

**Assessment details.**

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Version 09092024

**Reflection Entry 2**

(Individual submission)

2.5%, Due Tuesday 29 October 2024 11:55 pm, week 14

Note: There are two reflection entries for this unit. Each reflection entry contributes 2.5% to the final unit mark. This is the second reflection.

**Learning Outcomes**

1. Work effectively in collaborative teams.
2. Explain and reflect upon the purpose, operation, success and value of the developed project in written and spoken formats.
3. Write a report explaining the methodology, outlining your contributions and the contributions of others, and documenting the developed project from appropriate perspectives (for instance, that of a user, researcher or developer).

**Assignment Specification**

**Introduction**

Students are required to submit a final reflection entry relating to their work and learning experiences during the whole semester (i.e., the period starting week 1 to the end of semester 2, 2024).

You are NOT expected to write a week-by-week reflection. A summary of the whole semester is sufficient. You need to include a summary of important activities and milestones. More importantly, you need to show reflections on learnings, achievements, problems encountered and solutions adopted to deal with the problems. You must include references to the seminar's pre-recorded videos, slides, the studio activities and your own research.

You may include comments relating to technical issues, project management, and team issues, as well as comments relating to individual team members.

Your reflection should focus on things that went well, and things that didn't turn out as nicely as you hoped. You can look back over your weekly entries, and consolidate several weeks' events in a summary entry. For example, you may have noted several weeks where communication was an issue and attempts to resolve it. At the end of the period, what are your summary conclusions about communication and your efforts to resolve any issues?

Reflection entries are meant to focus primarily on the student's individual experience and not on the team's performance. You should highlight your challenges and successes, what went well and not so well, and what you learnt from your experience. Reflection should focus on *your* work and experience, although reference to team activities can be included to support your reflection. Avoid long descriptions and focus more on the analysis of your experience. You should try to identify actions that you can undertake to improve your performance going forward.

### **Submission Instructions**

1. All submissions must be in the form of a word/pdf document and saved as:  
**<<Student ID>>\_ Reflection Entry 2.docx** (or .pdf),  
where <<Student ID>> is your Monash student ID.
2. Please upload your submission on the FIT3162-3164 Moodle site under the relevant "Reflection Entry #" submission link.

The following references provide more information about what good reflections should be.

1. [The structure of reflective writing - Research & Learning Online](#)
2. [A complete guide to writing a reflective essay | Oxbridge Essays](#)
3. [Examples of Reflective Writing | UNSW Current Student](#)

### **Marking Criteria**

Each reflection is scored 0-5 as follows:

- 0.0 No submission.
- 2.0 Incomplete reiteration of what was done and lacking thoughts on next steps to improve issues.
- 3.0 A useful reflection, but lacking some important detail.
- 4.0 A useful reflection, but lacking a minor detail.
- 5.0 A complete, thorough, and well-articulated reflection on what was done and proposed next steps using appropriate project management and/or technical terminology.

Penalties may apply as follows:

[-1 marks for missing key information or poorly presented information. You can refer to the specification above.]

### **Late Submission**

1. Submission must be made by the due date. Late submission penalties will be deducted according to Monash University policy. (See Moodle, "Additional information and resources" section).
2. If you believe that your assignment will be delayed because of circumstances beyond your

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control such as illness, apply for an extension prior to the due date. Extensions and individual alterations to the assessment regime will only be considered using the University Special Consideration Policy (See [Special Consideration website](#), and follow the procedure).

**Use of Generative AI tools in Projects and Assignments**

*See this assessment's Moodle module for the policy regarding use of GenAI in this unit.*