# Student Assessment Brief

This document is for University of Dundee students for their use in completing assessed work. It should not be passed to third parties or posted on any other website.

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| Assessment Information | |
| Module Name: | Employability for Computing Professionals |
| Module Code: | CS21001 |
| Assessment Title: | Portfolio (MAB01) |
| Assessment Weighting: | 100% |
| Assessment Due Date | Thursday 23rd October @ 5pm (week 5)  Via MyDundee |

If you have questions about this assessment, please contact Gemma Webster

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| Learning Outcomes |
| This assessment addresses the following learning outcomes of the module:  **Knowledge**   * Analyse employer requirements, goals and needs, and be able to articulate skills and experience tailored to this * Understand job and technical criteria and specifications   **Subject-specific practical and intellectual skills and attributes**   * Identify and articulate your transferable skills and reflect on areas for development * To engage in the development of a portfolio that demonstrates technical skill across a number of computing areas   **Transferrable, employability and enterprise skills and attributes**   * To develop skills in information management and retrieval * Identify skills in understanding users, legal, social and ethical issues, and future roles |

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| AI Usage Guidance | | |
| Given the broad and evolving nature of these tools, it is important to be clear about what is permitted in each assessment. Your module lecturers will indicate to what extent generative AI can be used. If you are unsure whether the use of a specific AI tool is permitted, please contact your module coordinator for guidance. Misuse or failure to disclose AI assistance may be treated as academic misconduct and subject to procedures outlined in the [academic misconduct by students code of practice](https://www.dundee.ac.uk/corporate-information/code-practice-academic-misconduct-students).  The levels of AI usage in assessment are: | | |
| RAG Rating | Permitted Level | Description |
| Green (Permitted) | Yes | AI tools are permitted for this assessment without restriction, but their use must be explicitly acknowledged. You may use AI systems for research assistance, content generation, and other purposes, provided that the usage aligns with the learning outcomes and your understanding is demonstrated. You should engage critically with output and apply your own judgement. |

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| Assessment Task |
| For this assessment you will focus on creating and maintaining a professional online presence, a vital skill for computer science professionals in today’s digital world. You will be tasked with developing both a professional CV and an online portfolio to effectively showcase your technical skills, achievements, and experiences. The aim is to establish a personal brand that aligns with your career goals and highlights your strengths.  Your final submission will include:   * An online portfolio demonstrating your work. * A professional CV   You are required to create a **professional CV** tailored to a job advert you have selected that aligns with your career interests in the field of computer science. The CV should be a maximum of **two pages** and focus on presenting your skills, experience, and education in a manner that is directly relevant to the chosen job role. |

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| Deliverables |
| 1. **CV**:  * Select a **real job advert** that is relevant to your field of study and career aspirations (e.g. software developer, data analyst, IT consultant). * Make a **professional CV** tailored to the selected job. The CV should be no more than **two pages** and include:   + Personal details and contact information.   + Education and relevant qualifications.   + Relevant work experience, internships, or projects.   + Key technical skills (e.g. programming languages, software tools).   + Transferable/soft skills (e.g. teamwork, leadership, communication).   + Optional: Any additional sections you deem important (e.g. interests, certifications).  1. **Online Portfolio**   The online portfolio will serve as an interactive space where you can present examples of your work, demonstrating your technical expertise and problem-solving abilities. It should be accessible, well-organised, and visually appealing. The following sections are essential:   1. Homepage/Introduction The homepage should present a professional introduction to yourself, including a brief overview of your skills and career aspirations. It should be clear and inviting, giving visitors a strong sense of your professional identity. 2. Work Samples/Projects Try to include at least three examples of relevant work, such as programming projects, software applications, or other technical achievements. Each project should be accompanied by:    * A brief description of the project.    * The technologies used (e.g., languages, frameworks, tools).    * Your specific role or contributions to the project.    * Any challenges you overcame or skills you developed during the process. 3. Technical and Transferable Skills Dedicate a section to showcasing your technical skills with examples (e.g., code snippets, links to repositories, or demo videos). Additionally, illustrate your transferable skills, such as teamwork or communication, by providing examples of how they were applied in a project or work setting. 4. CV Include a downloadable version of your CV in PDF format. Ensure it is up-to-date and aligned with the content of your LinkedIn profile and portfolio. 5. Links to Professional Profiles Provide links to other professional profiles, such as GitHub, Stack Overflow, or any relevant social media that demonstrates your involvement in the tech community.   **Additional Information:**  You will need to include a copy of the job advert as an appendix to your submission (this does not count towards the page limit). Do not presume the job advert will stay active past the submission deadline. Save the advert in an offline format. |

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| How to Submit |
| Assessments should be submitted to My Dundee in the ‘Assessment and Feedback’ area.   * Submit a **single Link** containing:   1. A link to your online portfolio.   2. Your **two-page CV will be accessible via portfolio**.   3. A Copy of the Job Advert in an accessible format (not a link) |

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| Assessment Feedback |
| Feedback on your assessment will be provided via **My Dundee** and will be available within **three weeks** of the submission deadline. Any alteration to this will be communicated with you in advance through My Dundee.  Feedback can be provided in multiple ways. This can include informally during lab and tutorial sessions (e.g. discussing work and sample solutions being explored), and formally after marking (e.g. written, oral, video-based). |

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| Academic Integrity |
| By submitting this Assessment, you are bound by the University of Dundee policies in relation to Academic Standards and Integrity. Please refer to [Policy Statements, Regulations and Guidance](https://www.dundee.ac.uk/governance/policies) for more information |

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| Late Penalties |
| For coursework that is assessed through a pass/fail system without grading, unauthorised late submissions will receive a zero mark, with ‘AB (unauthorised absence or non-submission)’ being noted as part of the student record of achievement. |

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| Assessment Criteria |
| Your submission will be assessed against the following criteria. To achieve a **Pass**, all areas must meet the expected standard.  **1. CV Quality and Relevance**   * CV is tailored to a real job advert relevant to your career goals * Clearly presents personal details, education, experience, and skills * Demonstrates alignment with employer requirements and job specifications * Professionally formatted and structured   **Pass**: CV is complete, relevant, and professionally presented **Fail**: CV is missing, generic, poorly formatted, or lacks alignment with a job role  **2. Portfolio Structure and Content**   * Homepage introduces your professional identity and career aspirations * Includes at least three relevant work samples/projects * Each project includes a description, technologies used, and your role * Demonstrates both technical and transferable skills * CV is embedded or downloadable * Includes links to professional profiles (e.g. GitHub, LinkedIn)   **Pass**: Portfolio is complete, well-structured, and demonstrates key skills **Fail**: Portfolio is incomplete, lacks required sections, or does not showcase relevant skills  **3. Presentation and Professionalism**   * Portfolio is easy to navigate and visually coherent * Content is free from major errors * Consistent professional tone throughout   **Pass**: Submission is polished, accessible, and professionally presented **Fail**: Submission is disorganised, contains major errors, or lacks professionalism |