CHECKLIST

Attendance

OBS

CCTP

PREPARING THE FINAL REPORT AND VIVA

LAST LECTURE ☺

SUMMARY

Assessment Regulations

Module schedule

The Final Task:

- Submission: Report, Artifact and Video
- Viva voice

ASSESSMENT REGULATIONS

You ***can*** use the uncapped resit for the report but it is not advised as a strategy – you should be aware of the possible downsides to this approach:

- The deadline is in April – if you don't submit you will be put on the resit run of the module.
- You will use up your SINGLE resit opportunity – meaning if you fail in July resit, you will be on a RETAKE of the whole module, and fees will be incurred. You will then not be able to submit again until April 2025.
- You will have very limited academic support for your resit – all the teaching and supervision on the module takes place during the main sit (before the deadline), and you will only be entitled to 1 hour of supervision/tutoring for the resit. This is intended to get your assessed work to a pass standard only.
- You won't be able to graduate with your cohort in July – if you use the resit, you won't have final marks until August 2024. You will graduate at the winter ceremony.
- This might also affect any employment applications or jobs already secured. It might also affect your ability to apply and take up postgraduate study.
- Our experience has shown that rather than make things easier, it makes things more difficult, and students struggle with the resit, and anxiety is increased.
- You might have visa issues if you are on any sort of visa to be in the UK. Academics can't advise you on this, and you would need to contact the UWE Immigration Service or look at UWE Webpage visa and immigration advice for advice.

	Week Commencing	UWE Week	Teaching Week	Session Number	Notes	Assessment Dates
	18/09/2023	10	Starting Block		Induction Video	
	25/09/2023	11				
Teaching Block 1	02/10/2023	12	1	1	Lecture: Writing a Good Proposal	
	09/10/2023	13	2			Task 0: Initial Proposal Submission (12/10/23)
	16/10/2023	14	3			
	23/10/2023	15	4			Task 1: Full Proposal Submission (26/10/23)
	30/10/2023	16	5			
	06/11/2023	17	6			
	13/11/2023	18	7	2	Lecture: Progressing with your project	
	20/11/2023	19	8			
	27/11/2023	20	9			
	04/12/2023	21	10			
	11/12/2023	22	11	3	Lecture: Preparing a good poster and demo	
	18/12/2023	23	Christmas			
	25/12/2023	24				
	01/01/2024	25				
	08/01/2024	26	12			
	15/01/2024	27	13			Task 2: Poster and Progress Update Submission (18/01/24)
	22/01/2024	28				Task 2: Poster Presentation (w/c 22/01/24)
Teaching Block 2	29/01/2024	29	14			
	05/02/2024	30	15			
	12/02/2024	31	16			
	19/02/2024	32	17			
	26/02/2024	33	18			
	04/03/2024	34	19			
	11/03/2024	35	20			
	18/03/2024	36	21	4	Lecture: Preparing the Final Submission	
	25/03/2024	37	22			
	01/04/2024	38	Easter			
	08/04/2024	39				
	15/04/2024	40	23			
	22/04/2024	41	24			Task 3: Report Submission (25/04/24)
	29/04/2024	42	25			
	06/05/2024	43	26			
	13/05/2024	44				Task 3: Vivas (w/c 13/05/24)
	20/05/2024					
	27/05/2024					

IN THE DEV PHASE...

FOCUS

“Iterative design is the hallmark of a reflective practitioner.”

Communicate how you’ve been applying iterative design/development to your project and why/ when.

Reflect on this (in the **log**) and identify your main insights.

Communicate these insights in your **log**.

NEXT STEPS

- Read the proposal, poster feedback from your supervisor and take important points on board.
- Draw up a plan of action for the remaining time.
- Remain realistic. Consider available time and resources. Re-scope if necessary.
- Play to your strengths.

NEXT STEPS

Seek and give constructive feedback to each other

False praise lowers the bar and prevents people from improving.

If asked, point out what you think are **strengths** of the project.

Mention what you think are **mistakes and errors**.

Signpost ways of **improving** the work.

FINAL STAGES OF CCTP

Done:

