RUSSELL BEALE

PROJECTS

An introduction

WELCOME TO YOUR PROJECT

- **Russell Beale - undergraduate project coordinator**
- **Responsible for**
  - **Overall organisation of projects**
  - **Making sure you have supervisions**
  - **Giving you information about project logistics**
  - **Helping you understand what makes a good project**

- **Canvas: Computer Science Project**
  - **Has all this information and much more on**
  - **Default place to go to look for information**
  - **Has all deadlines and submission requirements**

DO YOU HAVE A SUPERVISOR?

- You should have received an emailing telling you who your supervisor is
- If you do not know:
    - Check your email
    - If nothing, please let me know
- Your supervisor will be contacting shortly if they have not already done so to set up the initial meeting

SUPERVISION MEETINGS

- **Different supervisors will have different ways of doing things**
- **The standard approach is to have a few face to face meetings in a group**
  - **1:1 meetings may well be offered too for person-specific discussions**
  - **Some supervisors may have a Zoom option**
    - **Note that some may not be able to meet face to face for Covid-19 protection reasons**
- **You would expect to discuss your progress and any issues, and outline plans for the next period**
- **By having group discussions, you can help each other out too**
- **You should meet with your supervisor about 4 times each of the 11 weeks of teaching in each of the two semesters**
- **They will be available give input and advice outside these scheduled meetings too**
- **You should not expect your supervisor to be on call for you, or available outside of the semester**

PROJECT TYPES

- **There are 3 sorts of projects**
- **40 credit project**
- **40 credit M level project**
- **60 credit M level project**

- **Make sure you know which one you are doing**
- **Make sure you let your supervisor know which one you are doing when you first meet**

DEADLINES

- **Final project submission deadline: Wednesday 12pm UK time 12th April 2023**

- **Other major deadlines**
  - **Semester 1 w/c 7th November Project inspection**
  - **Semester 2 w/c 20 March 2023 Project demonstration**

- **M level projects only**
  - **Video presentation**

INTERIM MILESTONES

- **Project proposal**
  - **Short document detailing your project, the approach to be taken, expected challenges, and a timetable of work**
  - **End week 3 (14th October 1700 UK time)**
- **Ethics review**
  - **Complete a Canvas quiz to check the ethical issues relating to your project**
  - **Complete as soon as possible, but no later than end week 3 (14th October 1700)**
  - **You must not collect or process any data before completing the ethics quiz**

PROGRESS MONITORING

- **Attendance**
  - **Your supervisor will mark your attendance at the weekly session on the Canvas attendance logs**
  - **You need to have regular attendance**
- **Weekly logs - personal logbook, physical or digital**
  - **Short submission summarising progress and issues for that week and plans for next week**
- **GIT repository**
  - **Regular commits to GIT are needed**

- **All of these allow us to see that you are making steady progress, and protect you from questions of plagiarism as you can demonstrate interim steps easily**

PROBLEMS

- **Projects are designed to be challenging and you can expect to spend time problem solving and trying to resolve issues**

- **If you are having difficulties, discuss it with your supervisor**

- **If they cannot resolve it, please discuss it with me**

  - **Office hours or book a slot - on my Canvas profile page**

  - **Or Teams**

- **Please do not email lots of different staff as this causes confusion and means you will not necessarily get the right help**

- **Welfare related concerns, and issues that may require an extension, should be directed to the School Welfare team, cswelfare@contacts.bham.ac.uk**

PROGRAMMING ISSUES

- **Help desk for programming-related questions**
  - **Via Zoom**
  - **Will start in approximately week 4, more details soon**
- **Other approaches**
  - **Try Google, stackexchange, Reddit, etc.**
  - **Talk to colleagues on the course**

WHAT TO EXPECT FROM YOUR SUPERVISOR

- **This is your project**
  - **You need to motivate yourself to do it**
  - **You need to plan your time and activities**
  - **You need to take responsibility for it**
    - **Read, research, try things out**
    - **Discuss problems and issues with your supervisor**
- **Your supervisor will**
  - **Help direct your work**
  - **Ask you questions to help you better understand what you are doing**
  - **Make suggestions for things to investigate or approaches to try**

SUPERVISORS, CONTINUED

- **Supervisors will not**
    - **Help you with coding details**
    - **Help you with debugging**
    - **Necessarily be experts in the domain of your project**
    - **Solve your problems for you**

RUSSELL'S TOP TIPS

- **Review the materials on Canvas**
  - **There is a wealth of useful information on there**
- **Plan your project**
- **Schedule project time into your calendar**
- **Right from the start, write from the start**
- **Keep progress under review**
- **Utilise your supervisor - they are a valuable resource**