

**School of Electronic & Electrical Engineering**

**ELEC5032M Modern Industry Practice**

Reflective Logs Marking Criteria (2023-24)

Weighting: 30% of Module Mark

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| **Summary** | The reflective logs assignment is an individual progress log, assessed at the end, comprised of time-stamped weekly summaries of your contribution to the mini-project groupwork and a reflection on what you have learned that week from the lecture, screencasts, written content, and interviews with experts. |
| **Purpose** | Reflection is a key component of active learning. This assignment will assess your engagement in the module and your ability to critically reflect on the module content and the different opinions on relevant hot topics for each unit. |
| **Task**  **Minimum Standard of English** | Throughout the 11 weeks of this module, you are required to complete weekly posts in your Learning Journal in which you reflect on your engagement with the learning materials and activities. The assessment is based directly on these weekly reflective entries in your Learning Journal. You do not need to submit anything additional at the end of the module.  Your summary should reflect on your engagement throughout the module. You may wish to comment on:  **Mini-Project:**   * What did you contribute to the mini-project this week? * What meetings did your group hold, and what was discussed? * What topics have been considered, and was there agreement on the aims of the project? * Has the project been broken down into workpackages and a plan agreed? * Is everyone making a useful contribution? * Have your project plans been revised at all this week? * Is your group mini-project proceeding on schedule? * (In some weeks): What feedback did you get on your presentation and what was your reaction?   **Lectures and Online Content:**   * What topics did you find particularly interesting (or otherwise) this week? * Is there any content that you think needs updating due to recent developments or technology news? * Which learning experiences had the biggest impact on you, and why? * To what extent you feel that you have achieved the learning outcomes for this module? * How do you think what you have learned this week can affect your career and professional practice going forwards?   Your submitted written work must meet a minimum English competency level. Please ensure that you use paragraphs and that the content flows properly between and within paragraphs. Please ensure that your word choice and grammar do not undermine the meaning and comprehensibility of your argument and that your word choice and grammar are appropriate for an academic text. You should also correctly reference any external sources that you have used.  If you fail to meet this threshold level, your work may not be assessed. In addition, you will be referred to the Language Centre for English language support to improve your academic writing for future assessments. |
| **Presentation** | The log entries do not need any diagrams or special formatting, they are plain text entries. Remember that unlike most technical writing, reflective writing is usually expressed in the first person (‘I think...’ ‘I believe…’). For further advice on how to approach reflective writing please see the [Library skills pages](https://library.leeds.ac.uk/info/14011/writing/113/reflective_writing). |
| **Referencing** | As this is a short reflective piece of writing, we wouldn’t normally expect that you would be citing sources in your reflective log. However, additional references and links would be very welcome for possible inclusion in future versions of the module. |
| **Submission** | Your weekly entries in the Learning Journal will be assessed directly. The link to the Minerva Journals tool is labelled “ELEC5032M Weekly Logs” and can be found on the module “Content” page. |
| **Marking** | This is a compulsory assessment for ELEC5032M. It is worth **30% of your overall module grade**.  Your **9** most appropriate weekly Journal entries will be marked corresponding to the following weightings: -   |  |  | | --- | --- | | A mini-project **weekly** report summarising your contribution to the project that week and the project progress. | 60% | | A reflection on what you have learned that week from the lecture, screencasts, written module content, interviews with experts, and suggested further reading/links.  If you choose to discuss different viewpoints on any emerging topics like AI, your own opinion is not evaluated in any way, only the breadth and depth of your coverage of different aspects. | 40% | |
| **Feedback** | You will receive informal feedback on your first logs after 2-3 weeks of the module. You will receive your approved mark and formal feedback after the exam board. We will notify you by email when your feedback is available. |
| **Mitigating Circumstances** | Contact the module leader in the first instance if you are having difficulty with this weekly assignment. Note that retrospective Journal entries (i.e. several weeks late or a significant number of weeks missing) will only be considered when Mitigating Circumstances have been formally approved and the Module Leader has been notified of the outcome by the SSO. |