shown how to do this below in Part 2 of this guide.

## Uploading your work via TURNITIN

Links for uploading assignments will be open for submissions one week before a set deadline. You can upload work as many times as you wish up to a given deadline; each fresh attempt will replace any previous ones. This means that you can practice with "dummy" submissions to familiarise yourself with the **TURNITIN** system.

Please note that the time deadline for most continuous assessment work is **5.00pm** or **17.00** on the given deadline date. An exception is AP1108 whose time deadline is 2.00pm or 14.00. Time deadlines are **SHARP** and no work can be submitted after that time. Please note that SOAP **NEVER** accepts work submitted via ordinary email. **Work submitted via email to lecturers or members of the admin team will not be acknowledged, recorded or receipted.**

**TURNITIN** accepts work in the following formats: MS Word (DOC, DOCX), Acrobat PDF, PostScript, TEXT, HTML, WordPerfect (WPD), and Rich Text Format. If you attempt to submit a document in any other format an error message will appear.

## Completing the submission process and checking your Originality Report

The **TURNITIN** system allows you to check the submission you have made once you have completed the submission process. This ensures that you know that the work you have submitted is the version that you intended to submit. If you make a mistake, you only have to submit again uploading the correct version.

Your handbook outlines UCC's policy on plagiarism, hopefully this is clear, but please do contact us if you have any queries or concerns. Each student needs to include a declaration on the title page of their submission to the effect that the work they are submitting is original and is their own. The wording to be used is as follows: ***'I declare that the content of this assignment is all my own work. Where the work of others has been used to augment my assignment, it has been referenced accordingly.'***

**TURNITIN** generates an Originality Report showing what percentage of your work is original; this is for your information only. The School will contact you directly if your lecturer or tutor suspects that the work submitted has been plagiarised; otherwise you do not need to worry. A "dummy" assignment was submitted to **TURNITIN** as part of the process of preparing this guide to the submission system. Its contents were analysed against the databases and an Originality Report was produced. You will see this demonstrated in the step-by-step guide below.

## Acknowledgement of your work and Lateness

The School will send an e-receipt in acknowledgement of submitted work.

The School's policy on lateness is outlined in your handbook. Further information on lateness is given below at the end of this guide.

## Registration with the Disability Support Service – Instructions are given at the end of this guide

## Part 2: Identifying your work as yours

(Putting your details on the title page, creating a document header with your name and saving your name in the document file name)

**Typical Patterns of Male Engagement in Relationships**

Module Code: AP3019

Name: Julie Pujol

Student Number: 109234567

**DECLARATION**

I declare that the content of this assignment is all my own work. Where the work of others has been used to augment my assignment, it has been referenced accordingly.

**SPELLING AND GRAMMAR WAIVER**

I am registered with the Disability Support Service as a student with a specific learning difficulty, and qualify for a spelling and grammar waiver.

**Callouts:**

- To identify your work as yours, please put the following on the title page of your document.
- Your name and student number
- and declaration of originality
- Also include declaration of spelling and grammar waiver here if relevant.

**Click on INSERT**

**Then click on HEADER**

**To create a header for your document with your name and student number, please follow the three steps outlined here.**

**Typical Patterns of Male Engagement in Relationships**

Module Code: AP3019

Name: Julie Pujol

Student Number: 109234567

**Header & Footer**

**Typical Patterns of Male Engagement in Relationships**

Module Code: AP3019

Name: Julie Pujol

**Type your name and student number here**

Header

**Introduction**

Courtship is the period in a couple's relationship which precedes their engagement and marriage, or establishment of an agreed relationship of a more enduring kind. In courtship, a couple get to know

