SCHOOL OF ARCHITECTURE, COMPUTING & ENGINEERING

Submission instructions
- Cover sheet to be attached to the front of the assignment when submitted
- Question paper to be attached to assignment when submitted
- All pages to be numbered sequentially
- All work has to be presented in a ready to submit state upon arrival at the ACE Helpdesk. Assignment cover sheets or stationery will **NOT** be provided by Helpdesk staff

Module code	CN4005		
Module title	Mental Wealth: Professional Life 1 (IT Project Pitching)		
Module leader	Dr Fadi Safieddine		
Assignment tutor			
Assignment title	Portfolio work		
Assignment number	1		
Weighting	100%		
Handout date	Weeks 2, 4, 6, 8, 10, and 12.		
Submission date	Week 13 (Monday 3rd of May 2021)		
Learning outcomes assessed by this assignment	1, 2, 3, 4, 5, and 6.		
Turnitin submission requirement	YES	**Turnitin GradeMark feedback used?**	YES
UEL Plus Grade Book submission used?	NO	**UEL Plus Grade Book feedback used?**	NO
Other electronic system used?	NO	**Are submissions / feedback totally electronic?**	yes
Additional information			

Form of assessment:

☒ Individual work   ☒   Group work

For **group work** assessment which requires members to submit both individual and group work aspects for the assignment, the work should be submitted as:

☒   Consolidated single document   ☐   Separately by each member

Number of assignment copies required:

☒   One   ☐   Other ☐   Other

Assignment to be presented in the following format:

☒   On-line submission
☐   Stapled once in the top left-hand corner
☐   Glue bound
☐   Spiral bound
☐   Placed in a A4 ring bound folder (not lever arch)

Note: To students submitting work on A3/A2 boards, work has to be contained in suitable protective case to ensure any damage to work is avoided.

Soft copy:

☐   (to be attached to the work in an envelope or purpose made wallet adhered to the rear) adhered to the rear)
☐   wallet adhered to the rear) adhered to the rear)
☐   Soft copy not required

Note to all students

Assignment cover sheets can be downloaded from logging into UEL Direct via the following pathway.

UEL Direct → My Record → My Programme → Assessment log dates with Barcoded Frontsheet

All work has to be presented in a ready to submit state upon arrival at the ACE Helpdesk. Assignment cover sheets or stationery (including staplers) will <u>NOT</u> be provided by Helpdesk staff. This will mean students will not be able to staple cover sheets at the Helpdesk.

Task 1: Initial Self-assessment; Due week 2, L.O. 3. 10%. (Individual)

There are three tasks to complete:

1.1. Students to create a self-evaluation bullet point list of the skills they believe they have and those that they would like to achieve before the end of this term. A form will be available on Moodle. Please only use the template form provided! The form is comprehensive and covers personal development skills, academic skills, knowledge, thinking skills, subject-based practical skills, life and work skills. The checklist to reflect on how the student intends to manage stress and tight deadlines.

1.2. Students to provide email evidence that the Mental Wealth form. A link to the Mental Wealth unit will be on Moodle. Students have to complete the form and email it to their Academic Advisors.

1.3. Students to also develop an initial CV based on any number of templates shown in the lecture and the lab. The initial CV to include current skills only.

Instructions on how to complete all these activities are found in lesson 1.

Task 2: Individual Time Management Plan; Due week 4, L.O. 1 & 5. 10% (Individual)

Students to create a comprehensive time management plan based on GTD. Students are allowed to use a different approach, provided it is an academically published approach, and they provide a citation of their source.

The key aspect of this assessment is that the student has demonstrated good forward planning that covers academic tasks and deadlines, personal development deadlines, and day to day deadlines.

Instructions on how to complete this task are found in lesson 4.

Task 3: Proposal for Pitch Idea; Due week 6, L.O.2, 3, & 6. 10% (Group)

Students to create short (no more than 500 words) proposal for innovative use of technology with business potential. Use this text to pitch and sell the idea. The themes we encourage are those that focus on reducing inequalities, improve sustainability, and environmental projects. To include a teamwork agreed format and role management.

