

Assignment Sheet

Unit Name	IT Professional practice & Ethics
Unit Code	FIT1055
Unit Teacher Name	Dr Nik Nailah Abdullah
Assignment Name	Reflection on Practice
Assignment Number/Reference	3

Learning Outcomes

This assignment assesses the following learning outcomes:

Learning Outcome Number	Learning Outcome Description
1	Comprehend a range of communication skills and modes that are effective for presentation, management and entrepreneurship.
2	Distinguish a variety of techniques to enhance working collaboratively and managing conflict as part of a team.
6	Describe how religious and cultural diversity contributes to solving future IT challenges in AI both locally and internationally.

Weighting

This assignment is worth 30% of your overall grade for this unit. Please see the [assignment rubric](#) for the weightings of each assessment criterion.

Requirements

This assignment has the following requirements:

Assignment Type	Individual
Response Format	Written Journal
Response Specifications	Written journal of your project experiences and learning must be in pdf format that includes unit name, code, student ID and student name. Word limit - 2500 words.
Due Date	At the end of week 14, 11.55 PM Friday.

Penalty	<p>Students who submit an assessment task after the due date will receive a late-submission penalty of 10% of the available marks in that task.</p> <p>A further penalty of 10% of the available marks will be applied for each additional day (24-hour period), or part thereof, the assessment task is overdue.</p> <p>Tasks submitted more than seven days after the due date will receive a mark of zero for that task.</p>
Submission Process	Submit on Assignment 3 on the Moodle Assessment page
Notes:	Use the journal template provided on Moodle

Assignment Instructions

For this assignment, you are required to:

Review what you have learned and experienced throughout the project assignments.

Use Gibb's reflective cycle model ([Week 11](#) eBook chapter) to guide you in writing the practice reflection following its provided structure in writing. The essay must include the following content: [Week 11 drive](#)

1. Description of learning experience
 - a. The [experience in doing research investigation](#) using the intelligent research cycle for Assignment 1.

For my solo assignment 1 report, we were assigned to complete a report using an intelligent research cycle regarding an ethical issue we have chosen ourselves.

I was pretty sure I could finish this report within a day if I was at home and had no other work to do which proved to be correct. As a normal report writing method of mine, I have the bad habit of doing research while writing the actual report. Despite the fact that this method is highly effective for me, I only did the research whilst writing the report which means that I may have missed a lot of points.

Although I started this assignment early, I did spend quite a few days editing my grammar and sentence structure as I have overwritten it. I also have to edit my report to fulfil the rubric requirements as even though I did refer to the assignment specification while writing the report, it doesn't mean that my report fulfils all the criteria of the assignment rubric.

171 words

- b. The experiences of working with peers as a team applying effective communication, and teamwork techniques in Assignment 2a and 2b.

Report writing as a team for assignment 2a was challenging for me but was completed nonetheless. My group has 6 people including myself and it is undoubtedly a big group to do a single report. The meetings we held were mostly online which was tough as not every member in the group was comfortable with talking on an online platform with their microphones. Other than that, everyone in the group was opposed to switching on their camera which was difficult for me to judge if they were paying attention to the discussion or not. Despite that, every member attended the meetings held on time.

Once the content of the report was nailed down and finalised, we divided the roles and tasks for each member to write their portion of the report. During the report writing, many questions and doubts were raised which lead to a member frequently emailing our tutor for help. Once the report was written, I as a checker went through the whole report as a whole to correct mistakes and to ensure the report contents fulfilled the rubric given which I admit, was a tough work as everyone had different writing styles and used different tenses. I did contact the members who were responsible for certain parts of the report as they have completely written the report out of topic.

In the end, a few members and I rewrote a whole section of the report as it was completely out of topic but successfully handed-in the report on time a day before the actual deadline. We didn't plan our time very well. Hence, if we were to rewrite the report again, we might not be able to hand in the report on time.

I would say that this team has a good relationship although we did not know each other beforehand as we respected each other, made jokes amongst each other but also unhesitatingly gave constructive criticism to each other. Some words said might have been hurtful but these words were spoken very honestly which will undoubtedly benefit everyone in the team.

345 words

- c. The experiences in learning how to think critically and making ethical decisions by applying the ethical reasoning framework in Assignment 2a.

REDO - BE MORE SPECIFIC ON EACH ERF STEPS

Throughout the duration of each meeting held, the leader prompted everyone to turn on their microphones to talk and discuss potential solutions for the topic chosen by the group. Initially, all was done is to speak out during the meeting then recorder will record down the points discussed during the

meeting but this method is proven to be ineffective as some points may be slipped by the recorder so what was done is that we used a mind mapping platform, MindMeister, to list out the ideas and reasoning so every member can read and evaluate the points that each member thought of. If the idea is analysed to be feasible, we will then continue to branch out from the said point with other sources found online and give our own arguments on them. Before the meeting ends, our team's leader will conclude the points for better clarification for every member to ensure everyone is on the same page.