**Header & Footer Tools**

**Design**

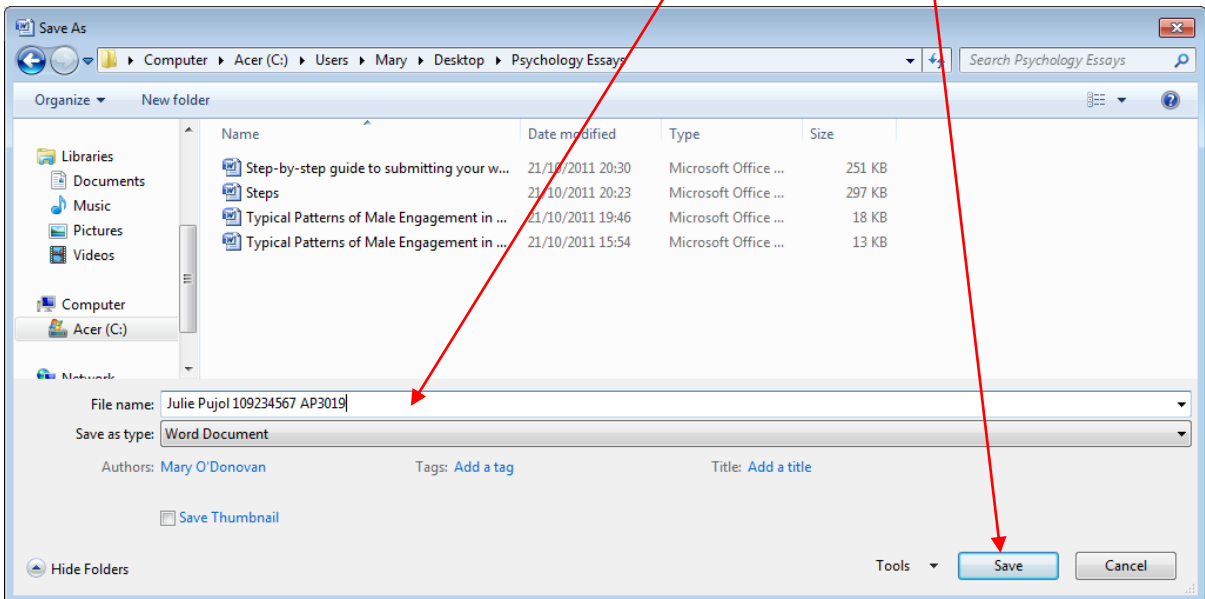
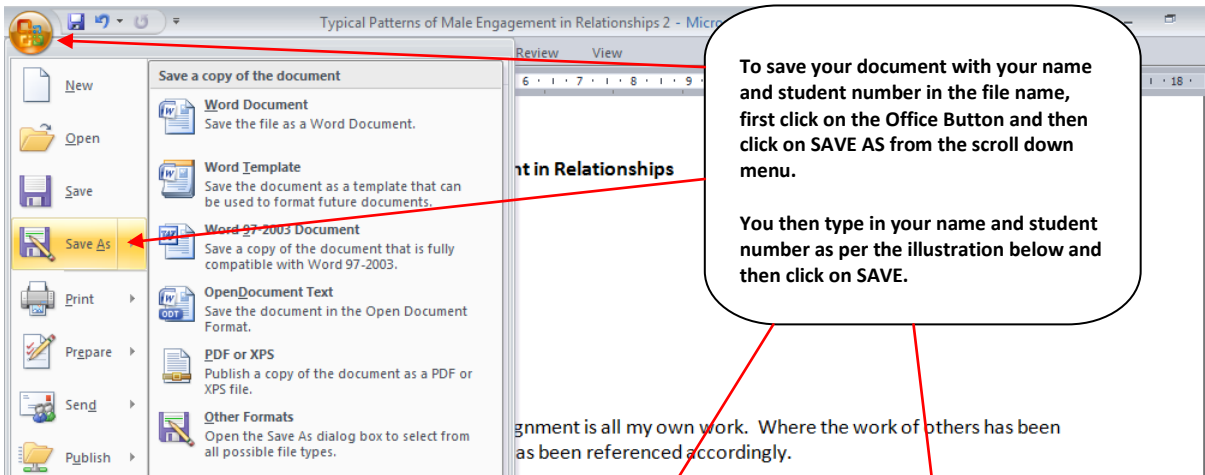
Header & Footer

Options

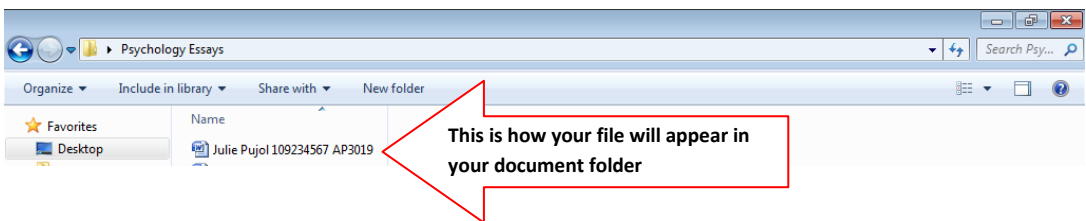
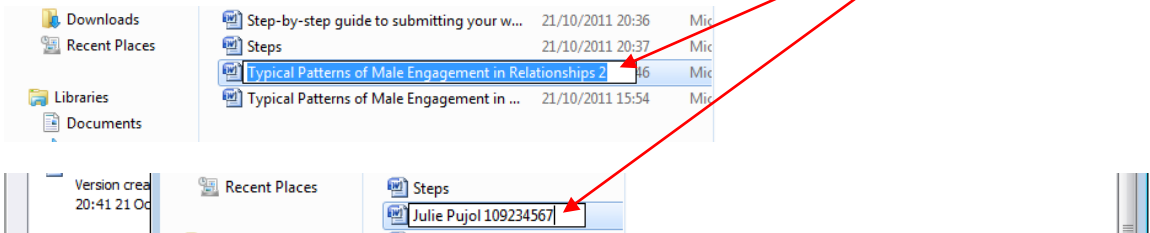
Position