- **Proposal 10%**
- **Poster 10%**

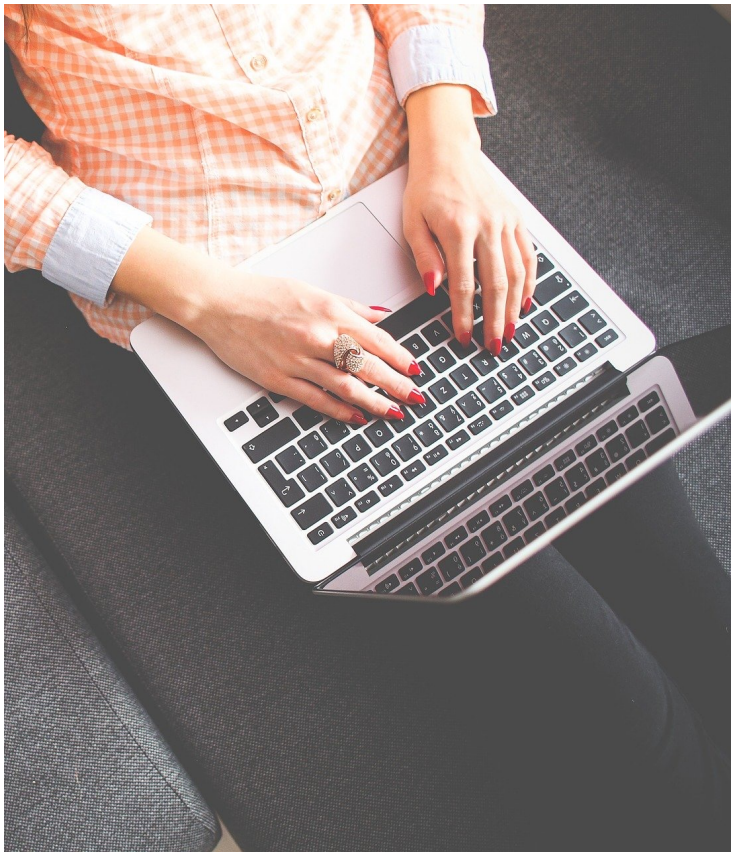
To Do:

- **Final Report 30%**
- **Final Artefact: 40%**
- **Video: 10%**

due 25th April plus 48-hour late submission window

Viva: week beginning 13th May

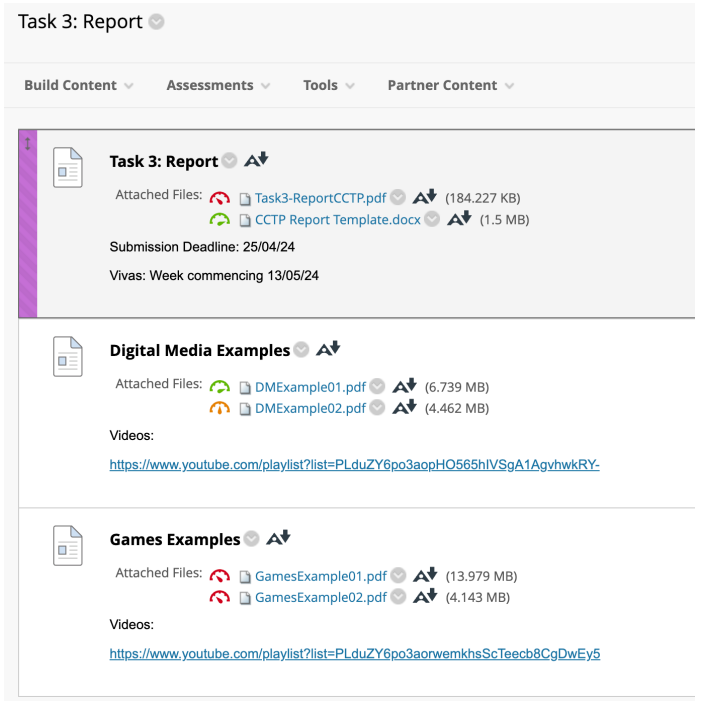
FINAL REPORT



Template

(different this year)

Blackboard > CCTP > Assessment > Task 3 Report



FINAL REPORT SECTIONS

Intro (400w), Research question (200w),

Lit review (1500w) Research methods and Ethics (500w)

Practice (2500w),
Discussion of outcomes (1500w)

Conclusions/recommendations (400w)

References, Bibliography, Appendixes

Download the template from Blackboard!

7000 words total

The section word counts are for guidance only

STARTING TO WRITE

Tips for your final report

PREPARE THE FINAL REPORT

The largest section of the Final Report is called "**Practice**" (2500 words) followed closely by "**Discussion of outcomes**" (1500 words).

