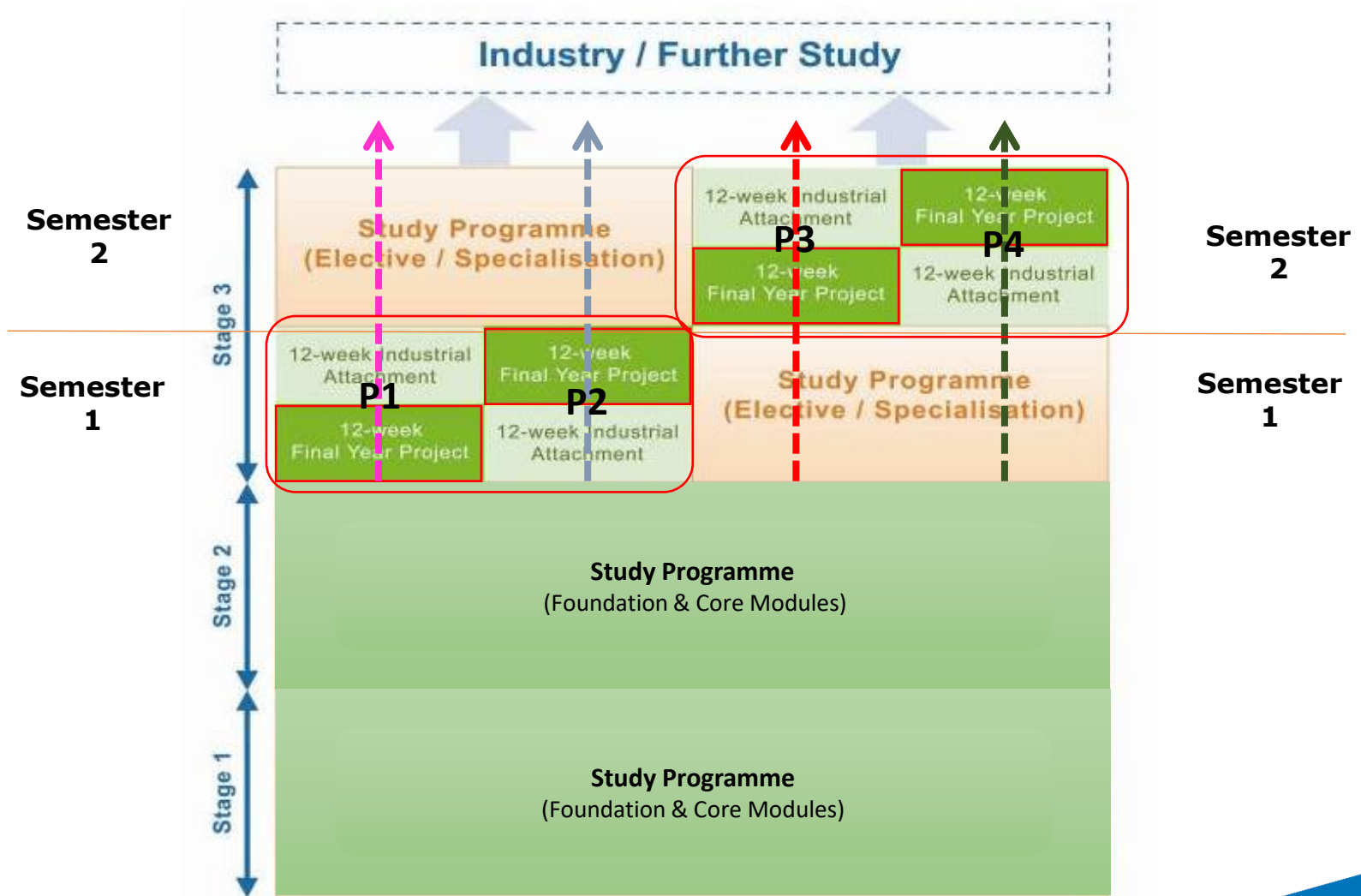AY2022/23

FYP Student Briefing

By: Ms. Novita

(FYP Coordinator)

