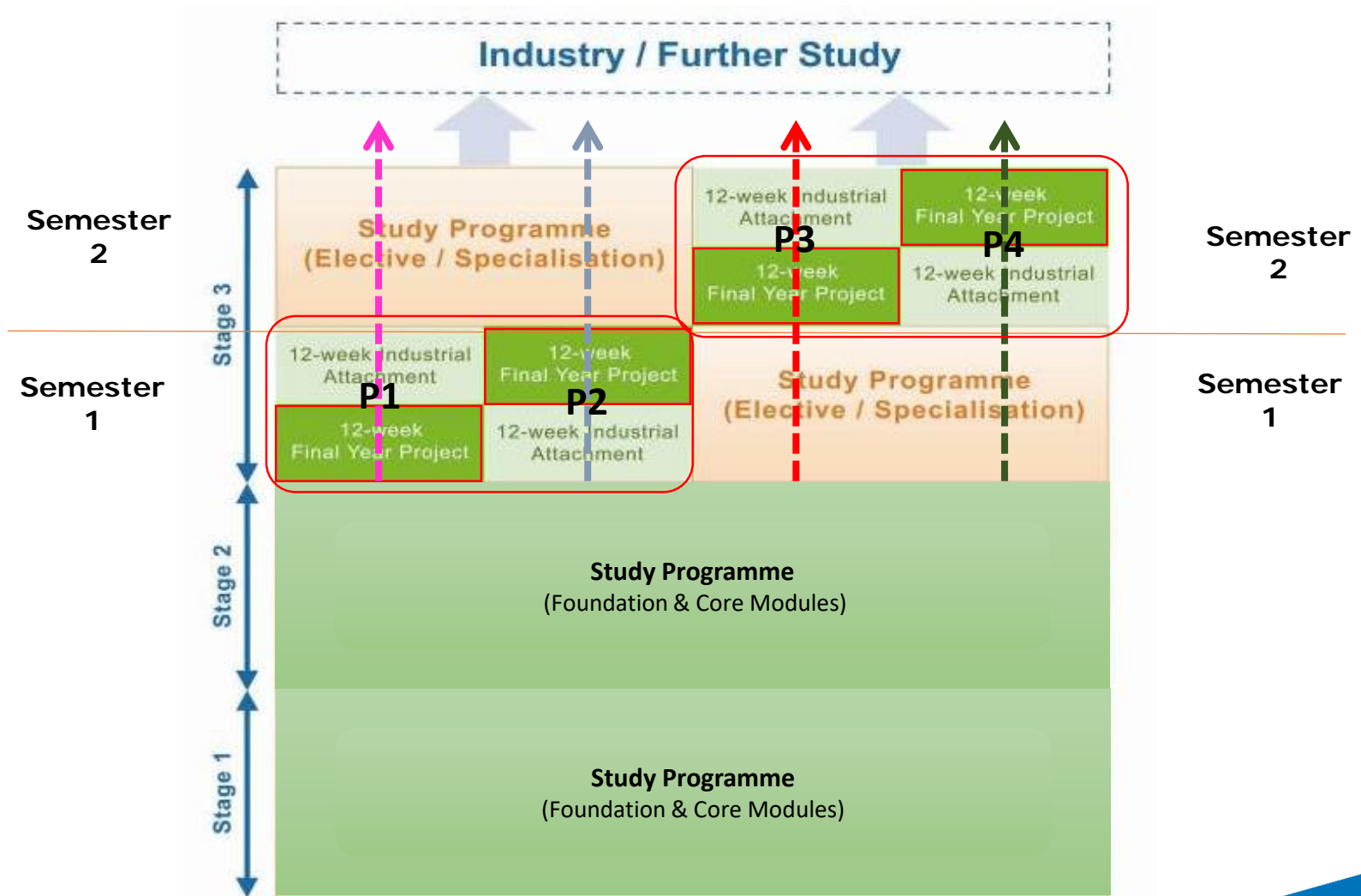


AY2020/21

# FYPJ Student Briefing

By: Mr. Ang  
(FYPJ Coordinator)