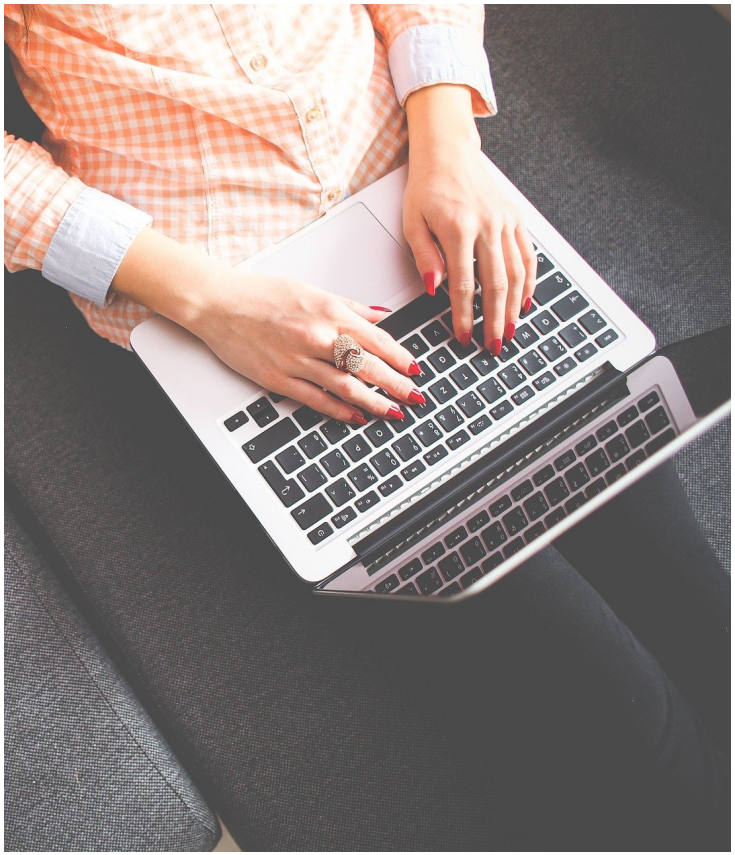
Clearly the quality of your outcomes discussion depends on your practice, and your writing about it!

So to do well, think about the "Practice" section in advance!

WRITING ABOUT PRACTICE

Like a tour guide, lead your reader through the practical implementation stages of your project. Don't try to tell them everything from A-Z or September ‘till April. Don't describe every single problem and overload them with needless information. Don’t stray off topic and get your reader lost as well…

PREPARE THE FINAL REPORT



The log is your tool to note down your reflections as they happen.

For the report, read back over your log and identify important decision-making points. This gives you interesting content to write about.

Also: a well-kept project log demonstrates good project management skills

WRITING ABOUT PRACTICE

Prepare a plan of how to write about your practice, before you start writing!

Put together an outline:

- Look at your practical work/ log so far and identify 3-5 key project-critical topics/ stages/ decision making points.
- Under each topic/ stage, note down a few keywords such as: Why was this so critical for the project? What was at stake here? What was/were the key problem(s) and the solutions? How did I manage unforeseen developments / achieve breakthroughs here?

WRITING ABOUT PRACTICE

DISCUSS YOUR PRACTICE OUTLINE WITH YOUR SUPERVISOR.

ARE YOU IN AGREEMENT ABOUT KEY STAGES OF YOUR PRACTICE? HAVE YOU OVERLOOKED ANYTHING IMPORTANT?

WRITING STYLE

Clarity!

Some suggested reading:

- Orwell, G. (1946) Politics and The English Language, Horizon
- Visco, F. L. (??) How to Write Good
- UWE Report Writing Workbook

WRITING STYLE

- Concise rather than verbose
- Neutral, avoid 1st person *(except for Biography section)*
- Not too dense
- Not too casual either
- No unexplained jargon
- With some enthusiasm
- Stay on topic – no rambling

UWE HARVARD REFERENCING

“Author date” format

Citing a source:
The need for care and guidance (Pearson *et al.*, 2007) is evident...

The corresponding reference:
Pearson, A., Field, J., Ford, D. and Jordon, Z. (2007) *Evidence-Based Clinical Practice in Nursing and Health Care: Assimilating Research, Experience and Expertise*. 2nd ed. Oxford: Blackwell Publishing.

https://www.uwe.ac.uk/study/study-support/study-skills/referencing/uwe-bristol-harvard

MARKING CRITERIA CCTP 2020/21

Total 80% of module remaining of which:

- **Final Artefact: 40%**
- **Final Report 30%**
- **Video: 10%**

MARKING CRITERIA

Full details on Blackboard

Final Report (incl. project management) 30%
Overall clarity of report, quality of writing, use of diagrams/ illustrations (2%)
Quality of the academic and professional context-setting for this project (3%)
Quality of research: range of relevant sources, reflective analysis, synthesis (8%)
Clarity and appropriateness of methods applied in the project (4%)
Quality and depth of critical thinking (8%) around specific practice-based user thinking/ design/ development processes
Quality of project management: agile and proactive in implementation of feedback, methods or new findings, dealing with change (5%)

Appendix A: The Log

REMEMBER

The report is *not* a blow-by-blow description of tasks and your time spent on it.

Stay focused: avoid rambling, ranting, dead ends and contradicting yourself.

Quality over quantity: the report should contain *in-depth* evaluation of *key* aspects.

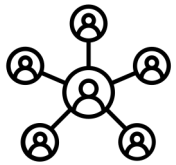
Projects often change (sometimes fail), but how the project *responds* to important insights is interesting to read.

Balance: when you present 3 problems in your report, make sure you also present at least 3 solutions!

End on a positive: summarize your achievements.