Recap 3 Years Roadmap

AY22 FYPJ Period Duration

Period	
P1	07 Mar - 27 May
P2	**30 May – 19 Aug**
2-week break	
P3	05 Sep – 25 Nov
P4	28 Nov – 17 Feb'23
2-week break	

Know your School Directorate …

	Mr. Dennis Ang Director/SIT (DSIT)
	Mr. Kelvin Ng Deputy Director (IT Infrastructure & Services)
	Ms. Tan Soon Keow Deputy Director (Academic Planning & Development)
	Mr. James Tey Asst Director (Progressive Curriculum & Technology)

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Agile Framework for FYPJ

Product Owner

Product Backlog

Project deliverables are clearly presented as user stories that are prioritized and developed according to business value

Agile Learning Workspace

Workspace with emphasis on flexible use of physical space for maximum productivity and creativity to promote innovation.

Develop

Review

4x
3 weeks
sprint

Scrum Master

Plan

Retrospect

Cloud DevOps

Self service tools that supports staff and students to develop software efficiently

- Source code version control
- Kanban board
- Wiki
- Automated testing tools

Analytics for Insights

- Business metrics
- Bad practices (e.g., redundant codes)
- Test fail patterns
- Late code check-ins

Plan	Develop	Review	Retrospect
Select user stories for current sprint and convert into task.	Team self organize and work on tasks from Kanban Board. Team will sync during daily sprints	Technical demo to Product Owner, Present product increment. Check off 'done' items.	Team discuss what can be improved and take action in the next sprint.

Online Scrum Course
https://rise.articulate.com/share/SeyeV8TQdBd8ks85fWZp7X02sr5dJ0In

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Azure DevOps

FYPJ Student Responsibilities

Working Hours

FYP Official Working Hours: 9am-6pm (Mon-Fri)

- Clock In/Out via **FYPJ System**

Attire

- Causal Formal: Jeans, T-shirt, Polo Tee, Skirts and Covered Shoes
- **Unacceptable**: Shorts, Slippers, Bermuda, Singlets

Absence & Punctuality

- Inform supervisor via text/email <u>on the day by 9am</u>. Provide reason of absence
- Submit **DIGITAL** copy of Statement of Absence (SOA) & supporting document via **EMAIL** to FYP Coordinator (Ms. Novita) **CC** supervisor.

Social Etiquette & Workplace Professionalism

- Music – use earphones
- Discussion/Talking –Keep to low volume
- Conducive working environment. E.g. Keep the lights **ON** when working.

FYP Supervisor Role

- 1st Meeting with Students
  - Students to know project background, expectations & task targets

- Progress Meetings
  - Supervisors to meet students at least once a week
  - Update supervisors on the progress
  - Monitor and advise on student's project progress, attendance and attitude during FYPJ

- Assessment
  - Deliverables: Assess students based on achievement.