# Recap 3 Years Roadmap



# AY20 FYPJ Period Duration

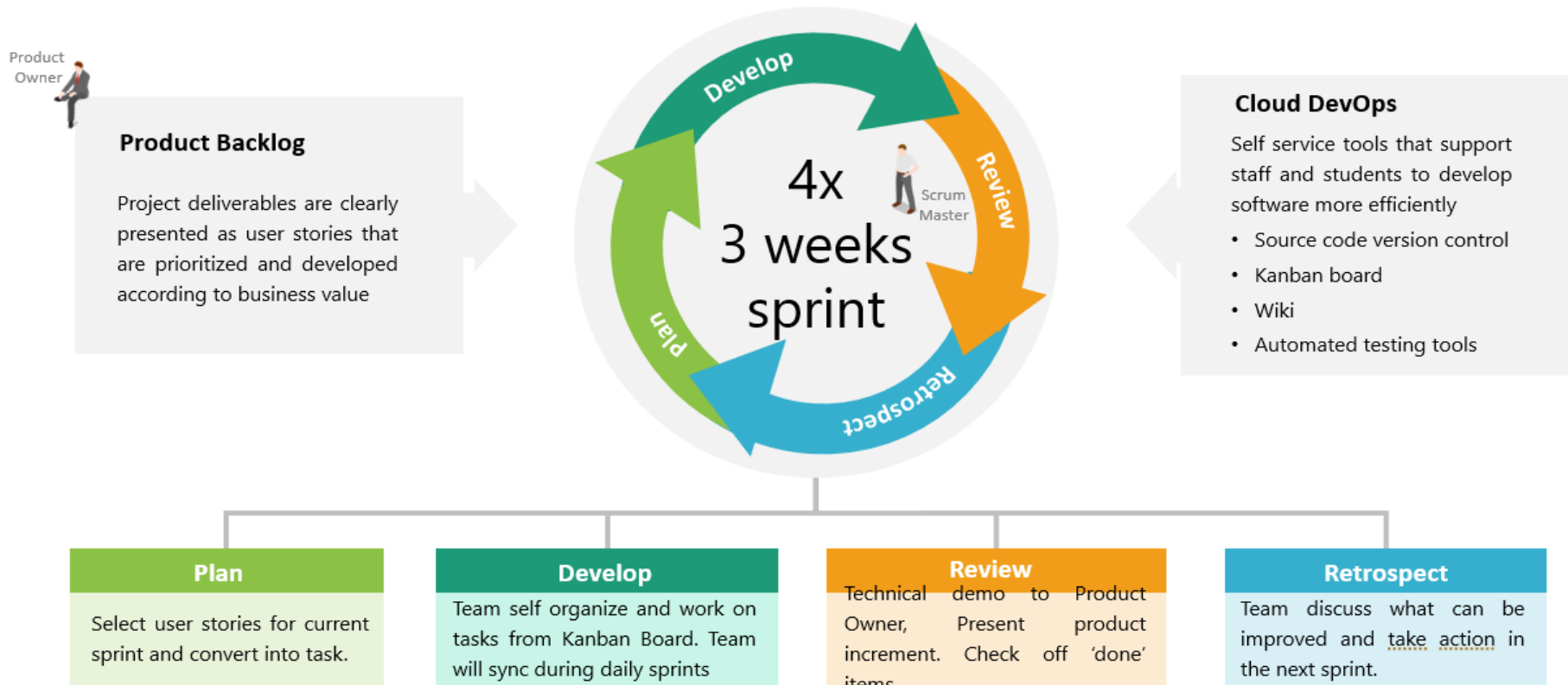
Period	
P1	09 Mar - 29 May
P2	01 Jun – 21 Aug
2-week break	
<u>P3</u>	<u>07 Sep – 27 Nov</u>
P4	30 Nov – 19 Feb'21
2-week break	