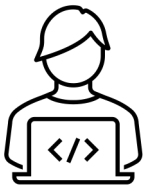
THE PROJECT ITSELF…

should demonstrate:



Context Awareness

A methodical approach



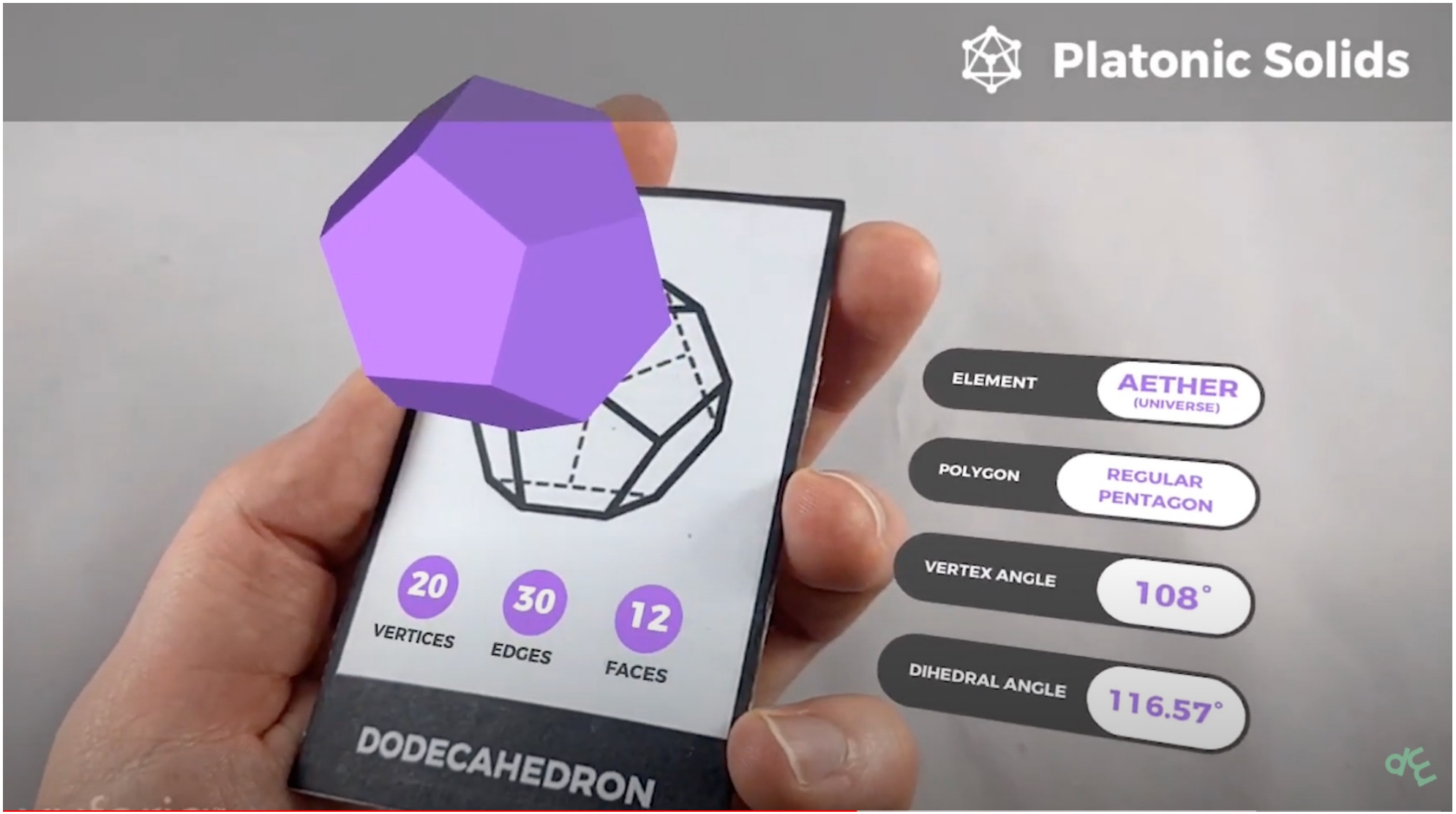
Practical proficiency (appropriate to course and level)