Assessment Criteria

Students will be doing FYPJ (12 credits) for 12 weeks
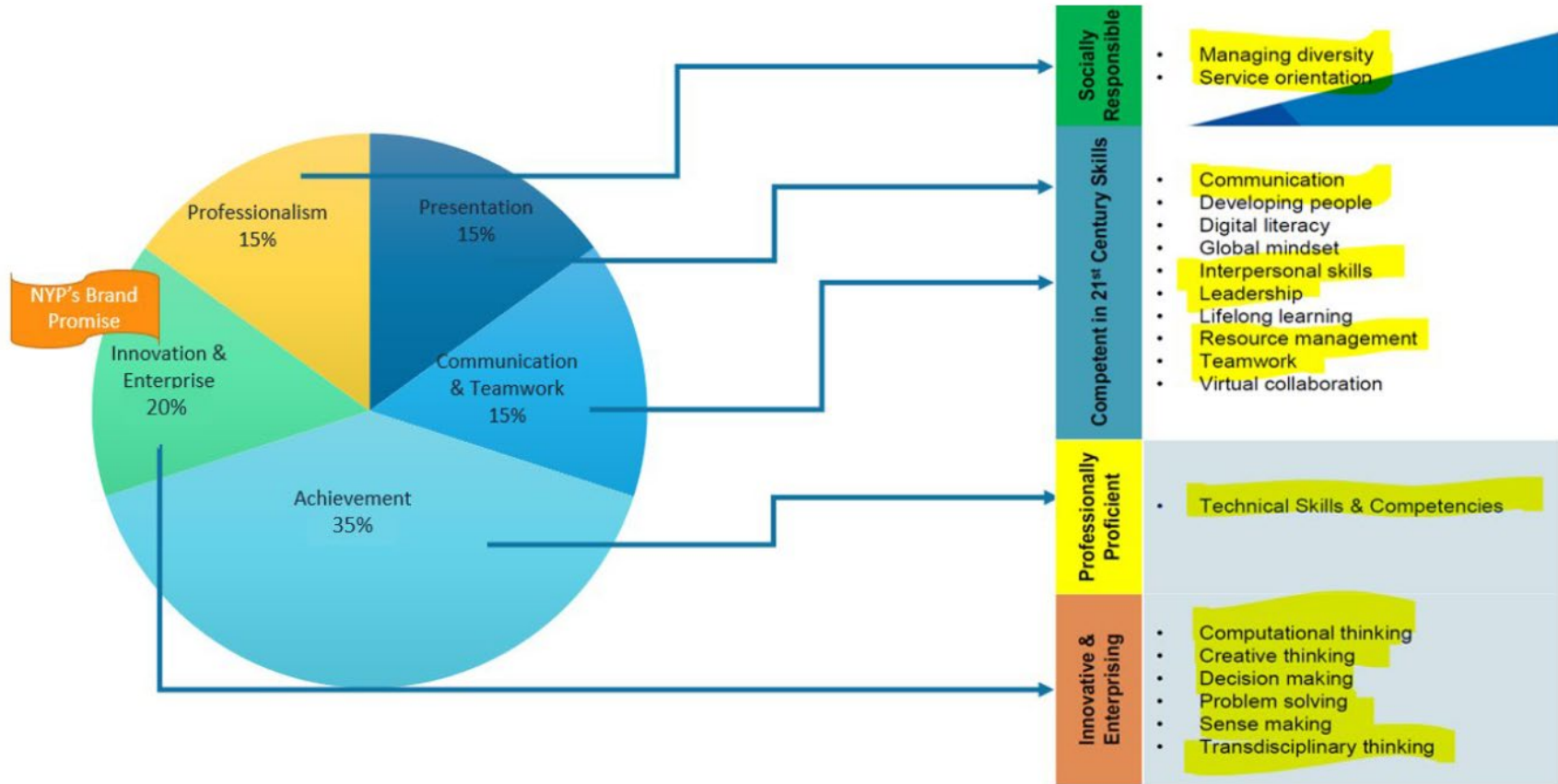
Assessment Criteria

	Sprint 1 (wk3)		Sprint 2+ (wk6)		Sprint 3 (wk9)		Final Presentation (wk12)		Total
	S	IM*	S	IM*	S	IM*	S	IM*	
Professionalism	5	-	5	-	5	-	-	-	15
Communication & Teamwork	5	-	5	-	5	-	-	-	15
Achievement	5	-	5	5	5	-	10	5	35
Innovation & Enterprise	-	-	-	5	-	-	10	5	20
Presentation	-	-	-	-	-	-	5	10	15
Total	15	-	15	10	15	-	25	20	100

S = Supervisor (70%)

IM = Independent Marker (30%)

* Supervisors can facilitate inputs from Product Owner for IM's consideration
+ Supervisors are to inform FYPJ ML if student's assessment warrants a potential failure.