# Know your School Directorate ...

	<p><b>Mr. Daniel Wee</b></p> <p><b>Director/SIT (DSIT)</b></p>
	<p>Mr. Kelvin Ng</p> <p>Deputy Director (IT Infrastructure &amp; Services)</p>
	<p>Ms. Tan Soon Keow</p> <p>Deputy Director (Academic Planning &amp; Development)</p>
	<p>Mr. James Tey</p> <p>Asst Director (Progressive Curriculum &amp; Technology)</p>

# NEW !!

## Agile Framework for FYPI



Online Scrum Course

<https://rise.articulate.com/share/SeyeV8TQdBd8ks85fWZp7X02sr5dJ0In>

# Azure DevOps

The screenshot displays the Azure DevOps web interface for the 'ContosoIncorporated' organization, specifically the 'Directory Team' backlog. The left sidebar contains navigation links: Directory, Overview, Boards, Work Items, Backlogs, Sprints, Queries, Repos, Pipelines, Test Plans, and Artifacts. The main area shows a Kanban board with columns for 'Backlog', 'Dev Design', 'Implementing', and 'Done'. The 'Backlog' column lists items like 'Account telemetry' and 'Add user friendly message in case CodePush service is down'. The 'Dev Design' column has a 'Expedite' section with items like '.form-control-file breaks out of column'. The 'Implementing' column shows items in progress, such as 'Support for social registration and account linking'. The 'Done' column lists completed items like 'Honor dragger option when drawer is open on the form'. Each item includes a title, assignee, priority, and progress indicator.

# FYPJ Student Responsibilities



## Working Hours

- Team Odd #1 , 3 , 5: 9.30 AM to 4.30 PM Lunch: 11 AM to 12 PM
- Team Even #2 , 4 , 6: 10 AM to 5 PM Lunch: 12 PM to 1 PM
- Clock In/Out via **FYPJ System**



## Attire

- Causal Formal: Jeans, T-shirt, Polo Tee, Skirts and Covered Shoes
- **Unacceptable:** Shorts, Slippers, Bermuda, Singlets



## Absence & Punctuality

- Inform supervisor via text/email on the day. Provide reason of absence
- Submit **DIGITAL** copy of Statement of Absence (SOA) with supervisor's signature via **EMAIL** to FYPJ CC



## Social Etiquette

- Music – use earphones
- Discussion/Talking –Keep to low volume



# FYPJ Supervisor Role

- 1<sup>st</sup> Meeting with Students

- Students to know project background, expectations & task targets

- Progress Meetings

- Supervisors to meet students at least once a week
- Update supervisors on the progress
- Monitor and advise on student's project progress, attendance and attitude during FYPJ