**Julie Pujol SN: 109234567 AP3019 Essay**

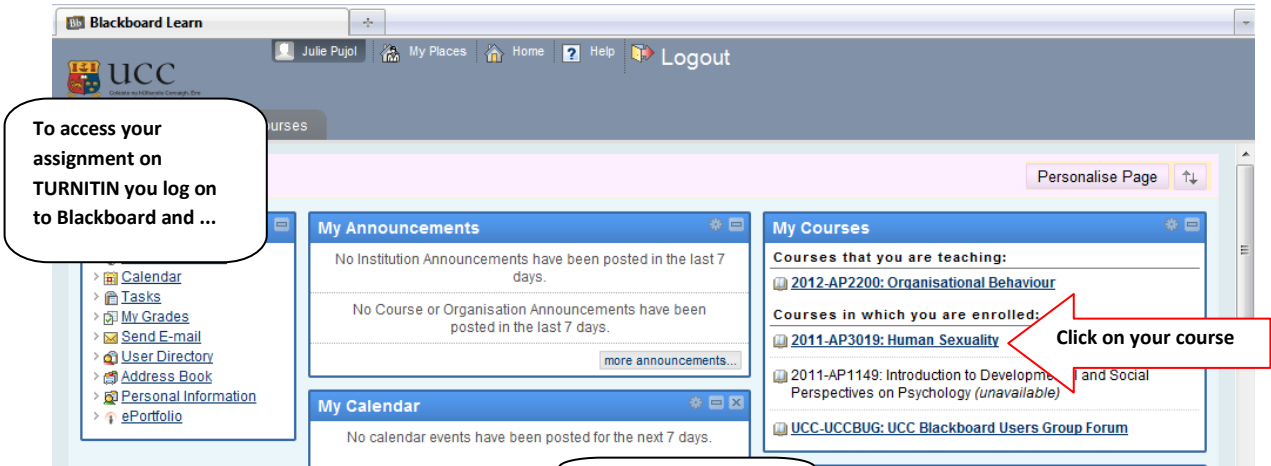
**Your name and student number will then appear on each page of your document**



