Preparation for your Panel - handing in your course documentation. There are Moodle drop boxes you need to use for the Report, Essay, Poster, Poster Short Paper and your Panel Presentation.

Final Reports

- Are due 3-5 days ahead of when you want/have agreed to complete your panel, so we get a chance to read them. BUT this lead time might be negotiable. Please **Ask.** The day before or morning of the Panel is **NOT OK.**
- Just upload the report to the Moodle site. I need only **one** printed, bound final quality copy and that can be given to me at the Panel. The library does binding and puts a backing and transparent cover on them for a small fee.
- **Don't** put the whole Methodology essay into the report, only the **300 word** summary needs to be included.

Essay

- Uploaded also to the Moodle site and at the same time as the report (also negotiable –**ask**)
- 3,000 words minimum. APA referenced, including some good quality references.
- Do a Turnitin check on your final version to make sure it will not be penalised. Do the suggested tweaks and then submit the final copy for marking.

Poster

- Becomes the **last slide** of the presentation. So we can see it and ask you to talk us through it.
- Only needs to be **projected**, NOT printed. We will pay for its printing for Emerge or a conference.
- Remember to display the aim and **both** learning and project outcomes. You may need to tweak it for your Emerge / Industry Event poster.
- You submit your Short Paper summary as a Word document using the template supplied in the Poster drop box along with your Poster.

Panel Presentation

- Submit your PowerPoint presentation used in the Panel into the Panel Presentation drop box.
- Submit this prior to the presentation, usually on the day of your presentation.

Weekly reports

- Have documented your progress and been used to communicate this with your Academic Supervisor … Show us evidence of this happening, but we don't need the lot in your report.
- **Not** separately handed in but are of course used in writing your report.
- You should have submitted copies of your weekly reports in the Weekly Progress Report Dropbox.

Other material

- You are advised to bring any supplementary documentation (e.g., manuals, instructions, user guides and so on) you have created as evidence of your hard work.
- In case we ask to see it.
- Or you want to claim credit for it.

David Weir