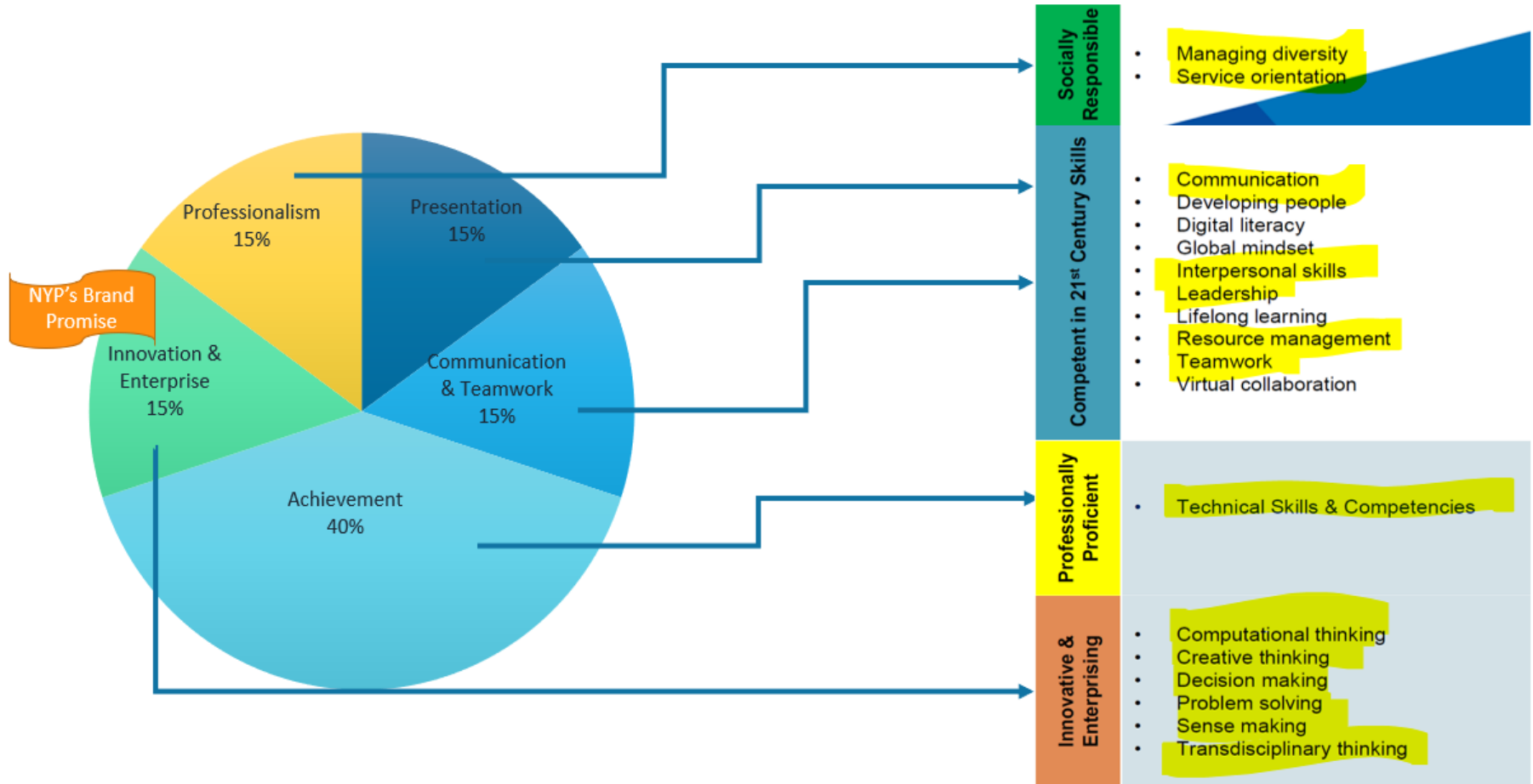
- Assessment

- Deliverables: Assess students based on achievement.



# Assessment Criteria

Students will be doing FYPJ (12 credits) for 12 weeks



# Assessment Criteria

	Sprint 1 (wk3)		Sprint 2+ (wk6)		Sprint 3 (wk9)		Final Presentation (wk12)		Total
	S	IM*	S	IM*	S	IM*	S	IM*	
Professionalism	5	-	5	-	5	-	-	-	15
Communication & Teamwork	5	-	5	-	5	-	-	-	15
Achievement	5	-	5	5	5	-	10	5	40
Innovation & Enterprise	-	-	-	5	-	-	10	5	15
Presentation	-	-	-	-	-	-	5	10	15
<b>Total</b>	15	-	15	10	15	-	25	20	100

**S = Supervisor (70%)**

**IM = Independent Marker (30%)**

**+ Supervisors are to inform FYPJ ML if student's assessment warrants a potential failure.**

# Assessment Rubric Descriptors

Performance Level Definitions			
Assessment Criteria	Excellent [80 to 100%]	Very Good [70 to 79%]	Good [60 to 69%]
Professionalism	Student demonstrates very high level of commitment and dedication in the workplace. Excellent interpersonal skills and leadership.	Student demonstrates high level of commitment and dedication in the workplace. Good interpersonal skills and leadership.	Student demonstrates average level of commitment and dedication in the workplace.
Communication & Teamwork	Student has excellent communication skills and work very well with others in a team.	Student has very good communication skills and work well with others in a team.	Student has good communication skills and able to work with others in a team.
Achievement	Student demonstrates very high level of technical competency.	Student demonstrates high level of technical competency.	Student demonstrates average level of technical competency.
Innovation & Enterprise	Student is very resourceful and demonstrates very high level of creative thinking and problem-solving skills during project implementation.	Student is resourceful and demonstrates high level of creative thinking and problem-solving skills during project implementation.	Student demonstrates some creative thinking and problem-solving skills during project implementation.
Presentation	Content and demo are well organized and delivered with great clarity.	Content and demo are very organized and delivered with very good clarity.	Content and demo are organized and delivered with good clarity.