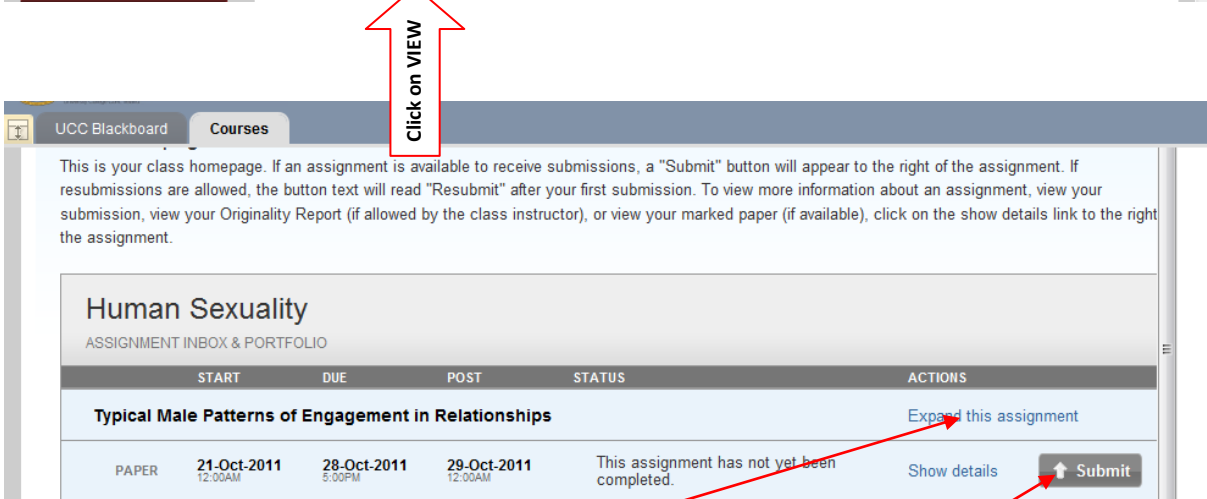
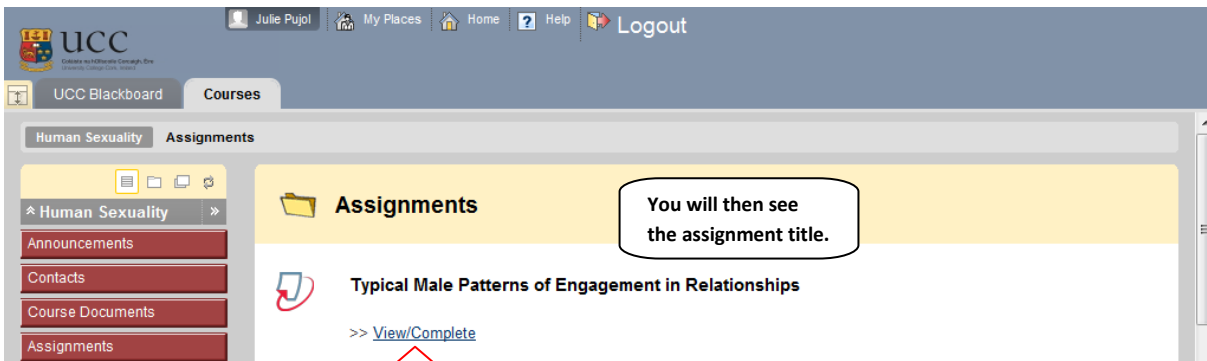
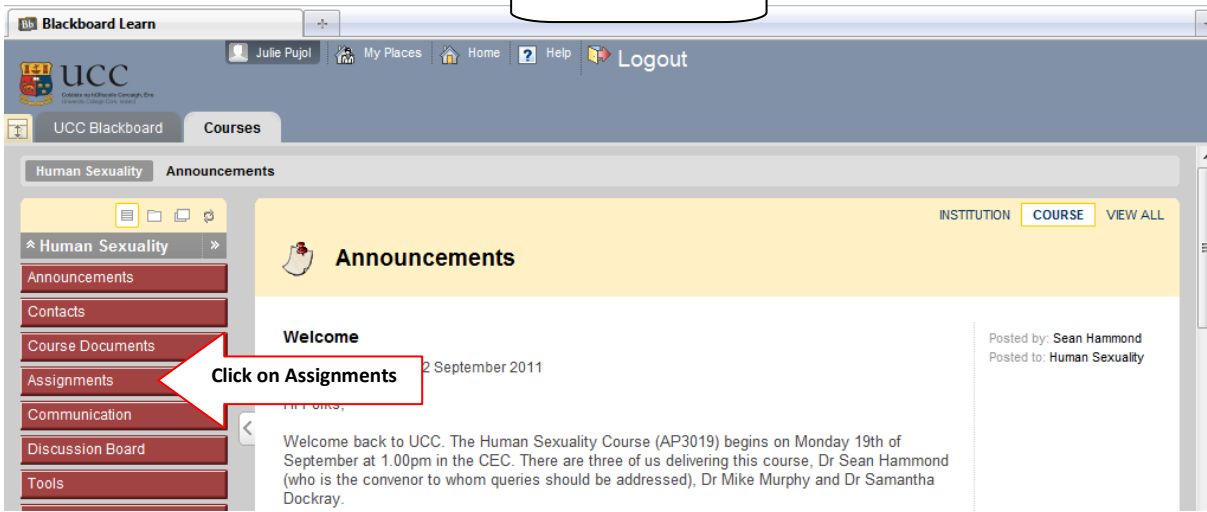
**An alternative way of doing this is to go to the assignment file you have created in your folder and click on the file name twice. You then type in your name and student number instead of the original title.**



### Part 3: Uploading your work via TURNITIN



You then ...



This screen gives the details of a particular assignment; for example this assignment for AP3019 was set up on 21.10.11, submissions are due on 28.10.11, and results will be posted on 29.10.11. Please note that ALL assignments for the School of Applied Psychology have a time deadline of 17.00 or 5.00 pm. This time deadline is SHARP and no late work is accepted after this time. Instead, separate links are set up on TURNITIN for late work. Click on EXPAND this assignment for further information, or click on SUBMIT to upload your work.

UCC Blackboard Courses

**Typical Male Patterns of Engagement in Relationships** Collapse this assignment

PAPER	21-Oct-2011 12:00AM	28-Oct-2011 5:00PM	29-Oct-2011 12:00AM	This assignment has not yet been completed.	Hide details	<b>Submit</b>
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assignment title: Typical Male Patterns of Engagement in Relationships  
 assignment instructions:  
 search criteria: internet, Turnitin student paper database, periodicals, journals, & publications  
 allow late submissions: no

Paper Title  
 -- no submission --

This panel shows you the scope of the TURNITIN database against which your work's originality will be assessed.

Click on SUBMIT to upload your assignment.