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Assessment Rubric Descriptors

| Performance Level Definitions			
Assessment Criteria	Excellent [80 to 100%]	Very Good [70 to 79%]	Good [60 to 69%]
Professionalism	Student demonstrates very high level of commitment and dedication in the workplace. Excellent interpersonal skills and leadership.	Student demonstrates high level of commitment and dedication in the workplace. Good interpersonal skills and leadership.	Student demonstrates average level of commitment and dedication in the workplace.
Communication & Teamwork	Student has excellent communication skills and work very well with others in a team.	Student has very good communication skills and work well with others in a team.	Student has good communication skills and able to work with others in a team.
Achievement	Student demonstrates very high level of technical competency.	Student demonstrates high level of technical competency.	Student demonstrates average level of technical competency.
Innovation & Enterprise	Student is very resourceful and demonstrates very high level of creative thinking and problem-solving skills during project implementation.	Student is resourceful and demonstrates high level of creative thinking and problem-solving skills during project implementation.	Student demonstrates some creative thinking and problem-solving skills during project implementation.
Presentation	Content and demo are well organized and delivered with great clarity.	Content and demo are very organized and delivered with very good clarity.	Content and demo are organized and delivered with good clarity.

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FYPJ Attendance

- You are **not** allowed to participate CCA, Competitions, Immersion programme or Diplomas Plus course during FYPJ duration unless sought approval from School Management <u>in advance.</u>

- There is **NO leave** entitlement during FYPJ attachment.

- Remember to clock in and out daily, attendance will <u>drop</u> if you forgot to do so. Dropped attendance percentage due to forgetfulness or negligence will not be waived.
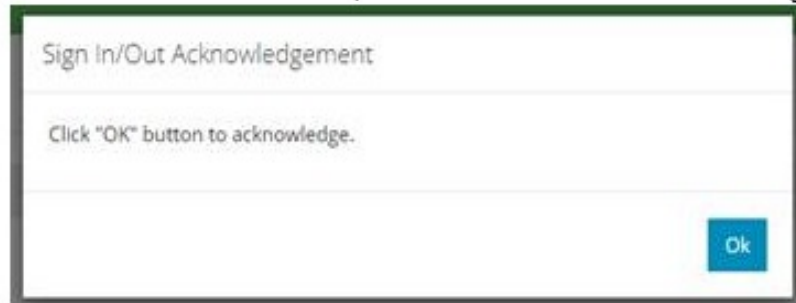
FYPJ Attendance

How Students Sign In/Out via FYPJ System

1. Login to FYPJ System. https://fypj.sit.nyp.edu.sg
2. Go to Menu and select "Student" then "Sign In/Out".
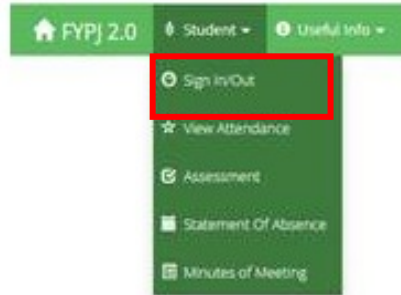
Please use your **NYPSIT Lab Credentials** to LOGIN

3. After click Punch In or Out, ensure to click OK to acknowledge for completing the process.

Sign In/Out Acknowledgement

Click "OK" button to acknowledge.

Ok

If you forgotten your password, please use the SIT Password Reset System to reset
https://svc.sit.nyp.edu.sg/PasswordReset2faDesirePW/app/ForgetPassword.aspx

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FYPJ Attendance

Attendance		Rate	Remarks
Late for	< 2.5 hrs	Pro-rated Basis	Absence will be taken into account for students who inform their supervisors and submit Statement of Absence (SOA) for approved reasons (e.g. school activities, medical, project-related matters). **Attendance rate will NOT be adjusted.
	2.5 – 4 hrs	Half-Day Absent	
	> 4 hrs	Full-Day Absent	
Missing for	<= 4 hrs	Half-Day Absent	Regular spot checks will be conducted.
	> 4 hrs	Full-Day Absent	
Email notification	1st notification	95%	Generated by FYPJ system.
	2nd notification	90%	

FYPJ Attendance

- Attendance will be reflected under **Professionalism 15%** assessment criteria

- Supervisor can ask students to extend/compensate his missing FYPJ working hours

- Submit Statement of Absence (SOA) through FYPJ System -> SOA Module.
  - https://fypj.sit.nyp.edu.sg

  - Save the form as pdf, submit the SOA and the supporting document via email to FYPJ Coordinator and cc Supervisor for safekeeping and verification purpose

  - Students to retain the hardcopy MCs or original documentary evidences for the **whole semester** and to submit the hardcopies for additional verification upon request.