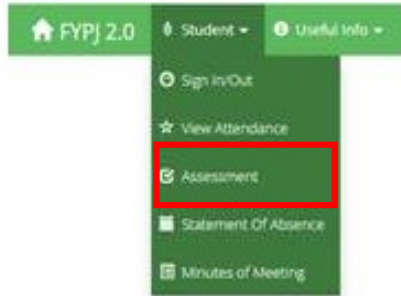
# FYPJ Attendance

- You are **not** allowed to participate CCA, Competitions, Immersion programme or Diplomas Plus course during FYPJ duration unless sought approval from School Management in advance.
- There is **NO leave** entitlement during FYPJ attachment.
- Remember to **clock in and out daily**, attendance will drop if you forgot to do so.

# FYPJ Attendance

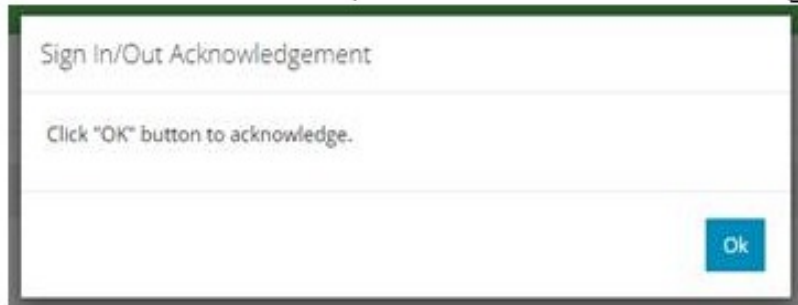
## How Students Sign In/Out via FYPJ System

1. Login to FYPJ System. <https://fypj.sit.nyp.edu.sg>
2. Go to Menu and select "Student" then "Sign In/Out".



Please use your **\*\*NYP SIT Lab Credentials** to LOGIN

3. After click Punch In or Out, ensure to click OK to acknowledge for completing the process.



If you forgotten your password, please use the SIT Password Reset System to reset <https://svc.sit.nyp.edu.sg/PasswordReset2faDesirePW/app/ForgetPassword.aspx>

# FYPJ Attendance

Attendance		Rate	Remarks
Late for	< 2.5 hrs	Pro-rated Basis	Absence will be taken into account for students who inform their supervisors and submit Statement of Absence (SOA) for approved reasons (e.g. school activities, medical, project-related matters). **Attendance rate will NOT be adjusted.
	2.5 – 4 hrs	Half-Day Absent	
	> 4 hrs	Full-Day Absent	
Missing for	<= 4 hrs	Half-Day Absent	Regular spot checks will be conducted.
	> 4 hrs	Full-Day Absent	
Email notification	1 <sup>st</sup> notification	95%	Generated by FYPJ system.
	2 <sup>nd</sup> notification	90%	

# FYPJ Attendance

- Attendance will be reflected under **Professionalism 15%** assessment criteria
- Supervisor can ask students to extend/compensate his missing FYPJ working hours
- Submit Statement of Absence (SOA) through **FYPJ System -> SOA Module**.
  - <https://fypj.sit.nyp.edu.sg>
  - Save the form as pdf, seek approval from supervisor within 3 working days **via email** with supporting documents and the SOA.
  - Once approved, route **via email to FYPJ CC** for safekeeping and verification purpose.
  - Students to retain the hardcopy MCs or original documentary evidences for the **whole semester** and to submit the hardcopies for additional verification upon request.
- Attendance rate will **NOT** be adjusted even for approved reasons of absence. However, valid SOAs will be considered towards the final assessment.