UCC Blackboard Courses

submit paper by file upload (step 1 of 3)

choose a paper item submission method:  
 single file upload

first name \*  
 Julie

last name \*  
 Pujol

submission title \*  
 Typical Male Patterns of Engagement in Relationships

Type assignment title here

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, read suggestions to meet requirements.

browse for the file to upload \*  
 Browse

Click on BROWSE

Blackboard Learn

UCC Blackboard Courses

submission title \*  
 Typical Male Patterns of Engagement in Relationships

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, read suggestions to meet requirements.

browse for the file to upload \*  
 Browse

File Upload

Psychology Essays

Browse the folders on your computer to find assignment file

Chose assignment file and click OPEN

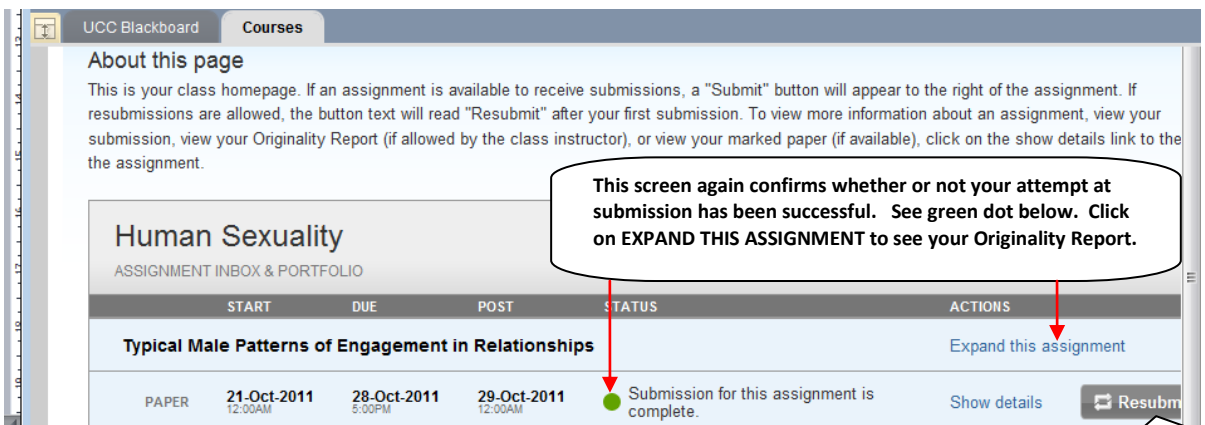
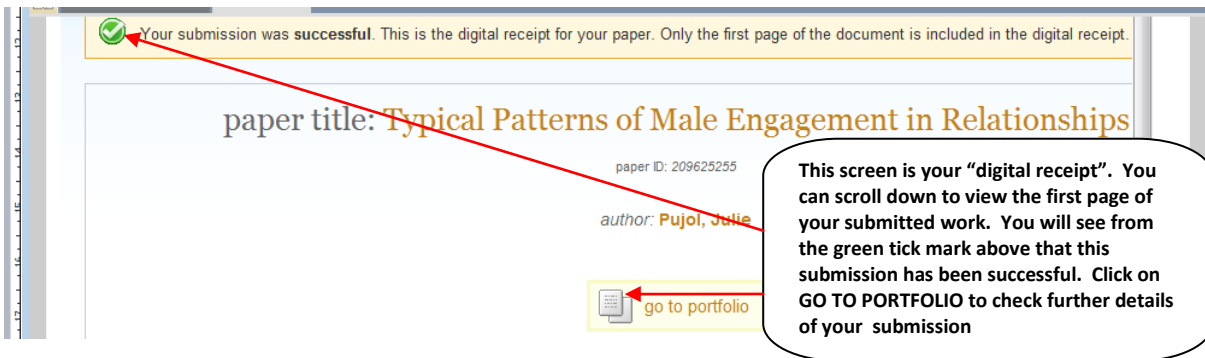
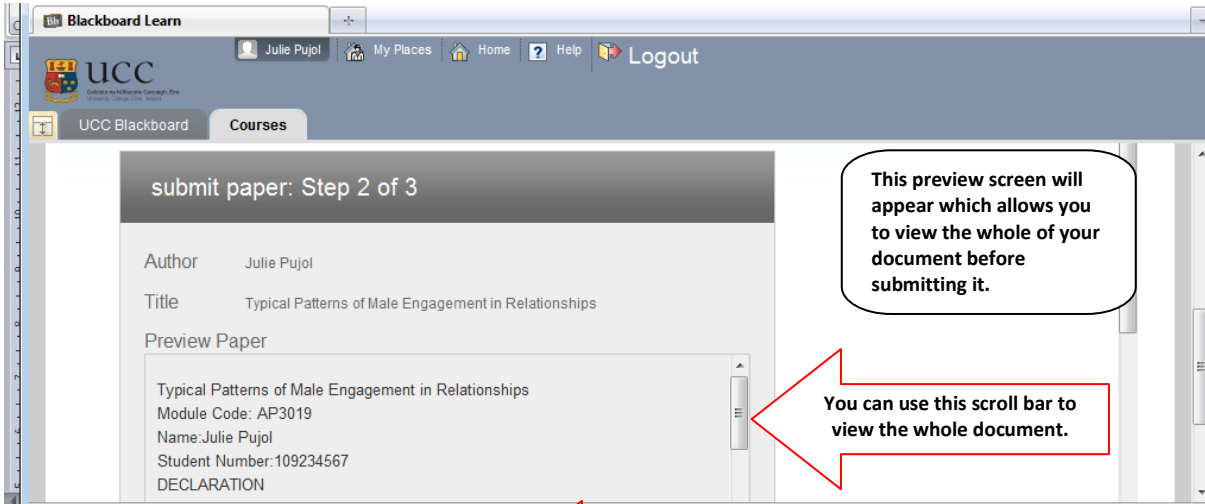
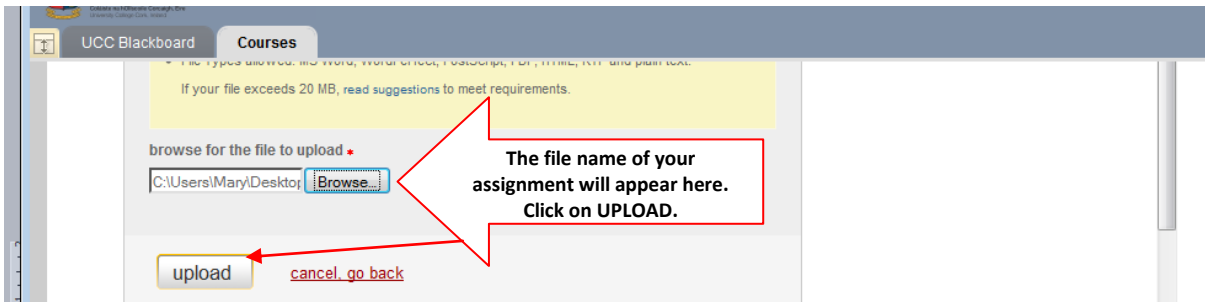
AP3019 Essay Notes and Reference  
 Julie Pujol 109234567 AP3019  
 Julie Pujol 109234567 AP3024 Essay

