IS309 Panel Process Overview

You need to contact your Industry Supervisor (IS), Academic Supervisor (AS), IS309 Convenor (Dr David Weir) and organise a time when they can **ALL** be present to do the panel.

It is best to get several time and dates when the IS may be available and check with the other Computing Academic staff to see if they are available. Sandy Thomas is our Departmental Administrator and will send Outlook Diary appointments to those involved. As the Convenor goes to all the panels, the diary appointments need to be managed so there are no clashes and it is physically possible for me to attend them.

Your panel can be here at Ara, or on the work site if they have an appropriate venue set up with a projector and screen. Sandy will organise a room booking for the Ara panels.

When you have a panel date you also have a milestone to work to. Before your panel you need to have completed and submitted your Report, Methods Essay, Poster and Short paper.

You must have submitted the AS and IS halfway assessments for sighting and recording of the marks. If in doubt bring a copy of them with you. The convenor needs these for your Panel grade rubric marking.

You should have allowed yourself a few days to prepare your Panel Presentation.

The panel will give you a maximum of 20 minutes to do your presentation. It will be timed and you should practice this and make sure you can operate the equipment to do your presentation. You can invite support people to see your presentation.

What is in the presentation is up to you, but as a guide would have the following content;

- Introduction - who was involved and what was your project aim?
- Talk us through the processes and what you actually did and produced. What knowledge and skills did you gain? You might have a video to demonstrate your working final product.
- You should talk about your Methodology, Project Management, Quality Assurance, and Risk Assessment and be able to reflect on your learnings and experience in doing the project.
- If you have weak areas in your Final Report you can talk about these and give more details in the presentation.
- You should talk about the future directions for the project product and for yourself.

Your Presentation should have been rehearsed so you are confident and able to show us you actually know what you are talking about. You can have some notes but please do not read word for word from the screen. Face the panel and explain / elaborate for us what the main points on the slides are about.

Your presentation will conclude with the last slide being your poster. Any guests are asked to leave at this stage.

You will then be invited to sit down and participate in the examination question and answer session. The questions will come from all members of the panel and relate to your project work, course work, report, and panel presentation and seek clarification or answers to what you have said or not told us.

After the Q&A you are asked to leave and the Panel assessment rubric is discussed and a consensus arrived at to award your grade. You will be invited back at the conclusion to receive your grade and get feedback from your AS.

David Weir