# Official Reasons

(with **supporting documents** attached to SOA)

a) **Medical Leave**

Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member.

**Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.**

b) **NYP Student Activities**

Representing Singapore/NYP at official events with prior approval from NYP

c) **Compassionate Leave**

Demise of immediate family members

d) **NS Obligations**

medical check-up at CMPB, reservist training

e) **GCE O Levels**

e.g. re-taking of GCE O-Level Examinations

f) **Public Transport Disruption**

g) **ITE/Secondary School Graduation**

h) **Statutory Obligations**

e.g. attend court hearings



# Dress Code

- Dressing well is a show of respect for others. Students are expected to dress appropriately with modesty to project a positive and fitting image of themselves at all times. ##Appropriate attires include jeans, skirts, pants, T-shirt, blouse, shirt and covered footwear.
- Attire with offensive images and words are considered inappropriate attire.
- ## *No mini-skirts*
- ## *The length shall be at least 3/4 long for jeans and pants.*

# Admin Card Access to Labs

- Student admin card is **granted access to the Blk L Level 3 doors and all FYPJ labs** until **8.00pm on weekdays**.
- To stay beyond 8.00pm, you will need to put up an application using the 'Permit to Stay Late' form in FYPJ system. Need to arrange and seek support from supervisor in advance on your planned dates. Request is subjected to approval from school.
- **Not to misuse this privilege** for any other activities except on project-related matters.
- All rules & regulations still applied. Students are still be subjected to disciplinary actions for any related offences.
- Ensure the access doors behind you are closed when you entered in. Non-FYPJ personals are **NOT** allowed to enter FYPJ lab at all times.

# Student Workstation

Lab + Seat Number (Eg: L30812)

Example:

Lab UserID: L30812

Lab Password: P@ssw0rd

Please set a desktop password.

Keep your workstation clean and tidy at all times.

Be responsible of your own belongings.  
Keep your valuables with you at all times.

No personal items are to be left behind daily on the workstation. E.g.: sports bag & equipment



# Covid19 Prevention

- Practice Social Distancing
  - **1m** away from another person
  - Always wear a mask
- Enhance Personal Hygiene
  - Sanitize/wash hands regularly
  - Clean workstation regularly



# FYPJ Issues

- Tardiness
  - Manual **random spot-check** of attendance will be taken at times. If you are late/sick, please inform supervisor by 8.30am on the same day.
- Unacceptable Behaviour
  - Please uphold the image of a working professional in the lab. Supervisor and Course Coordinator will be informed in all disciplinary issues/matters.
- **Interim Potential Failures**
  - You will be alerted by **week 6** through your interim result from your Supervisor.

# Disciplinary Issues

- Tardiness / Prolonged Disappearance in lab (e.g. during lunch time)
  - Lunch-break (11am-12pm or 12pm-1pm) – Communicate with your supervisors to indicate your preferred timing.
- Discuss and arrange on the staggered lunch-break among the students in the **SAME** lab.