- Attendance rate will **NOT** be adjusted even for approved reasons of absence. However, valid SOAs will be considered towards the final assessment.

Official Reasons

(with supporting documents attached to SOA)

a)   Medical Leave
Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.

b)   NYP Student Activities
Representing Singapore/NYP at official events with prior approval from NYP

c)   Compassionate Leave
Demise of immediate family members

d)   NS Obligations
medical check-up at CMPB, reservist training

e)   GCE O Levels
e.g. re-taking of GCE O-Level Examinations

f)   Public Transport Disruption

g)   ITE/Secondary School Graduation

h)   Statutory Obligations
e.g. attend court hearings

Admin Card Access to Labs

- Student admin card is granted access to the Blk L Level 3 doors and FYPJ lab.

- To stay <u>beyond</u> 6.30pm, you will need to put up a request through supervisor at least 1 week in advance. Students are not recommended to stay late beyond 9.30pm. Request is subjected to approval from FYP Manager.

- Not to misuse this privilege for any other activities except on project-related matters.

- All rules & regulations still applied. Students are still be subjected to disciplinary actions for any related offences.

- Ensure the access doors behind you are closed when you entered in. Non-FYPJ personnals are **NOT** allowed to enter FYPJ lab at all times.
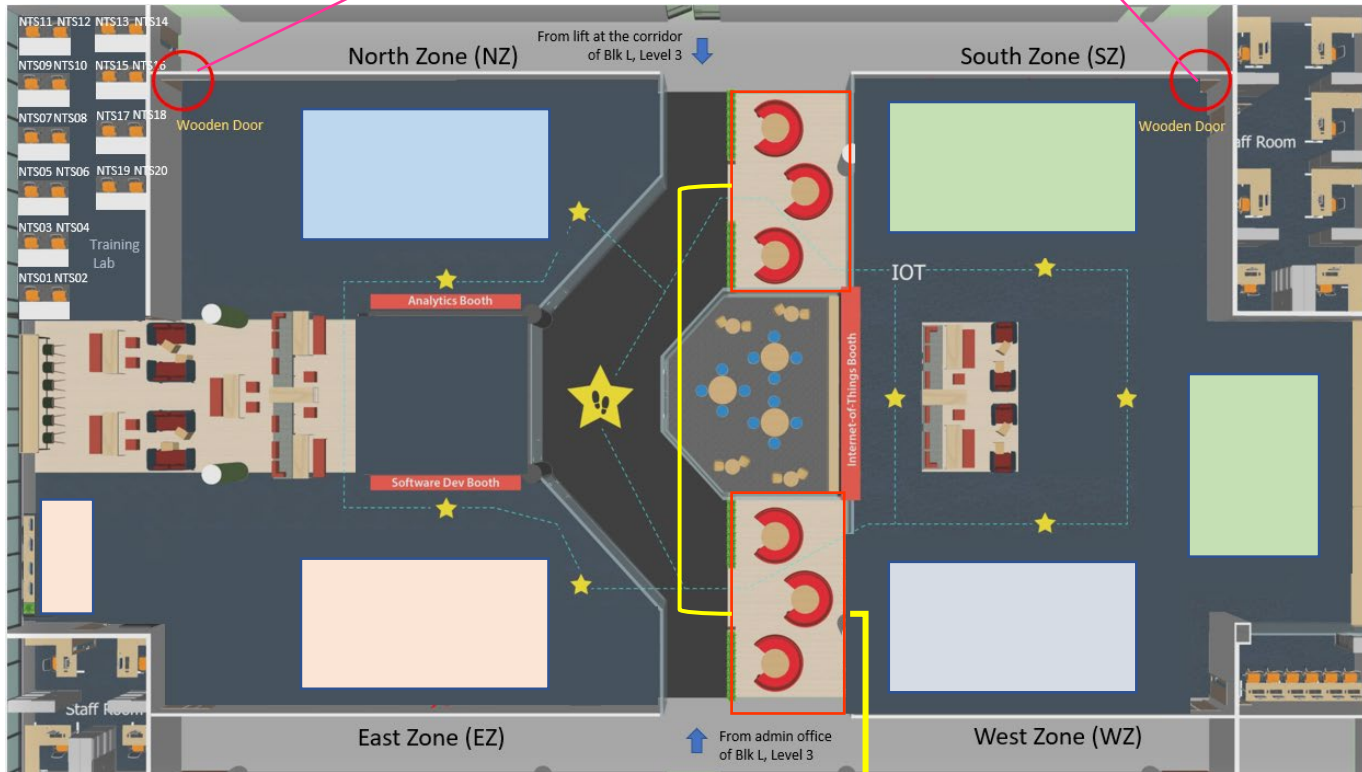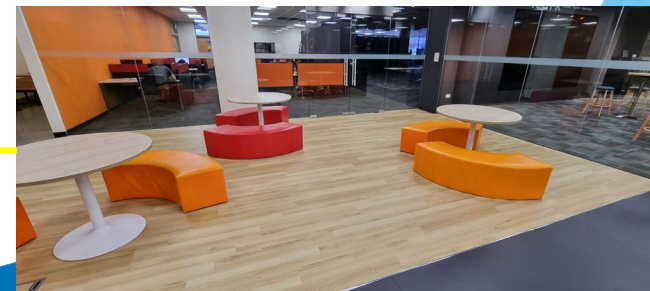
Final Year Project Labs