File name: All Files  
 Open Cancel

TURNITIN accepts documents in any of the various formats listed below:

MS Word (DOC, DOCX), Acrobat PDF, PostScript, Text, HTML, WordPerfect (WPD) and Rich Text Format.

## Part 4: Completing the submission process and checking your Originality Report



You can re-submit your work as many times as you wish up until the deadline. Click on RESUBMIT to do so.

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PAPER 21-Oct-2011 12:00AM 28-Oct-2011 5:00PM 29-Oct-2011 12:00AM Submission for this assignment is complete. Hide details Resubmit

assignment title: Typical Male Patterns of Engagement in Relationships  
 assignment instructions:  
 search criteria: internet, Turnitin student paper database, periodicals, journals, & publications  
 allow late submissions: no

Paper Title Report GradeMark Download  
 Typical Patterns of Male Engagement in Relationships 52% Pending

Click here for further information on Originality

The REPORT shows that the assignment submitted here has been matched to the databases (See above SEARCH CRITERIA) and has been found to contain 52% of material that is unoriginal. This means that 52% of the work has not been written by the student but is copied from an internet source or an already submitted paper.

A 'dummy essay' was generated as part of preparing these instructions on TURNITIN with half the content being generated from Wikipedia, and was then submitted to TURNITIN. This was done on purpose to demonstrate how the TURNITIN Originality Report works. Click on the percentage figure to generate a report on originality for your work.

Turnitin Document Viewer - Mozilla Firefox

turnitin.com https://api.turnitin.com/dv?s=1&co=20962525&tu=24031127&student\_user=1&lang=en\_us&session-id=0a5e0657affba0a1e7eba0193c03f5f9

Human Sexuality Typical Male Patterns of Engagement in Relationships What's New Help

Originality GradeMark PeerMark Typical Patterns of Male Engagement in Relationships BY JULIE PUJOL turnitin SIMILARITY 52% GRADE -- INDEX OUT OF 100

Match Overview

- en.wikipedia.org Internet source 44%
- Submitted to Universit... Student paper 7%

Typical Patterns of Male Engagement in Relationships  
 Module Code: AP3019  
 Name: Julie Pujol  
 Student Number: 109234567

DECLARATION  
 I declare that the content of this assignment is all my own work. Where the work of others has been used to augment my assignment, it has been referenced accordingly.

SPELLING AND GRAMMAR WAIVER  
 I am registered with the Disability Support Service as a student with a specific learning difficulty, and qualify for a spelling and grammar waiver.

