

Resit Opportunity

Early Phase Individual Contribution to Group Project

It is necessary to score a 'Pass' on the Early Phase Individual Contribution to Group Project assignment in order to continue the CAPSTONE course. Apart from this formal requirement, the resit opportunity is intended as a form of guidance to facilitate learning from past mistakes. We all make mistakes, and you taking this resit opportunity to make amends shows that you are capable of reflection and growth.

Deadlines

Tuesday, 22 April, 2025 (17.00) **Final submission**

All elements of the plan should be submitted in an appropriate static format (PDF, word, python file, jpeg, etc.).
All written elements of this package should be combined into one PDF document.

Three Components

The resit opportunity includes three components and has a 10-day timeline:

Step 1: Make reparations (approximately 8 days for an average student to complete).

Step 2: Reflect on what you did wrong (approximately 1 day for an average student to complete).

Step 3: Develop a plan for doing better in the future (approximately 1 day for an average student to complete).

It is the student's responsibility to reach out to their Core lecturer to begin the planning process for this work as soon as possible.

Step 1: Make Reparations

This is a substantial piece of work, the outlines of which must be agreed upon between you and your Core Lecturer before you begin working on it. The reparations work should represent roughly 8 days of full-time effort for an average student.

Reparations involve real, concrete actions taken to mitigate some of the harm you have caused.

Reparations should be 1) directly related to the weak areas of the Group Project, and 2) require the student to work in those areas where they fell behind. For example, a student who failed to contribute to the coding might be given a task such as trying a different algorithm or creating a series of visualizations.

Reparations may include, for example, one of the following options:

- Complete a “stretch goal” that you identify and that is approved by your Core Lecturer.
 - In every project, there are always one or two things that we think to ourselves, “if only we had a bit more time, we would...” Identify one of these “if onlys” and work to extend the group project.
- Conduct an ethics and GDPR appraisal of your Capstone research and/or your Product and discuss their limitations
 - Make any changes that can be made at this point to your research or to your Product. Write a detailed document assessing the project limitations, proposing a logical research agenda to address these limitations, and addressing some of these limitations in practice.
- Any other option that your Core lecturer might find applicable in your case. These could be tasks related to improving your Research Proposal, your Product or your Capstone research.

Your work plan **must be approved by your Core lecturer beforehand**. So, do develop a plan and discuss this with your Core Lecturer as soon as possible and before starting the work. If you start working on making reparations without pre-approval by your Core lecturer, this might lead to the ‘Fail’ grade for this resit. Normally, you ask for your pre-approval by your Core lecturer within 1-2 working days after you have received an Insufficient grade. Late pre-approval request could also lead to the ‘Fail’ grade for this resit.

Your work plan **must be approved by your Core Lecturer beforehand**. Therefore, develop a plan and discuss it with your Core Lecturer as soon as possible before starting the work. Normally, you should request pre-approval from your Core Lecturer within 1-2 working days after receiving an Insufficient grade. A late pre-approval request could lead to a ‘Fail’ grade for this resit. Starting to make reparations without pre-approval from your Core Lecturer might result in a ‘Fail’ grade for this resit.

Format

As part of the work plan, you should agree with your Core Lecturer on the specific format the final deliverable(s) will take, including, for example, word limits and file types.

Assessment

- The work conducted meaningfully supplements the Group Project.
- The work conducted is appropriate in scale, scope and delimitation.
- The work conducted demonstrates proficiency in relevant areas, identified in the work plan agreed on with the Core lecturer.
- Application of sound scientific methodology.
- Links to relevant social science theory.
- Use of appropriate (academic and non-academic) sources, properly referenced.

Step 2: Reflect of What You Did Wrong

Think about on what went wrong, taking full responsibility for what you did – or failed to do – and acknowledging the harm that was done. This does not mean you must say that the conflict was entirely your fault; rather that you are taking responsibility for your part of it.

When writing your reflection, please keep the following in mind:

- Keep your assessment of what went wrong specific and fact-based.
- Keep your assessment of the harm that was done confined to the harm that you specifically caused.
 - Even if you feel that another person/s contributed to your lack of contribution, do not focus on their actions. Instead, confine your reflection to your own thoughts, motivations and actions. How did you react to a challenging interpersonal dynamic?
 - Do not speculate on the emotions or motivations of other people.
- Explain why your actions were harmful. For example, what impact did your actions have on your groupmates, Project partner, or the deliverables for the Capstone Project?
- Try to identify triggers that might have led to your offending behaviour.

To work on this step, you are invited to communicate with your groupmates, listen carefully to their criticism, and ask for feedback on how to improve your individual contribution to the group project and how to collaborate successfully as a team. If you had this discussion with your groupmates, please mention it in your document. Your Core lecturer might check with your groupmates to verify the agreements you have reached and the criticism you have accepted.

Format

Write a statement (approximately one-page) describing what you think went wrong with your contribution to the Capstone project and how to do better.

Assessment

The statement should demonstrate the following:

- That you have reflected on what you have done wrong.
- That you take responsibility for your actions.
- That you understand why your actions were harmful.
- That you understand why you acted as you did.

Step 3: Develop a Plan for Doing Better in the Future

Based on the problems and triggers identified during your reflection, identify alternative actions you could have taken in those moments.

Make specific plans on how you will manage to choose these alternative less harmful actions in similar situations in the future. For example, think of routines that you can establish to keep you

on track, or of mechanisms that facilitate constant or regular checks of your behaviour patterns. Make sure to develop a masterplan of how to effectively and sustainably implement these routines and mechanisms in your daily life.

The plan should have a clear timeline and include clear, achievable, measurable goals. It should also incorporate feedback received from groupmates on the progress of this student's contributions. Additionally, the plan should incorporate specific steps that the student aims to take to improve their contribution up until the 'Progress Check' for the 'Final Individual Contribution to Group Project' assignment.

Format

The format this plan takes can vary. Most students prefer to make a written plan (2 to 3 pages). However, you may find another format more useful. For example, you could put together a project management tool or create a self-reporting and assessment tool. If you would like to use different formats, discuss it with your Core lecturer.

Assessment

The plan should demonstrate the following:

- That you have a plan to do better in the future which is specific, measurable, and has a clear timeline
- That your plan for the future represents a change from your previous study strategies.
- That your plan for the future addresses the reasons why you failed Early Phase Individual Contribution to group project and represents a reasonable strategy for improvement.