Keep the 2 wooden doors **closed** at all times.

!!**Unclosed doors** could lead to **security breaches** in the labs and all related security breaches and offences will be **duly investigated**.

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FYP Student IC/Helper

Calling for student helpers!!

Description about the student IC/helpers

- Maintain the lab order and setup the booth
- CCA Points will be given

Interested learner,
scan now to sign up!

Webinars/Seminars/Industry Visit

Objectives

- Provide relevant information for graduating students to make informed decision for their career and further study plan through alumni sharing, career and further studies talks.

- Provides news or updates of technologies that are relevant to the field of study.

- Provide a major exposure to real working environments along with a practical perspective of a theoretical concept relevant to students' domain.

Student Work Desk

Zone + Seat Number (E.g.: **NZS01** => <u>N</u>orth <u>Z</u>one, <u>S</u>eat No. **01**)

- FYP has adopted hot-desking to cater for a variety of project needs and modes of working.

- Laptops are provided at the work desks to students who are working on projects with special computing requirements (e.g. LAN connection, high computing system) and are arranged through supervisor. However these laptops are not portable and are meant to be used in the lab only.
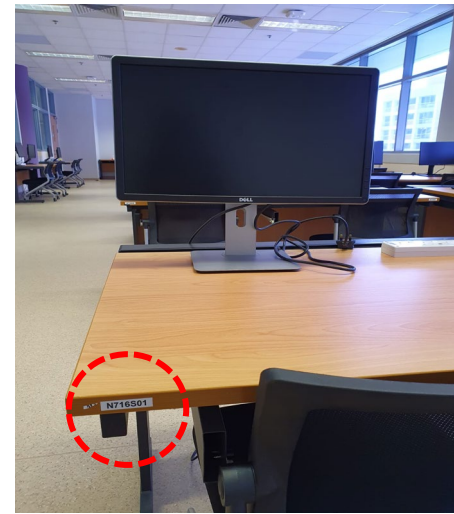
Student Work Desk

Zone + Seat Number (E.g.: **NZS01** => **N**orth **Z**one, **S**eat No. **01**)

- If you are assigned with a laptop at your work desk, use the following account to log on.