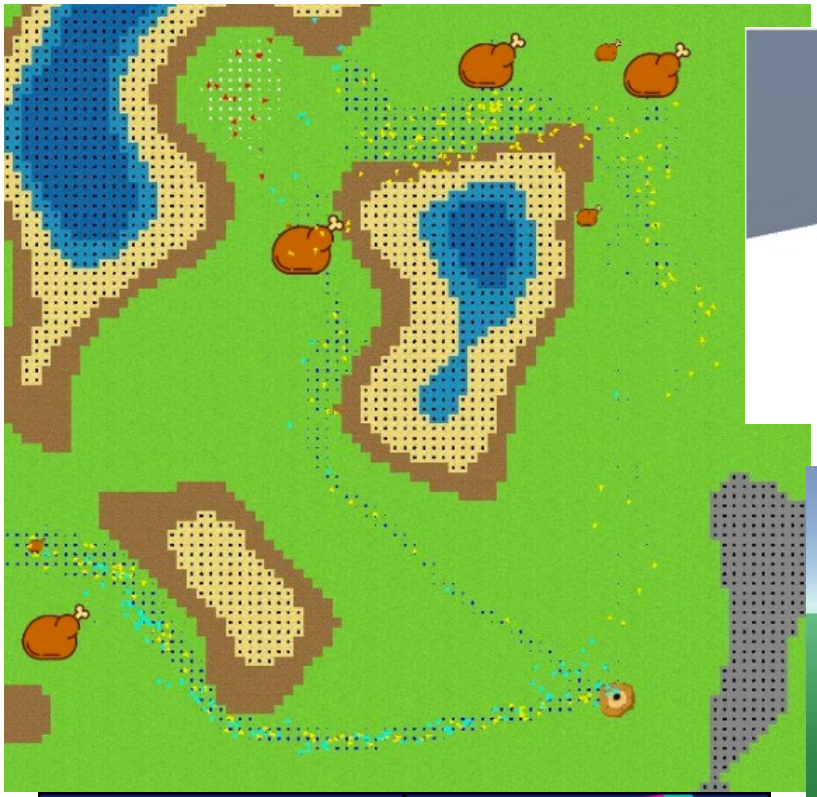
READ SOME REPORTS

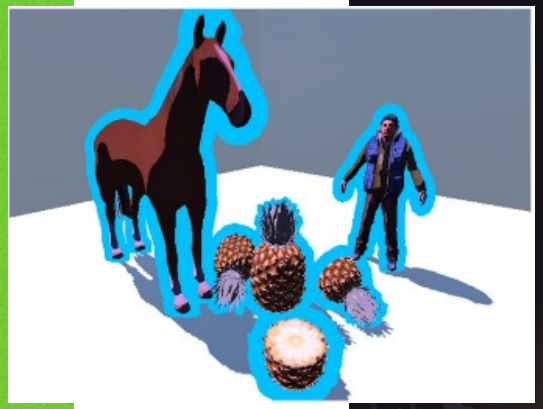
On blackboard

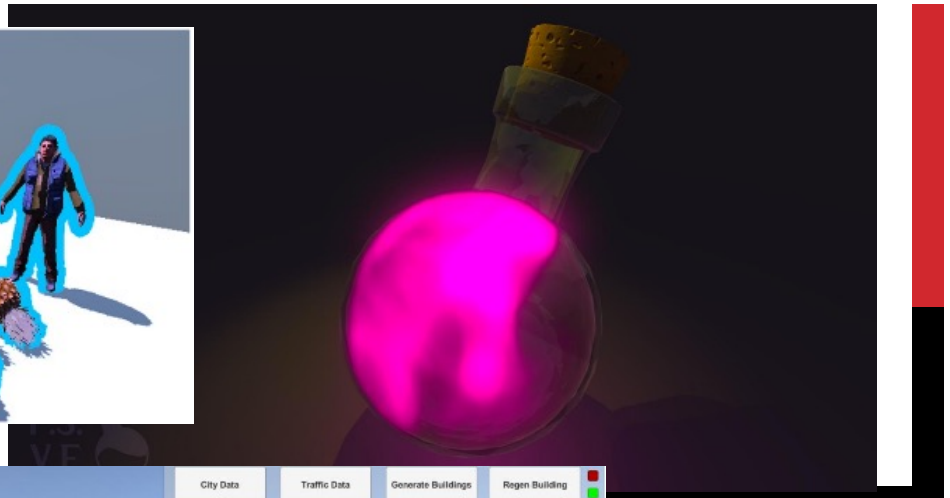
We use a different template so your reports look differently.
Please don’t copy the structure old examples.

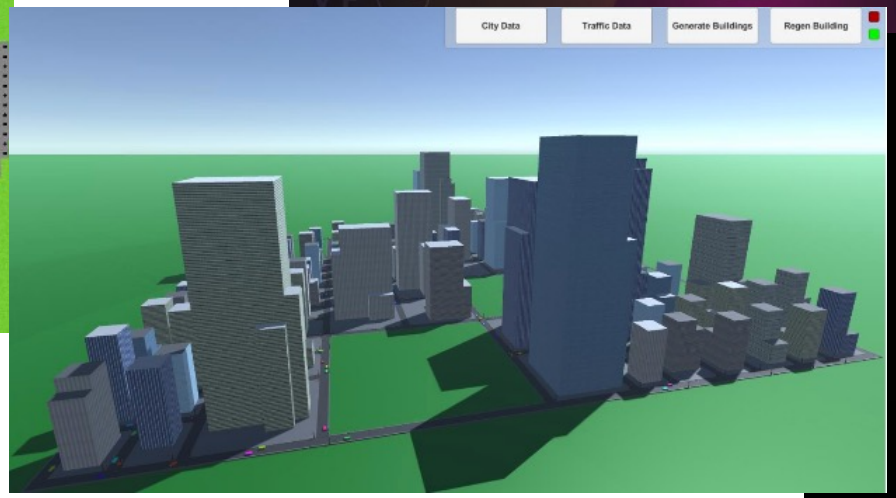
THE PROJECT ITSELF...

