

Te Hoe Whakairi Kōrero

Department of Creative Industries and Digital Technologies

Bachelor of Information and Communication Technologies

Graduate Diploma in Information & Communication Technologies

## **BCIS309 Work Integrated Learning Project**

**Semester Two 2023**

# **Assessment Two Halfway Report and Supervisor Assessments**

**Due: End of Week 10 – Friday 13 October 2023 or  
end of Week 17 – Friday 1 December 2023  
for Full Year occurrence.**

**This assessment is worth 20% of the total marks for this course.**

Submissions received late (without prior agreement and/or negotiated extension) will be subject to a penalty of 10% of the student's mark per working day.

*Ara and its faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that when submitting this assignment, it may be subject to submission for textual similarity review to Turnitin.com.*



# Aims

The aim of this assessment is for you to carry out a review of the project up to and including the halfway point. This will be documented in the halfway report. This report is a copy of the proposal document with the relevant halfway report sections filled out. This review will also include an assessment of you from the academic and industry supervisors. The final part of this assessment is the first part of the methodology essay, which will go into the halfway report.

Specifically, this assessment covers these objectives:

- 1 Evaluate and apply professional practice in terms of ethics, risk, quality assurance, sustainability, communication, compliance and the Treaty of Waitangi.
- 2 Evaluate, synthesise, adapt and utilise knowledge to plan, manage and complete a project.

# Submissions

## Draft Submissions

Draft submissions are encouraged for formative feedback on the areas you will be including in your deliverables.

You should seek feedback from your Academic Supervisor and Industry Supervisor/Client during the halfway review.

You will be expected to make any improvements advised before compiling your final submissions.

## Final Submissions

The deliverables must be of a professional business standard with current APA 7 Referencing and Styles applied, and uploaded to the relevant Moodle dropbox on or before the specified due dates.

# Marking guides

There are separate guides for the supervisor halfway assessments - (industry and academic).

# Outcomes Summary

The portfolio is made up of several deliverables as follows:

Deliverable	Format	Due Date	Moodle Dropbox	Instructions
Halfway Report	MS-Word, Digital	End of Week 10 or Week 17 for Full Year	Dropbox Halfway reports	Take a copy of the Proposal, then add progress updates, reflections and lessons learnt for each relevant section. Send a copy of the completed report to both supervisors prior to meeting with them.
Academic Supervisor Halfway Assessment	Scan both your AS and IS halfway assessment sheets and submit them as a single PDF file.	End of Week 10 or Week 17 for Full Year	Dropbox – Halfway Assessment Sheets	Send a copy of the assessment to the academic supervisor to fill out, then meet with them to discuss their assessment of you.
Industry Supervisor Halfway Assessment	Scan both your AS and IS halfway assessment sheets and submit them as a single PDF file.	End of Week 10 or Week 17 for Full Year	Dropbox – Halfway Assessment Sheets	Send a copy of the assessment to the industry supervisor to fill out, then meet with them to discuss their assessment of you.
Part A of Methodology Essay	MS-Word, Digital	End of Week 10 or Week 17 for Full Year	Included with the Halfway Report	This is the first part of the methodology essay, so it must be at least 1,000 words, and is included with the Halfway Report when submitted to Moodle.