This report shows that 7% of the 'dummy essay' has been copied from material already on the TURNITIN database by other students (text highlighted in purple).

Match Overview

- en.wikipedia.org Internet source 44%
- Submitted to Universit... Student paper 7%

Introduction  
 1 Courtship is the period in a couple's relationship which precedes their engagement and marriage, or establishment of an agreed relationship of a more enduring kind. In courtship, a couple get to know each other and decide if there will be an engagement or other such agreement. A courtship may be an informal and private matter between two people or may be a public affair, or a formal arrangement with family approval. Traditionally, in the case of a formal engagement, it has been perceived that it is the role of a male to actively "court" or "woo" a female, thus encouraging her to understand him and her receptiveness to a proposal of marriage. Within many western societies, these distinct gender roles have lost some of their importance and rigidity.

Courtship may include the couple going out together in public, (often known as dating), for a meal, movie, dance, sports or other social activity. Courtship may also involve private activities which usually include much talking together, perhaps by telephone or by electronic means such as text messages or e-mail. There is often exchange of letters, gifts, flowers and songs.

The study of aggression is a field in which the 'nature or nurture' case arises. The social theory of aggression suggests that people learn by studying the behaviour of others and the outcomes of this behaviour. This concept: indeed has a lot of empirical evidence to support it. A significant

44% of the 'dummy essay' was generated from Wikipedia (areas highlighted in red).

UCC Blackboard Courses

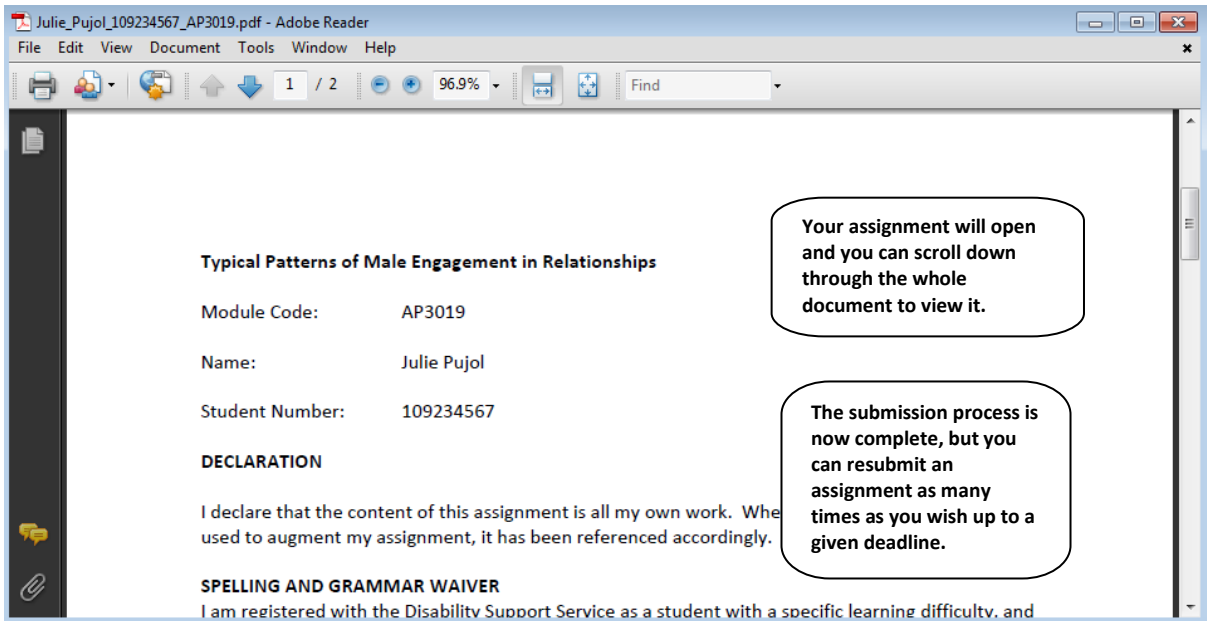
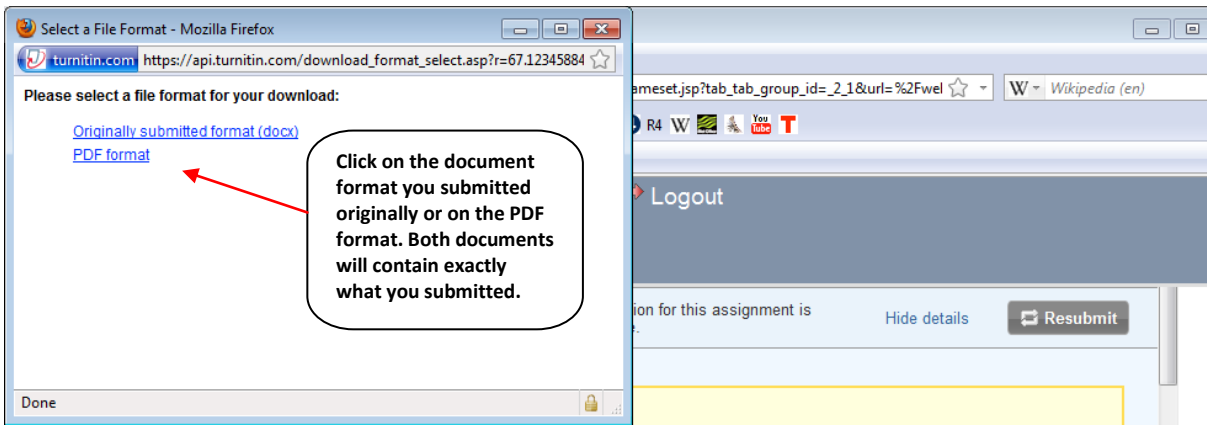
PAPER 21-Oct-2011 12:00AM 28-Oct-2011 5:00PM 29-Oct-2011 12:00AM Submission for this assignment is complete. Hide details Resubmit

