

COMP20170 JOURNAL ASSESSMENT

The COMP20170 Journal

The COMP20170 Journal is a highly recommended organizational method for the instructor to keep track of each group's work throughout the 12 week module. It consists of a folder or binder for each group in the class, which contains the entirety of that group's work for the module with individual team members' workload. Consolidating each group's work in a single place allows for easy collection of assignments, and gives students responsibility for keeping his or her own material organized.

This gives the module coordinator the option of collecting groups' journals to grade when assignments are due.

Each group's Engineering Journal contains:

- Daily logs and notes
- Individual group members' workload for each assignment
- All completed and returned assignments
- Final (turned-in) version of any individual assignments that are due

All material should be kept in chronological order for each group.

Submit your journal along with the submission for each assignment.

Assessment:

- The Journal itself is graded based on completeness and organization
 - o A complete journal should include:
 - All class assignment sheets
 - All teacher-assigned work (homework, quizzes, etc.)
 - Daily logs, one per day of independent work
 - All major project deliverables
 - Group meeting notes (group journal keeper only)
 - o All documents in the journal should be organized by date
- Students should be responsible for lost, damaged, or poorly kept Journals
 - o Points should be deducted for journals that are:
 - Lost (no credit for assignments that are lost!)
 - Damaged or sloppy (unprofessional!)
- When requested, students should hand in their journals
 - o This is the preferred method for collecting work on days assignments are due
 - Penalties apply for groups who are not prepared
- Journal contents should be graded and returned in the journal
 - o Assignments should be graded according to their own rubrics
 - Quizzes and journal hand-ins can be done together for convenience
- Notes and logs are a group's evidence of work done on a daily basis
 - o Self- and peer-reported student records are how work habits are tracked
 - Teamwork
 - Effective use of time
 - Good planning and preparation