Students should register their idea by the end of week 4. Two different groups of students cannot use the same concept for their project. Use lessons 1 and 2 for inspirations!

Task 4: Presentation skills and self-assessment; Due week 8, L.O. 3, 4, & 8. 30% (Group)

Students to demonstrate their presentation skills and submit the PowerPoint presentation along with a self-evaluation of their own skills. 20% of the grade will be based on the presentation, and 10% on the fairness of the self-evaluation report where students identify areas of improvement, the self-evaluation to reflect on how the team intends to address these in the future.

Instructions on how to complete this task are found in lessons 6 and 7

Task 5: IT Innovation Report; Due week 10, L.O. 4, 5, & 6. 30% (Group)

The proposal to be no more than 2000 words. The proposal will be assessed on how professional and complete it presents its ideas; correct citation and referencing of sources, structure, format, use of visual aids such as images, diagrams, and tables. Note students are allowed to modify and upgrade their ideas, but they should consult with the lab tutor to ensure their new proposal is unique.

Instructions on how to complete this task are found in lessons 8 and 9.

Task 6: Final self-evaluation and reflection on mental wellbeing; Due week 12, L.O. 3 & 5. 10% (Individual)

Students to update their self-evaluation report from task 1. Students to consider approaches they will use to manage time, mental wellbeing, and groups in the future. Students to reflect on next term, what modules they will be learning, and what skills they aim to develop. Students to update the CV to reflect the new skills they have developed in this term.

Instructions on how to complete this task are found in lessons 1, 11, and 12.

Please upload ONLY ONE file:

A word document with the:
- Six tasks listed above.
- Project plan and image sources. The file must be called your group number followed by your studentid.docx So if you are in group 3 and **your ID is 1234567 (i.e. G3U1234567.docx or G3U1234567.doc or GU31234567.pdf)**

The maximum submission size is 100Mb.

Formative Feedback

You have the opportunity to submit tasks at designated milestones during the running of the module to receive formative feedback.

The feedback is not grading of the work. It is designed to help you develop areas of your work, and it helps you develop your skills as an independent

learner. These opportunities are only open for that week. Where student does not take advantage of these, they cannot request a later date feedback. These dates are:
- Task 1: Week 2
- Task 2: Week 4
- Task 3: Week 6
- Task 4: Week 8
- Task 5: Week 10
- Task 6: Week 12

Informative feedback is to allow time for you to reflect on the instructor's recommendation and draft your final submission.

Formative feedback will not be given to work submitted after the above date.

Guidelines

You **MUST** underpin your analysis and evaluation of the key issues with appropriate and wide ranging academic research and ensure this is referenced using the UEL Harvard system. The My Study Skills Area contains the following useful resources:

Guide to Harvard Referencing and citations:

https://www.uel.ac.uk/~/media/Main/Images/Library-images/INFO-SKILLS/PDF-Files/20-How-to-Harvard-reference.ashx

You must use the UEL Harvard Referencing method in your assignment.

PLAGIARISM & COLLUSION

http://www.uel.ac.uk/aple/academic/avoidingplagiarism/

FEEDBACK TO STUDENTS

Feedback is central to learning and is provided to students to develop their knowledge, understanding, skills and to help promote learning and facilitate improvement.

- Feedback will be provided as soon as possible after the student has completed the assessment task.
- It will be given within 20 working days of the submission date of the work
- Feedback will be in relation to the learning outcomes and assessment criteria.
- It will be offered via Turnitin GradeMark and an Audio file where appropriate.

As the feedback (including marks) is provided before Award & Field Board, marks are:

- Provisional
- available for External Examiner scrutiny
- subject to change and approval by the Assessment Board

All students are actively encouraged to collect feedback, review and consider its recommendations and implications, and seek further advice and guidance from academic staff where required.

USEFUL LINKS

- [Student's Guide for Final Year Project Thesis: BSc, MSc, MA, and MBA: Amazon.co.uk: Safieddine, Dr Fadi, Lomidze, Dr Koba: 9798590527106: Books](#)