assignment title: Typical Male Patterns of Engagement in Relationships  
 assignment instructions:  
 search criteria: internet, Turnitin student paper database, periodicals, journals, & publications  
 allow late submissions: no

Paper Title Report GradeMark Download  
 Typical Patterns of Male Engagement in Relationships 52% Pending

Close down the report to go back to the previous screen. You can resubmit new versions of your assignment as many times as you wish up until a given deadline. Click on RESUBMIT to do so.

BY clicking on DOWNLOAD you will be able to preview the entire document that you submitted.



### **Acknowledgement of your work**

As you will have seen from the guidelines above, students are able to confirm receipt of their work on the **TURNITIN** system. The office will also send out an e-receipt in acknowledgement of your work. Our policy is to send out an e-receipt as soon as possible and you should normally expect to receive our email within 24-48 hours of a given deadline. However, this is not always possible and we would ask that you do not contact the office looking for a receipt in the interval between submitting your work and receiving our acknowledgement.

### **Lateness**

The date and time deadline for a piece of continuous assessment work is final and sharp. The time deadline for all continuous assessment is 17.00 or 5.00pm on the deadline day, and the **TURNITIN** system will not accept work after 17.00 on a deadline date. Instead, links for late work are set up on **TURNITIN**, one for work that is between 1-7 days late, one for work that 8-14 days late and a final link for work that is 14+ days late. These links are set to open for upload of late submissions 24 hours after the previous link has shut down.

According to the Book of Modules (<http://www.ucc.ie/modules/>) the following penalties are applied to late work:

- a 5% penalty is applied to the results of work which is between 1-7 days late
- a 10% penalty is applied to the results of work which is between 8-14 days late
- work submitted 14+ days after a given deadline is not normally awarded a mark

***Please note that the School does NOT give extensions in advance of deadlines. You should not approach either your tutor or lecturer to ask for an extension. Please see the information below on submitting a lateness certificate with late work.***

Please also note that it is unacceptable to email you work to staff under any circumstances. Work sent via ordinary email to lecturers, tutors or members of the admin team will not be recorded, receipted or acknowledged. Above all you should not email your late work to staff immediately following a deadline on the grounds that ***“it was on time really”*** or that ***“it was only a few minutes late”***.

### **Lateness Certificates and the Undergraduate Board of Studies (UGBOS)**

You may feel that you have a valid reason for being late in submitting your work. If so, you can submit a Lateness Certificate application to the main office along with any relevant documentation. This will then be forwarded to the UGBOS who will adjudicate on whether or not to apply a penalty to your late work. UGBOS will normally waive penalties where the reason for lateness was unforeseeable (e.g. illness)

All students have the right to make a Lateness Certificate application, and each application will be assessed on its own merits. However, you should be aware that problems with computers or other pieces of technology (including USB keys or the TURNITIN system) given as reasons for lateness are not normally entertained by UGBOS. Technical problems are regarded as foreseeable and allowing enough time to cope with these potential difficulties is normally regarded as the student's responsibility.

### **Registration with the Disability Support Service (DSS)**

Students registered with the DSS as having a specific learning difficulty such as dyslexia are normally granted a spelling and grammar waiver. The guidelines above show you how to signal this waiver on the title page of your work. In order to avail of the waiver, you must ensure that you are in fact registered with the DSS.

It is the student's responsibility to inform us of any special needs that they may have. All information regarding a student's health or individual circumstances is treated in the strictest confidence. Please refer to your handbook for further details of support/resource agencies operating within UCC.