# Disciplinary Issues

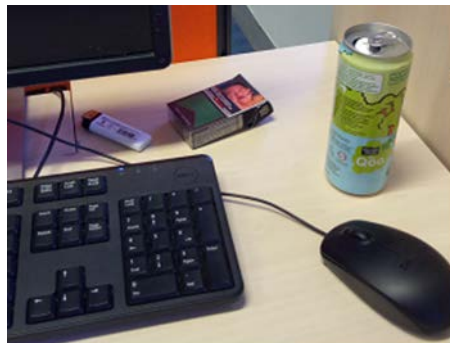
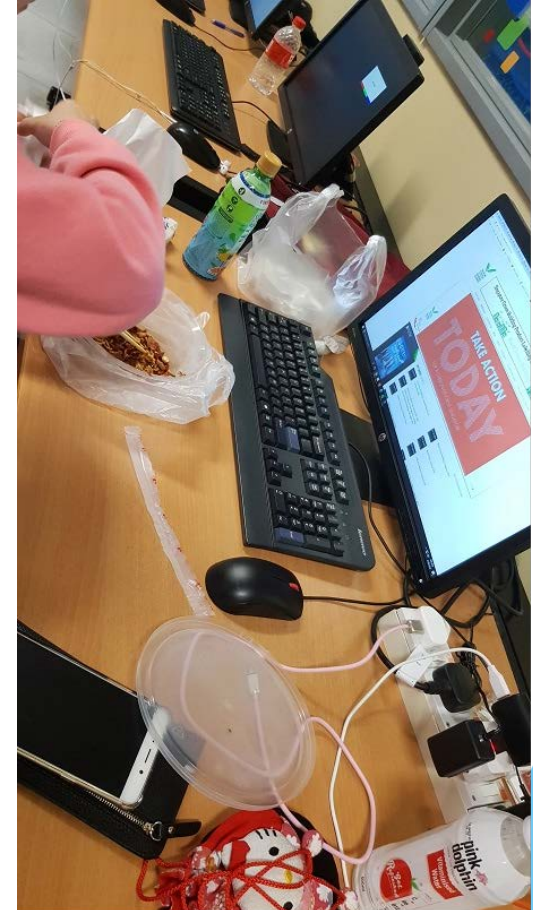
- **Inappropriate attire** (e.g. slippers, shorts)
  - Subject to deduct marks from ***Professionalism*** assessment criteria
- **Watching non-project related video / playing computer/card game** are strictly **NOT** allowed.
- **Sleeping in the lab** is an unacceptable behaviour.





# Disciplinary Issues

- **Creating noise** that affect other students in the lab. Action will be taken when there is a complaint.
- **Eating and drinking in lab** (e.g. packet food/snack, hot/un-bottled beverage) are NOT allowed.
- **Inviting or allowing friends** (not doing FYPJ currently) into the lab.



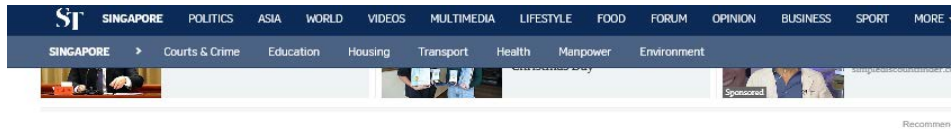


# NEA Smoking Ban Extension - Enforcement Action Begins 1 Jan 2018

- Please take note that **enforcement action will be taken by NEA (National Environment Agency)** from 1 Jan 2018 on anyone found smoking within 5 metres around the compound as below.
  - University compounds
  - Private education institution compounds (PEIs)
  - Within 5 metres of kindergartens, child care centres, special education schools, madrasahs, primary schools, secondary schools, junior colleges, ITE, polytechnics, PEIs and university compounds
  - Any excursion bus
  - Any private hire car
  - Any trishaw

# Minimum Legal Age for Smoking (wef 1 Jan 2019)

<https://www.straitstimes.com/singapore/minimum-legal-age-for-tobacco-raised-to-19-years-old-from-jan-1-2019>



## Minimum legal age for smoking raised to 19 from Jan 1



The minimum legal age for the purchase, use, possession, sale and supply of tobacco products will be raised from 18 to 19 years old, from Jan 1, 2019. PHOTO: ST FILE

PUBLISHED DEC 30, 2018, 9:17 PM SGT



Felicia Choo

SINGAPORE - From Tuesday (Jan 1), smokers will have to be 19 years old before they can light up, up from the current age of 18, while Orchard Road will become almost entirely smoke-free.

The minimum legal age for the purchase, use, possession, sale and supply of tobacco products will be raised from 18 to 19 years old, from Jan 1, 2019. PHOTO: ST FILE

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The Ministry of Health (MOH) has issued a reminder that the minimum legal age for the purchase, use, possession, sale and supply of tobacco products will be raised from 18 to 19 years old, from Jan 1, 2019.

It will be raised progressively every January until 2021, when smokers will have to be at least 21.



