Design Computing Studio 3 Build FAQ
Course Coordinator: Dr. Mashhuda Glencross

Welcome to Design Computing Studio 3, If you have not been enrolled automatically by Week 1 into the course MS Teams then please follow the instructions for enrolment from the MS Teams links menu option on Blackboard. Please wait until after the week 1 scheduled class to use this option because we have technical support for student enrolment during O-Week. Below, you will find a list of frequently asked questions. Please check these prior to asking questions. The size of this course makes it difficult for me to respond to these types of questions individually.

Platform Questions

- *Do I have to join the course MS Teams?* — Yes, this course relies on students accessing course content, announcements, discussions and collaborating using MS Teams.
- *Where do I find the Zoom link for Studio classes?* — We will be using Zoom only for occasional information sessions and guest lectures. These will be advertised in advance and the link will be posted in MS Teams. You do not need to connect via Zoom if there is no advertised Zoom session.
- *Where are course-wide announcements made?* — These are made in two places, Blackboard and the General Channel in MS Teams.
- *Why is there a minimal presence on Blackboard for this course?* — We are using MS Teams as a centralised location to access all course materials and to support team collaboration. Focusing on a single platform gives us a better mechanism to give you all a good learning experience and remove confusion about where to look for information or how to contact us. We are required by the University to use Blackboard for course submission and for course-wide announcements.

Team Formation Questions

- *What are the team formation rules, I'd like to get my team formed early?* — Team formation rules will be explained in week 1 and information will be available as soon as you are enrolled on the MS Teams site in Studio 3 Weeklies. We do not expect students to form teams in advance of the week 1 timetabled studio.
- *Can I have 7 (or any number less than or greater than 6) team members?* — No, 6 is a hard limit. In some exceptional circumstances, we may end up with teams that are larger or smaller (eg. students withdraw or enrol late) but 6 is a good number to start with and commensurate with the team workload expectations for the course.
- *Can I have more that 3 people from Studio 3 proposal in my team?* — No, 3 is a hard limit. Assoc Prof. Stephen Viller coordinated Studio 3 proposal and is part of the teaching team for build so we will enforce this.
- *I'm a DECO7381 student, can I join a team with DECO3801 students?* — Yes, however due to the research requirement for your program your assessment is slightly different. We only recommend doing this if there is no alternative. There is a team assessment component that is research focussed and you will still need to do the assessment for your study program.

- *How do I find team members?* — Advertise your skills in the MS Teams "Team Formation Channel", meet people in scheduled class and/or om MS Teams in the team formation channel. This builds your organisation and communication transferrable skills which are an important component of UQ graduate attributes.
- *I don't know anyone, what happens If I can't get myself into a team?* — We will place people who are still looking for teams into teams once team formation has finished. If, you are still looking for a team by your week 2 scheduled class, we ask that you post in the Team Formation and tag the teaching team so that we can help place you during the scheduled class.
- *How do I let the teaching team know who is in my team?* — Once your team membership has been finalised, your team should choose a team leader and your team leader should fill in your team details in the Team Formation Form accessed from the Studio 3 Weeklies and available from the Studio 3 Build Team Formation Channel.

Late Enrolment Questions
- *I enrolled late and can't access MS Teams?* — We are notified of late enrolments and will add you to MS Teams as soon as we are able. This may take upto 24 hours depending on staff availability. If you enrolled over the weekend, then staff will attend to enrolling you in MS Teams on the first working day following the weekend.
- *I enrolled late and don't have a team?* — If you enrolled late then tag the teaching team in the team formation channel to alert us that we need to facilitate placing you in an established team.
- *Design Computing Studio 3 Build is not for me, how do I withdraw?* — If Studio 3 is not a mandatory course for your program, you are free to withdraw before applicable census dates. We ask that you are collegiate to your team though and alert them of your intension to withdraw so that we can help to support your team with their reduced size.

Course Logistics Questions
- *Is there only one timetabled session per week?* — Yes, no other sessions are available.
- *Where do I find the link to proposals?* — The Miro board link is accessible from MS Teams in the Studio 3 Build Projects Channel.
- *Can I do a different project to those listed on the Miro board?* — No, Studio 3 Build requires that you learn how to work from a specification and take this through to a functioning build, there are no exceptions.
- *How do we select a project?* — Your team will need to browse the available projects on the Miro board and fill in your 1st 2nd and 3rd preference choice in the preferences form linked from the Studio 3 Weeklies and available from the Studio 3 Build Projects Channel. We will balance projects across teams to ensure that you aren't all doing the same project, and preferences will be on a "first in best dressed" basis. Due to the need to balance projects across teams, in some cases we may not be able to allocate any of your preferred projects to you. You will be advised by the teaching team of the project you have been allocated.
- *Can our team take our own project from proposal through to build?* — No, you will need to preference a different set of projects. This is to ensure you approach the

build part objectively and without a prior expectation of how the project should be built.

