

CFS2160 Logbook Tips

This document contains advice only; it is not an exhaustive guide on how to pass the coursework.

The Submission Document

Your logbook should contain all of your work for term one up to and including the lecture and tutorials on the 12th December, this includes both the Modelling and Programming aspects. The modelling and programming parts should be in separate sections. It must be a **single document** in a recognised format such as .pdf. It should have a suitable name such as U000000_CFS2160_logbook (where U000000 is YOUR student number).

The hand in date is 17:00 on Thursday 19th December 2019. After this time, you will not be able to submit your logbook via the Turn it in area on brightspace. Absolutely NO members of staff; Gary, Tony, Rubiya, Rabia, Steve, Saad, Student Support Office or anyone can accept a logbook submission at any time. Emailing your logbook to a tutor is not allowed and does not provide evidence of or count as a submission.

The assignment specification can be found at the following location.

<https://brightspace.hud.ac.uk/d2l/le/content/65771/viewContent/446163/View>

How to get a good grade for your logbook?

Start by re-reading the assignment specification which is on brightspace in the assessment area. It contains all the information that Gary and Tony require. Then re-read all the lectures and tutorials. At this point read your logbook again and ensure that you have answered all the questions as required. Be critical of your work, ask yourself “is my work good enough for university”? if not, make it better. The assignment specification gives information about the quality of work required to reach certain grades. Your logbook is your opportunity to showcase what you have learned to those who are marking it, ensure it is the best you can make it.

Academic Misconduct / Attempted Cheating

Copying, collusion, plagiarism, ghosting or any kind of **cheating** is not allowed under any circumstance! **EVERY** logbook that is submitted will be automatically checked by software which is extremely good at detecting any attempt to cheat. All students suspected of cheating will be investigated, those whose work has been copied will also be investigated. The penalties for cheating are detailed in the student handbook. Every submission will be processed by software that checks for similarity between all work from this year, all previous submissions from all other universities and material published on the web and in books.

How to Present the Document?

The style and presentation of the logbook is entirely up to you.

Please be mindful of the following:

- Keep the modelling and software parts separate.
- Ensure the logbook is easy to read.
- Ensure the logbook follows the same format (font, size, colour) throughout the document.

CFS2160 Logbook Tips

- Ensure all images such as UML diagrams and Python / Java code are clear and can be easily read by the marker.
- If you have done extra work for programming, you can include this but this can only be included as an appendix to the main logbook.

General Tips

1. Give yourself plenty of time to finish the document before submission, if you leave it until the last moment to finish the logbook you will invariable miss some things out.
2. Answer the question you are being asked, if you have any doubt what about the question being asked is, re-read them and ask yourself, “does my solution answer the question Gary or Tony is asking?”.
3. Ask your tutor for feedback on your work, we want to do this!
4. Your logbook is your chance to show us how much you have learned in the module over the first term, make it the best it can be and be proud of your work.
5. Make it easy for us to give you the marks, if a logbook is unorganised, has unclear images or is grammatically poor we may struggle to understand what you have done or trying to say. Clear up any possible misunderstanding in your work to eliminate this.
6. Pay attention to how Gary and Tony want the work to be presented, if there are any special requirements then these will be clearly explained in the tutorial worksheets. If a specific instruction is given then it must be followed, the penalties for not following instructions will be clear stated in the tutorial sheets.
7. Arrange a meeting with the academic skills tutor if any of the above are of concern to you.