  Username: NYPSIT\\<seat number>

  e.g. SZS01, NZS01, etc

  Password: P@ssw0rd1234

- Keep your work desk clean and tidy at all times.
- Be responsible of your own belongings. Keep your valuables with you at all times.
- No personal items are to be left behind daily on the work desk. E.g.: sports bag & equipment
- Besides the work desk assigned, there are also additional resources such as locker & adapter (for monitor extension and useful for data visualization project) that are available and can be requested through your supervisor but subject to its availability.
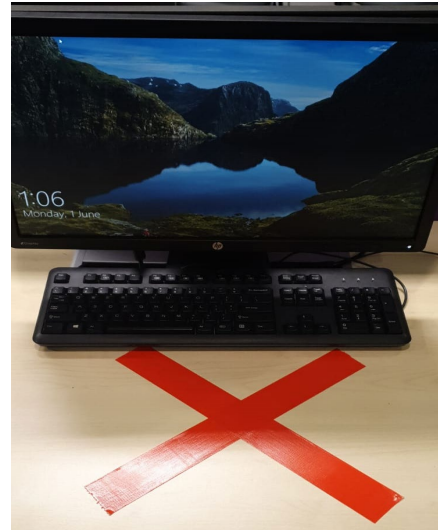
Student Work Desk

What if you need to retrieve your personal belonging urgently after working hours?

Contact TE or Admin Office through PEM or FYP Supervisor.

COVID-19 Prevention

- Always wear a mask
- Encourage to practice Social Distancing
  - **1m** away from another person

- Enhance Personal Hygiene
  - Sanitize/wash hands regularly
  - Clean workstation regularly

FYPJ Issues

- Tardiness
  - Manual random spot-check of attendance will be taken at times. If you are late/sick, please inform supervisor by 9am on the same day.

- Unacceptable Behaviour
  - Please uphold the image of a working professional in the lab. Supervisor and Course Coordinator will be informed in all disciplinary issues/matters.

- **Interim Potential Failures**
 - You will be alerted by Week 6 through your interim result from your Supervisor.

Disciplinary Issues

- Inappropriate attire (e.g. slippers, shorts)
    - Subject to deduct marks from ***Professionalism*** assessment criteria

- Watching non-project related video / playing computer/card game are strictly **NOT** allowed.

- Sleeping in the lab is an unacceptable behaviour.

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Disciplinary Issues

- Creating noise that affect other students in the lab. Action will be taken when there is a complaint.

- Eating and drinking in lab (e.g. packet food/snack, hot/un-bottled beverage) are **NOT allowed**.

- Inviting or allowing friends (not doing FYPJ currently) into the lab.
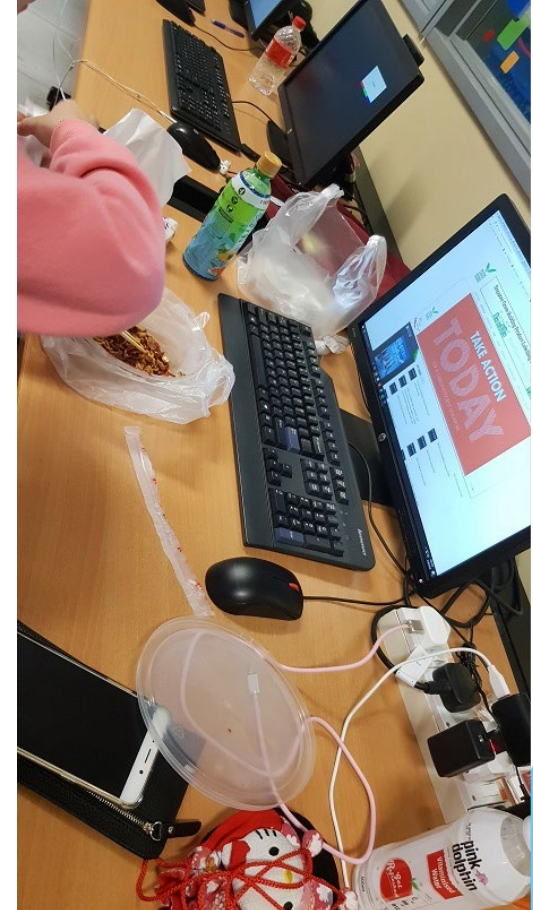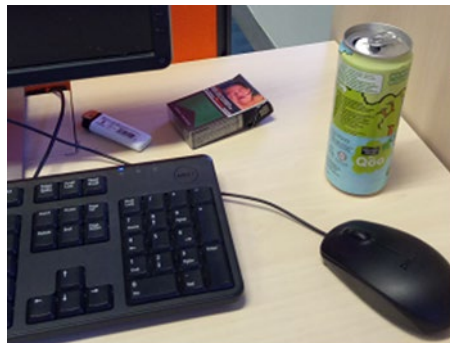
Smoking in Campus

