

# Your External Brain

## **Guidelines:**

1. You will create your own original document, although you may find it helpful to discuss the contents with your friends or group members.
2. You should organize the information requested in the way that is most logical, useful and accessible to you. The percentage of text/words vs. images (hand-drawn or copied) is at your discretion after you have experimented in Chapter 1.
3. Text/Written words: Photocopies of text (written words) or written text from the internet are **not** welcome. **This includes tables, labels surrounding images, or figure captions.** All of the words found in the External Brain should have been generated (typed or hand-written) by you.
4. Images: Please note that most images you take from other sources have labels or figure captions. These will need to be removed (literally, or electronically, cut out) so that only the image itself is left. Then you should label the image, or provide your own caption. Photocopied or downloaded images are welcome, but you must actively add to the images by labeling or coloring the image or commenting on the image in a way that is useful to you in order for it to be included. **Please indicate which book or web site the image originated from with the author and title of the book, or web address.** Check out the SMART imagebase found in the Resources folder (it allows you to electronically label their images yourself). *Keep in mind that the TA evaluating your work will assume electronic text (labels) have been copied inappropriately, unless you include a note about how you are creating your electronic labels.*
5. Plagiarism: Plagiarism, as defined below, is obviously not permitted. **If plagiarism is suspected, you will earn an F in the class, and the office of student conduct will be contacted.** Please read the following quotation, which is copied from the following web address [libweb.uoregon.edu/guides/plagiarism/students/](http://libweb.uoregon.edu/guides/plagiarism/students/) and originates from the Office of Student Life's Academic Dishonesty Policy

"Plagiarism is the inclusion of someone else's product, words, ideas, or data as one's own work. When a student submits work for credit that includes the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references, such as footnotes. Expectations may vary slightly among disciplines. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. On written assignments,

if verbatim statements are included, the statements must be enclosed by quotation marks or set off from regular text as indented extracts....

Unauthorized collaboration with others on papers or projects can inadvertently lead to a charge of plagiarism. If in doubt, consult the instructor or seek assistance from the staff of Academic Learning Services (68 PLC, 346-3226). In addition, it is plagiarism to submit as your own any academic exercise (for example, written work, printing, computer program, art or design work, musical composition, and choreography) prepared totally or in part by another.

Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor."

6. Quotations: In light of the description above, any information taken verbatim from a text book or web site must be in quotations. The citation should include the author, title, date and page number. No more than 30% of your document should be in quotations.

If you are paraphrasing information, you can simply make a list of resources at the end of that particular assignment (author/title or web address).

7. PowerPoint: Course materials made available via the blackboard site (PowerPoint slides) may be printed and added to your growing External Brain binder.

**8. Use during exams: Your External Brain will be a valuable resource while you compile your knowledge of anatomy, and that resource will be available to you during the in-class, open-book portions of exams. All materials kept in your External Brain during the exam must abide by the rules above. Immediately prior to, or during the exam, should any materials be found in your External Brain that do not follow the guidelines above, you will forfeit the opportunity to use your External Brain during the examination, and will be charged with academic dishonesty.**