- *I'm overseas and I'd like a time which is more convenient in my time-zone, can you help?* — We are sympathetic and understand this is a challenge, however we cannot schedule class times outside of timetabled sessions. We do not have staff support to help students outside of timetabled hours.
- *I emailed the teaching team with a question and have not had a reply?* — The teaching team are unable to respond to email queries unless they are important. We suggest using the "Question and Answer" channel in MS Teams for most things. If in doubt about how to get help, please see the Course Overview in the Studio 3 Course Content Channel.
- *What am I supposed to do in Studio, I'm confused?* — Studio3 Build requires approximately 10 hours per week of study as per a 2-unit course. 4 hours of this study per week is facilitated by the teaching team in Studio. Some sessions will have short guest lectures advertised in advance. During your timetabled studio, you will need to take part in team activities and carry out weekly tasks and activities with tutors in your zones. I will join some of these (based on my availability). These sessions also allow you to get technical help, guidance and support from the teaching team and allow you a minimum of 4 hours timetabled time per week working together. You are still expected to invest 10 hours work per week on this course.
- *I would like an extension for an assessment item, what do I do?* — Team assessments are scheduled to take place in class on specific days, **for this reason they cannot be extended**. Extension requests can only be made for the individual assessment component and must be made through *My Requests* and with the required documentation. Please see [how to apply](). Requests that are not made formally will incur late penalties as per the ECP.

Team Dynamics Questions

- *One of our team members has disappeared, we don't know what to do?* — In this situation, we recommend that you urgently alert your zone tutor to the problem. We will help to find out if your team member is still enrolled in Design Computing Studio 3. If they have withdrawn, the teaching team will work with you to help you re-define your tasks to compensate for a reduced personnel resources on your build project. If the team member is "missing in action" then the teaching team will help you to work to resolve the situation.
- *One of our team, members isn't participating, what do we do about this?* — Similar to the above, we ask that you alert your zone tutor of the situation. We will help facilitate a discussion with the team member. Should the issues persist then, please be aware that participation is assessed on this course and students that don't actively participate (hoping to get a passing grade without doing the appropriate amount of work to achieve this) will fail this course.
- *We are a small team because one of our team members left/has not participated, will we be penalised in grading of the final project?* — The teaching team will grade your work according to the amount expected commensurate with your team size. If you have ended up with a smaller team, this will be taken into account.

- *Some of the teams have ended up being a bit larger, do they have an advantage?* — The teaching team will assess the projects taking into account the size of the team and the amount achievable.

Course Assessment Questions

- *How is this course assessed?* — Please see the ECP for DECO3801 https://course-profiles.uq.edu.au/student_section_loader/section_1/105211 or DECO7381 https://course-profiles.uq.edu.au/student_section_loader/section_1/108145 for details. You can also find information on how this course is assessed in the Course Overview in the Studio 3 Course Content Channel. Assessment sheets and rubrics are available on Blackboard and in the Assessment Sheets and Rubrics channel in MS Teams.
- *Do I need to come to Studio?* — Participation in studio is mandatory and is assessed. If you fail the participation hurdle you will fail the course.
- *I'm confused about how the participation component assessed*? — This is detailed in the Course Overview page on MS Teams and the ECP.
- *Is there a SUP on this course?* — This course is partially exempt for Supplementary Assessment. A supplementary assessment is only available in this course if your failure is due to a failing mark on the individual portfolio, where a passing mark would have allowed you to pass the course. Supplementary assessment is not available if your course failure is due to performance on the team-based project assessment items or through lack of participation.
- *Is there a PAF on this course?* — No, there is no Peer Assessment Factor on this course.

Course Grading Questions

- *I'm confused about grading in Studio 3, is there some secret grading scheme that we don't know about?* — No, there is no secret grading scheme. All the course rubrics are available to you for the graded assessment items.
- *I'm confused about the grading scheme used in Studio 3?* — UQ's grading system maps numerically from 1 – 7 (i.e. from Fail to High Distinction) and clearly articulates a description of each of these categories. Studio 3 utilises this system, as detailed in the ECP. Please see https://my.uq.edu.au/programs-courses/course.html?course_code=DECO3801 and https://my.uq.edu.au/programs-courses/course.html?course_code=DECO7381 for further details.
- *I'm unhappy with my grade, what can I do about this?* — In Design Computing Studio, your graded assessments are graded by two members of the teaching team independently. This is to ensure fairness and rigour of the grading process. Once grades are released, UQs policy prohibits us from to changing them, this means that I as course coordinator cannot simply re-mark your work for you. If you are dissatisfied with your grade, you can formally request a remark. Please find below the link to the policy regarding assessment re-marking. Note that should you wish to have a re-mark of a teamwork assessment item *all* your team members must formally agree to the re-mark request and evidence that all team members have requested a re-mark will be required. Please see here for further information – https://ppl.app.uq.edu.au/content/3.10.02-assessment#Procedures.

- *I'm not sure that my grade is correct, what should I do?* — Occasionally administrative errors may occur on large courses. We independently double mark assessed items and the teaching team checks grades prior to release. If you genuinely believe that your grade is incorrect due to an administrative error, then you may contact the me (the course coordinator) by email and politely explain why you believe that an administrative error has occurred. I will investigate and help to resolve the issue. Please note that I can only correct administrative errors and not grade queries that are motivated by a desire to achieve a higher grade.