

BCIS309 Work Integrated Learning Project

Semester One 2021

Assessment Two Project Portfolio

Due: There are multiple submissions dates.

This assessment is worth 90% of the total marks for this course and there is a requirement of at least 50% mark to pass this assessment.

Submissions received late (without prior agreement and/or negotiated extension) will be subject to a penalty of 10% of the student's mark per working day.

Ara and its faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that when submitting this assignment, it may be subject to submission for textual similarity review to Turnitin.com.

Aims

The aim of this assessment is for you to create a digital portfolio of the industry and academic deliverables you have worked on during this project. This digital portfolio will form the basis for 90% of your final assessment results for this paper.

Specifically, this assessment covers these objectives:

- 1 Evaluate and apply professional practice in terms of ethics, risk, quality assurance, sustainability, communication, compliance and the Treaty of Waitangi.
- 2 Evaluate, synthesise, adapt and utilise knowledge to plan, manage and complete a project.

Submissions

Draft Submissions

Draft submissions are encouraged for formative feedback on the areas you will be including in your deliverables.

You should seek feedback from your Academic Supervisor and Industry Supervisor/Client during the creation of your portfolio.

You will be expected to make any improvements advised before compiling your final submissions.

Final Submissions

The deliverables must be of a professional business standard and uploaded to the relevant Moodle dropbox on or before the specified due dates.

Marking guides

There are separate guides for the supervisor halfway assessments - (industry and academic). The rest of the deliverables are marked according to the panel marking rubric.

Outcomes Summary

The portfolio is made up of several deliverables as follows:

Deliverable	Format	Due Date	Moodle Dropbox	Instructions
Reflections	Hard Copy and/or Digital	Weekly	N/A	Make sure you capture a record of what you learnt from doing the project each week. This will help you to write your main reflection for the final report.
Status Reports	MS-Word, Digital	Weekly	Weekly Progress Report Dropbox	On a weekly basis you are to prepare a project status report which you will discuss with your Academic and Industry Supervisors.
Halfway Report	MS-Word, Digital	End of Week 9	Dropbox 1/2 way reports	Take a copy of the Proposal, then add progress updates, reflections and lessons learnt for each relevant section. Send a copy of the completed report to both supervisors prior to meeting with them.
Academic Supervisor Halfway Assessment	Scan both your AS and IS halfway assessment sheets and submit them as a single PDF file.	End of Week 9	Dropbox – Halfway Assessment Sheets	Send a copy of the assessment to the academic supervisor to fill out, then meet with them to discuss their assessment of you.
Industry Supervisor Halfway Assessment	Scan both your AS and IS halfway assessment sheets and submit them as a single PDF file.	End of Week 9	Dropbox – Halfway Assessment Sheets	Send a copy of the assessment to the industry supervisor to fill out, then meet with them to discuss their assessment of you.
Part A of Methodology Essay	MS-Word, Digital	End of Week 9	Included with the Halfway Report	This is the first part of the methodology essay, so it must be at least 1,000 words, and is included with the Halfway Report when submitted to Moodle.
Student Photo	Digital	As defined by Course Co-ordinator to meet Emerge timelines	N/A	This is a photo that is taken by Ara which will be published in the Emerge Exhibition Booklet
Summary Profile Document	MS-Word, Digital	As defined by Course Co-ordinator to meet Emerge timelines	Dropbox Summary Profile Document	This is a 100-150 word student profile for the Emerge Exhibition Booklet

Deliverable	Format	Due Date	Moodle Dropbox	Instructions
Final Academic Report	MS-Word, Digital	Three (3) business days prior to the Panel Presentation	Final Report Dropbox and sent to Industry Supervisor and Academic Supervisor	Take a copy of the Halfway Report, add final updates, reflections and lessons learnt for each relevant section. Then add and complete sections for: an evaluation of relevant level 6 and 7 courses, a final reflection/lessons learnt summary, and a self-assessment with justifications using the Panel Assessment Marking Rubric.
Final Methodology Essay – Parts A, B & C	MS-Word, Digital	Three (3) business days prior to the Panel Presentation	Final Methodology Essay Dropbox and TURNITIN Similarity Checker	This is the completed methodology essay which is at least 3,000 words and cover the aspects mentioned in the essay marking guide.
Panel Project Poster	Digital	Three (3) business days prior to the Panel Presentation	Panel Poster – Dropbox for your Poster and Short Paper	The poster is included as the last slide in the Panel PowerPoint Presentation. You can submit it as a PowerPoint file or as a flattened PDF in A1 size. Project poster in A1 format containing Title, Name, Qualification and Date, Contact Email, Course Supervisor, Ara and Client logos, Project aim, method, outcomes and learning, and References.
Poster Short Paper	MS-Word, Digital	Three (3) business days prior to the Panel Presentation	Panel Poster – Dropbox for your Poster and Short Paper	Provides supporting information for the Project Poster, in the supplied format, including Title, Authors and Abstract, Introduction, Poster Image, Methodology, Outcomes, Conclusions and References (use the Final Report as the source for this short paper).
Panel Presentation	MS PowerPoint, Digital	Prior to the Panel Presentation	Panel Presentation - Dropbox for your PowerPoint file (.pptx)	This is a MS-PowerPoint presentation that showcases your academic and industry achievements in the project.
Final Academic Report	Bound, Printed Copy in Colour (use Ara Library)	Bring to the Panel Presentation	N/A	This copy of the final report goes in the Ara Archive for use by future students.
Supporting Industry Deliverables	As appropriate e.g., printed, digital, video etc	Bring to the Panel Presentation	N/A	This is one or more industry deliverables that you can use to support your panel presentation. For example, a video demonstration of the final product and/or printed documentation of industry work.
Emerge Exhibit Poster	Digital	As defined by Course Co-ordinator to meet EmERGE timelines	If your panel poster needs updating for EmERGE, put the new version of the poster into the EmERGE Industry Event Poster Dropbox	This is to be submitted as a print ready flattened PDF in A1 size for EmERGE Printing. Ara will print the Poster on your behalf at no cost.