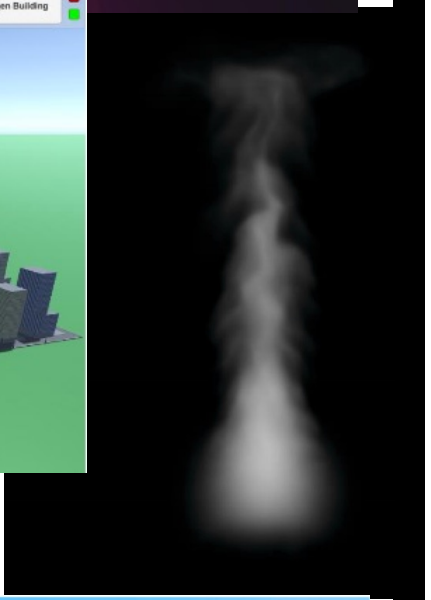


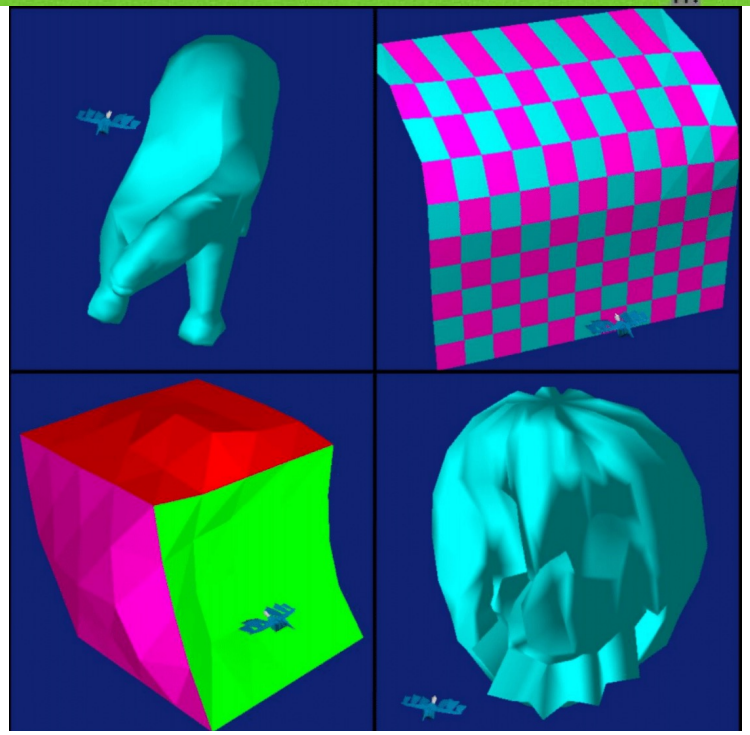




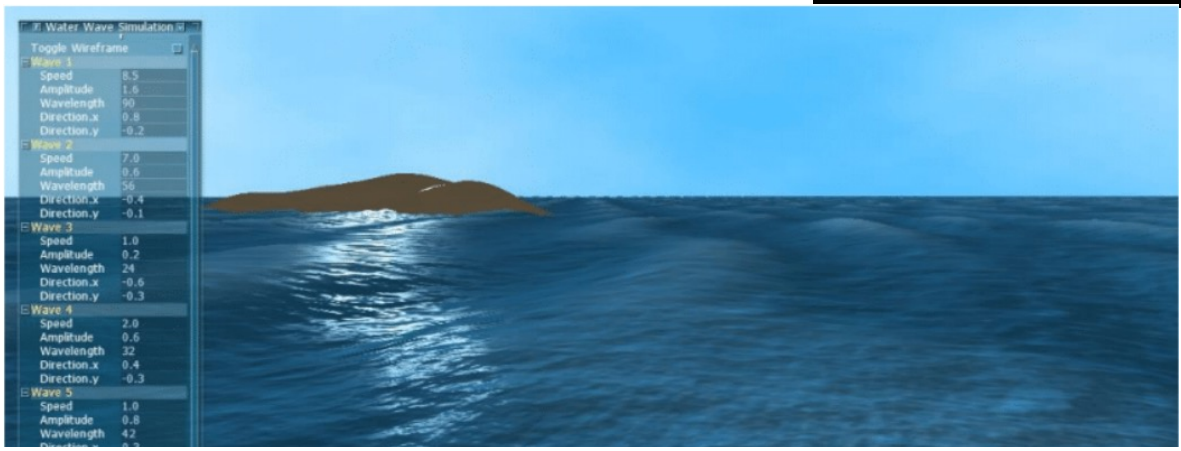



City Data
Traffic Data
Generate Buildings
Regen Building





GT PROJECTS


Water Wave Simulation
Toggle Wireframe
Wave 1
Speed 8.5
Amplitude 1.6
Wavelength 90
Direction.x 0.8
Direction.y -0.2
Wave 2
Speed 7.0
Amplitude 0.6
Wavelength 56
Direction.x -0.4
Direction.y -0.1
Wave 3
Speed 1.0
Amplitude 0.2
Wavelength 24
Direction.x -0.6
Direction.y -0.3
Wave 4
Speed 2.0
Amplitude 0.6
Wavelength 32
Direction.x 0.4
Direction.y -0.3
Wave 5
Speed 1.0
Amplitude 0.8
Wavelength 42