# Smoking in Campus

## SMOKING

It is against the law for anyone below the age of 18 to smoke. This will soon be revised to a legal age of 21. Anyone found guilty of the offence will be dealt with by the relevant government authorities.

It is also against the law of Singapore for anyone to smoke within the polytechnic premises. Anyone found guilty of the offence may be fined up to \$1,000 by the courts.

At NYP, we believe that every person is entitled to a smoke-free environment. To safeguard the general health of staff and students, smoking is strictly prohibited on campus grounds.

- <http://www.nyp.edu.sg/content/dam/nyp/current-students/academic-matters/student-handbook/student-handbook.pdf>

# Serious Disciplinary Issues

- **Cheating / Dishonesty** e.g. disappear from lab (without informing supervisor) after clocking in
- Using **unauthorised way to login** and take attendance
- **Committing an offence** during FYPJ attachment
- **Hostile/violent act** or **harassment** towards staff or peers
- **Misappropriate use** of lab demo, equipment/device

# Handling Disciplinary Matters

- Supervisor, Course Coordinator and Course Manager will be informed in all disciplinary matters. To follow up the matter, **Disciplinary Committee Meeting** will be convened by Course Manager.
- Based on the severity of the matter, marks will be deducted by the School accordingly based on the stipulated assessment criteria e.g.: Professionalism
- For ^major offence, the matter will be escalated to School Management. The case will be referred to Registrar's Office.
- Please note that smoking offences will be referred **directly** to the Registrar's Office.
- ^ *Refer to Student Conduct & Discipline Regulations established via NYP website.*

# Taking Care of Lab Furniture

Backrest mesh edge came off



Broken wheels

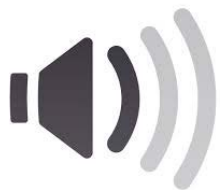


Broken arm rests





# Gentle Reminders



# Contact Point

Subject	Staff in-charge
Project-related	<ul style="list-style-type: none"><li>• Project Supervisor/Co-Supervisor</li></ul>
Attendance Records	<ul style="list-style-type: none"><li>• Ms Tiffany Goh (<a href="mailto:tiffany_goh@nyp.edu.sg">tiffany_goh@nyp.edu.sg</a>)</li></ul>
Locker/Air-con/Light/Lab Furniture Malfunction	<ul style="list-style-type: none"><li>• Level 3 Admin Office</li></ul>
PC issue/ Password expired	<ul style="list-style-type: none"><li>• Level 4 IT Helpdesk</li></ul>
Other matters	<ul style="list-style-type: none"><li>• Your FYPJ ML (ie : CC)</li></ul>



# Contact Point – FYPJ MLs

Diploma	Staff
DIT	<ul style="list-style-type: none"><li>Ms Tay Siew Fong (Tay_Siew_Fong@nyp.edu.sg)</li></ul>
DBI	<ul style="list-style-type: none"><li>Mr Jason Chung (Jason_Chung@nyp.edu.edu.sg)</li></ul>
DCS	<ul style="list-style-type: none"><li>Ms Lim Ai Hua (Lim_Ai_Hua@nyp.edu.sg)</li></ul>
DSF	<ul style="list-style-type: none"><li>Mr Leyau Wie Leng (Leyau_Wie_Leng@nyp.edu.sg)</li></ul>
DFI	<ul style="list-style-type: none"><li>Mr Ho Wee Chong (Ho_Wee_Chong@nyp.edu.sg)</li></ul>
DBA	<ul style="list-style-type: none"><li>Ms Grace Chan (grace_chan@nyp.edu.sg)</li></ul>

# Contact Point – FYPJ

FYPJ Coordinator	<ul style="list-style-type: none"><li>• Mr Ang Jit Hwee (Ang_Jit_Hwee@nyp.edu.sg)</li></ul>
FYPJ Manager	<ul style="list-style-type: none"><li>• Ms Leow Zhen Zhen (leow_zhen_zhen@nyp.edu.sg)</li></ul>

# Q&A