SMOKING

It is against the law for anyone below the age of 21 to smoke.

It is also against the law of Singapore for anyone to smoke within the polytechnic premises. Anyone found guilty of the offence may be fined up to $1,000 by the courts.

At NYP, we believe that every person is entitled to a smoke-free environment. To safeguard the general health of staff and students, smoking is strictly prohibited on campus grounds.

NEA Smoking Ban Extension - Enforcement Action Begins 1 Jan 2018

- Please take note that enforcement action will be taken by NEA (National Environment Agency) from 1 Jan 2018 on anyone found smoking within 5 metres around the compound as below.

  - University compounds
  - Private education institution compounds (PEIs)
  - Within 5 metres of kindergartens, child care centres, special education schools, madrasahs, primary schools, secondary schools, junior colleges, ITE, polytechnics, PEIs and university compounds
  - Any excursion bus
  - Any private hire car
  - Any trishaw

Serious Disciplinary Issues

- Cheating / Dishonesty e.g. disappear from lab (without informing supervisor) after clocking in

- Using **unauthorised way to login** and take attendance

- Committing an offence during FYPJ attachment

- Hostile/violent act or harassment towards staff or peers

- Misappropriate use of lab demo, equipment/device

Handling Disciplinary Matters

- Supervisor, Course Coordinator and Course Manager will be informed in all disciplinary matters. To follow up the matter, **Disciplinary Committee Meeting** will be convened by Course Manager.

- Based on the severity of the matter, marks will be deducted by the School accordingly based on the stipulated assessment criteria e.g.: Professionalism

- For ^major offence, the matter will be escalated to School Management. The case will be referred to Registrar's Office.

- Please note that smoking offences will be referred **<u>directly</u>** to the Registrar's Office.

- *^ Refer to Student Conduct & Discipline Regulations established via NYP website.*

Taking Care of Lab Furniture

Backrest mesh edge came off

Broken wheels

Broken arm rests

Gentle Reminders

NO FOOD OR DRINK

Respect...
Each other
Self
Property
Environment
Classmates
Teachers

Energy Saving Reminder

If you are the last to leave the room, please turn off the lights!

Contact Point

Subject	Staff in-charge
Project-related	• Project Supervisor/Co-Supervisor
FYPJ System-related	• Ms Tiffany Goh (tiffany_goh@nyp.edu.sg)
Locker/Air-con/Light/Lab Furniture Malfunction	• Blk L, Level 3 Admin Office 6550 1600
PC issue/ Password expired	• Blk L, Level 4 IT Helpdesk
Other matters	• Your FYPJ ML (i.e. : Diploma CC)

Contact Point – FYPJ MLs

Diploma	Staff
DIT	• Mr Simon Yee (simon_yee@nyp.edu.sg)
DBFT	• Mr Tham Kok Kay (tham_kok_kay@nyp.edu.sg)
DCS	• Ms Teo Bee Wah (teo_bee_wah@nyp.edu.sg)
DSF	• Ms Ng Peck Leng (ng_peck_leng@nyp.edu.sg)
DFI	• Mr Ho Wee Chong (ho_wee_chong@nyp.edu.sg)
DBA	• Ms Sally Tang (tang_xiao_ling@nyp.edu.sg)

Contact Point – FYPJ

FYPJ Coordinator	• Ms Novita (novita@nyp.edu.sg)
FYPJ Manager	• Ms Leow Zhen Zhen (leow_zhen_zhen@nyp.edu.sg)

Q&A