Ethical decisions that are thought of were made to remedy the breached ACM Code of Ethics. First, the ethical decisions were identified with reference to the ACM Code of Ethics by every member together when all of us read the report from assignment 1 (A1) together. Further research is done on the chosen topic to find alternative methods and ways to solve the breached ACM Code of Ethics where the product will still continue to complete its intended work and not allow the general public to question if the product is ethical or not. Like for our topic on Lethal Autonomous Weapon System (LAWS) it was questioned if LAWS could make ethical decisions that adhere to International Humanitarian Laws (IHL) by the general public which with further research and analysis, our group have concluded to implement human control on LAWS to prevent further questioning and breaches of ACM Code of Ethics.

My group followed the steps of Ethical Reasoning Framework (ERF) strictly to prevent any missed points that could assist us in the finding of our solution. We as a team followed ERF and hope that with ERF we could smoothly think of a solution that solves all the breached ACM Code of Ethics. This method proved to be true as the process of solution thinking and drafting was a success. Although there was confusion and difficult times during the whole process, the solution was still thought of and analysed.

398 words

2. Attending to emotions. You must describe the recognition and attending of emotions to the experiences described above (How did you feel during the process?)

During the team forming process, I was quite happy and satisfied with my teammates as they have presented themselves to be trustworthy and reliable but when I sent a message in Whatsapp, a communication application, I realised they were not who they presented themselves to be and rarely reply to my messages, sometimes, they even left me on read. In moments like this, I was quite frustrated and got a bit angry. During our second meeting, I pointed this flaw out and the reason given to me by them is that they are very busy with their assignments and apologised to me. I admit, I felt quite guilty then but then I realised, we have the same assignments and the group leader only took 3 units so it's not a legitimate and acceptable excuse so at that moment, I was very disappointed at my teammates. When the reasoning was given in the meeting, none of their cameras and microphones were switched on so I couldn't gauge how they were feeling

during the situation which affected my opinions on the sincerity of their reasoning. Because of that, the majority of the team members voted to push back the assignment so they can focus more on their other unit assignments which caused the work distribution to be lightened and the next meeting was scheduled to be quite late which will cause the next few tasks and report writing to be very hectic and chaotic. I didn't like it but I had to follow the majority voting stance. When actual work was done for the assignment, the process was smooth and if there were any concerns and doubts, we would always find the lecturer and tutorial teacher for help. I was quite happy with the progress made, hence, during the actual report writing, I was very motivated to write and complete it. When my teammates searched me out for help, I was also very happy to help them as when they each finish their parts, it would mean one step closer to the completion of the report. Looking back from now as I write this reflection report, I feel pleased and content that all of our blood, sweat and tears were not put into waste to complete the assignment report.

377 words

3. Evaluation.

The things that went well for the assignment 2a and 2b is that everyone in the team produces quality work that met the deadline agreed by everyone during each meeting. On top of that, after the rough start of the assignment, every member improved and gave some form of reply to each message within the group chat in Whatsapp. Although many things went well throughout the assignment, some also didn't go so well. During the report writing, every members' writing style differs and members' fluency with the English language also differs. Hence, as the checker of my team, I've made numerous edits and also rewrote some parts of the report so our group's report fulfills the assignment specification and marking rubric provided. The time management of the team was also poor but surprisingly, despite all the unyielding efforts of the team, we have pulled through by completing and handing in the assignment report on time.

155 words

4. Analysis. You must **connect the experiences** (doing research, working with a team, ethical reasoning framework) **with technical skills** and make sense of what it entails to become a professional practitioner in the computer science field.

words

5. Conclusion and action plan

a. **Lessons learned** and what could have been done differently

From these assignments, I have learnt that time management and personality is especially important within a group if a group was to complete an assignment or task. Through the personality test done before the division of roles in groups, members are assigned to roles that fit their personality which greatly assists in the completion of their assigned work and how to communicate within the group. With the personality test result of each member, I can understand how they will most probably behave and complete their work which greatly helped me with my methods on how to communicate with different members. Time management could be done better within my team so we wouldn't have to rush all the work to meet the deadline and I could have more time to check the quality of the report. I also learnt that I would need to have members to question the decisions and discussions results made so that they could have a better understanding on how and why the decisions and results were made as during the report writing, some members couldn't really explain and present their points well enough which I have to rewrite the section and explain to the member on why I had to rewrite their section.

207 words

b. Action plan on **how to deal with similar situations in the future**, or general changes that are appropriate.

When I would need to work in a group in the future, I would clearly state the expectation and aims in regards to the assignments and have everyone present their personality test results to see how work could be divided throughout the assignment. Ice-breaking sessions are also a must have if everyone within the group is not familiar with each other. In regards to time management, I would put forward the decision on planning how the assignment flow will go, the team member that is responsible for each specific section of the assignment and a deadline where every member is expected to complete their assigned work. If any unexpected situation or problem arises that will hinder the progression of the assignment, I will encourage my teammates to seek help from the web without hesitation or to ask in the communication platform of the group so every member can participate in the discussion of the problem. If meetings were held, I would try to encourage my groupmates to speak up to clarify anything that they are still unsure of.

If these action plans were followed, I believe that any of my future assignments that require me to work in a group will allow me to achieve the best possible results.

209 words



IMPORTANT NOTE:

Reflective journal can be written in the first person ('I' or 'We') and does not have to be written in an academic style.