FINAL REPORT CHECKLIST

- Is it clear to a reader how your project sits within its professional context?
- Is it clear that your project is based on solid research and practice, and not on untested assumptions/ personal preference?
- Is it clear to a reader how exactly your project transitioned from research to design/dev? From design/dev to evaluation?
- Is it clear how your main hypotheses were tested in practice and what the main insights were?
- Have you addressed your main research question in full?
- Is it clear to a reader that you can project manage successfully?

The ARTIFACT

SUBMITTING YOUR ARTIFACT

We need to be able to see a date-stamp.
Please do not touch the content until you graduate.

- **Upload to GitHub or similar and submit URL**
- **Websites: cpanel or external server, submit URL**
- **Cloud-based locations, submit URL**
- **Other options: check with your supervisor**
- **Not via e-mail**
- **Not directly via Blackboard**

MARKING CRITERIA

Final Artefact 40%
Full details on Blackboard

Appropriateness of completed project in regards to course and ability level (10%)
Quality of delivered objectives: level of functionality achieved/ detail implemented (10%)
Adherence to professional standards/ frameworks in regards to code/ outputs (10%)
Demonstration of *specific* embedded qualities (technical/ creative/ user-related) (10%)

THE VIDEO

is a **2-min project summary,** in form of **video with audio narration.**
This means: write a script and voice-record. Edit to video.
Upload your video to Youtube (or Vimeo) and submit the URL.

Examples made by previous students:

DM (several final videos)
https://youtube.com/playlist?list=PLduZY6po3aopHO565hlVSgA1AgvhwkRY-&si=rT8Xx50ErOORiyxX
GT (several final videos)
https://youtube.com/playlist?list=PLduZY6po3aorwemkhsScTeecb8CgDwEy5&si=UiGVTMbHV4fbhFZb

MARKING CRITERIA

Final Video 10%

Quality of project dissemination video: clarity and impact

- Clear introduction to professional context, scope and depth of *this project*
- What was the overall project goal (*add* ***elevator pitch***)
- Demo and summary of most important *achievements* of the project
- Current project limitations and how to *solve* them

- Not too technical – anyone in your industry should be able to follow
- Not a sales pitch

Full details on Blackboard (Handbook and Assessment Criteria)

ELEVATOR PITCH EXAMPLE

How to give a project summary in 2 sentences:

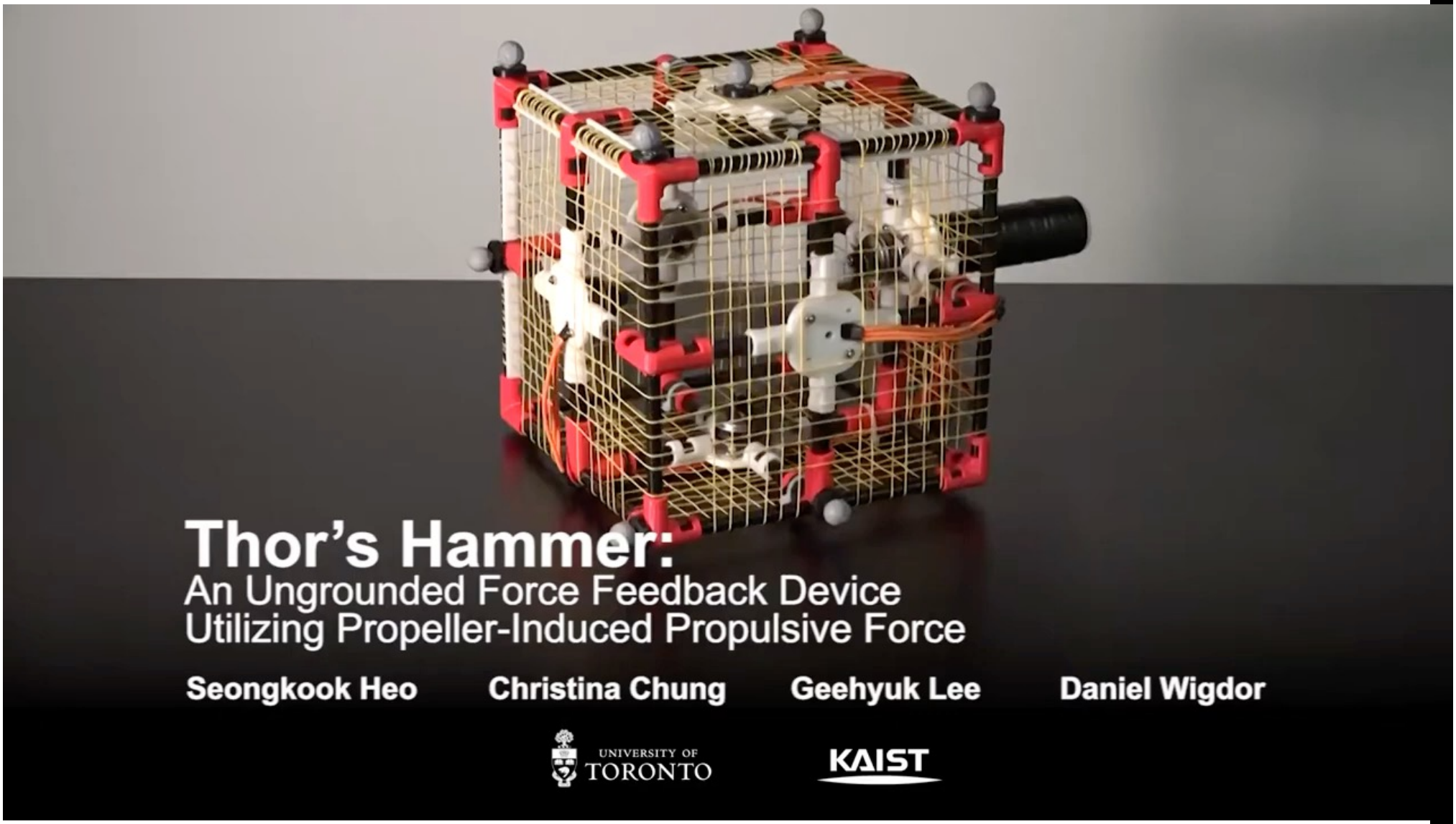
For example:

For...	people who have a sedentary lifestyle	*Target audience*
who...	would like to start exercising regularly	*Customer need / problem / opportunity*
the...	**Small Steps**	*Product name*
Is a...	web app	*Category of service*
that...	provides them with a daily exercise programme	*Main benefit*
Unlike...	Other exercising apps that feel too difficult or overwhelming for them	*Current situation, competition, or other alternatives*
our product...	provides tiny activities that are achievable in 5-10 mins every day.	*Solution*

MORE EXAMPLE VIDEOS - ACOUSTRUMENTS

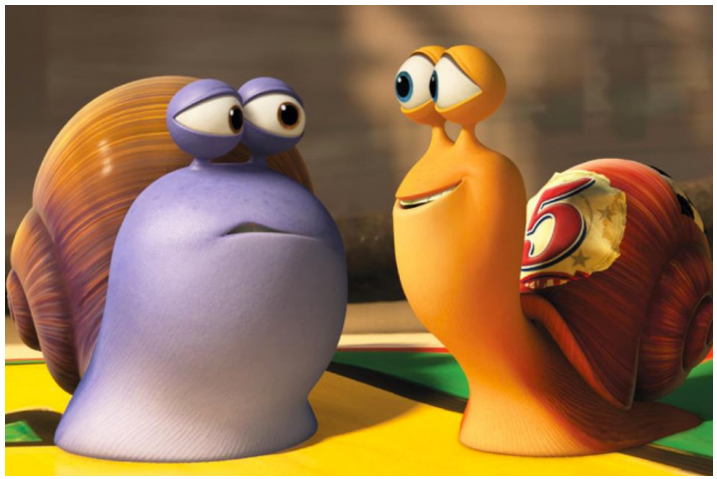
MORE EXAMPLE VIDEOS
MUTUAL HUMAN ACTUATION

MORE EXAMPLE VIDEOS
THOR'S HAMMER



MARKING PROCESSES FOR FINAL ASSESSMENT

CCTP is a PROJECT module.



1. **Your final submission needs to be marked by your supervisor and your second marker.**

2. **In case of disagreements on marks, a third marker needs to moderate.**

3. **Then all marks across the cohort are moderated by the module leader.**

(= it takes time, but we try to get it done as soon as we can).

VIVA

There is a final presentation of your work, where you show your video and answer any questions we may have.

This is your chance to have your say, highlight to us your achievements, present your work in its best light.

Even if you have encountered problems, showing your awareness of them means better marks.

Date: 13th or 14th May 2024 or arranged with supervisor

Individual sessions, slots announced via Blackboard.

Block it out in your calendar

NEXT STEPS

Move your practical work towards its final stage.
Last scope/ level adjustments.

Discuss your practice with your supervisor – which achievements might your video focus on?

Make sure your practice outcomes address your research questions in a meaningful way.