

Coursework 1 Specification

Read this assessment brief carefully, it tells you how you are going to be assessed, how to submit your assessment on-time and how (and when) you'll receive your marks and feedback.

Module Code	CSI_4_PPR_2022_S2
Module Title	PROFESSIONAL PRACTICE
Module Leader	Francis Babayemi
% Of Module Mark	30% of the final module mark
Distributed	31/01/2022
Submission Method	Live presentation and submission of a single PowerPoint via Moodle site
Submission Deadline	Live Presentation Wednesday 09/03/22 during tutorials. Team PowerPoint submission Friday 11/03/22 (by 5:00pm)
Release of Feedback & Marks	Feedback and provisional marks will be available in the Gradebook on Moodle from 01/04/22

Coursework Aim:

This coursework assesses students' ability to work as a team and to apply critical thinking, research, design, presentation, and team management skills to a problem scenario. Over a period of 7 weeks, you will develop skills to help you plan and deliver a project effectively. Each team will be required to demonstrate the ability to plan a project, design a product, and conduct a team presentation, showing evidence of team planning, desk/user research, analysing options, applying basic design principles, and employing useful communication strategies.

Coursework Details:

Type:	Team-based assessment (30%)
Team formation	<p>Team formation steps:</p> <ul style="list-style-type: none"> • Organise yourselves and form a team. • Teams can only be formed with students in the same tutorial group. • Each team can have between 4 to 6 students (unless there are special cases). • Teams must be diverse and include students from different backgrounds, age group, race, gender identity, ethnicity, and socioeconomic status. • Teams are required to complete, seek tutor's approval, and sign a Team Agreement Form. The agreement form must be uploaded on VLE with your Tutor&TeamName (https://vle.lsbu.ac.uk/mod/assign/view.php?id=1753291). Submit only one file per team by Tuesday 08/01/22. <p>Important instruction:</p> <ul style="list-style-type: none"> • <u>Each team will have 5 minutes to verbally present their proposed solution.</u> • Prepare high quality visual aid (slides or graphics illustrations) to use. • Tutor groups will be merged, and presentations will be face-to-face. • The presentations will be marked and moderated by two tutors. • Each team member must contribute and participate in the presentation. • Team members who fail to participate may forfeit 30% of the module mark.
User brief	<p>As a team you are required to propose a digital solution which students can use to give anonymous feedback on each member's contribution whilst working together on a team project.</p> <p>The digital solution should allow:</p> <ul style="list-style-type: none"> • Lecturers to set up an evaluation form for each team-based assessment. • Students and Staff to login to the digital solution and create a profile, • Students should be able to give peer-evaluation and comments on each team member performance and contribution to the project, • Lecturers should be able to see the completed evaluations and download them as an MS Excel spreadsheet for processing. <p>Note: Teams are encouraged to be as creative and innovative as possible.</p>
Structure of presentation	<p>1. First slide Design your first slide and include the team's logo, module details, team member's names and student IDs, and submission date</p> <p>2. Project overview and technical review (30 marks): Describe the project problem, aim and objectives. Describe your solution's approach. Show evidence of options analysis for your digital solution.</p> <p>3. Design and development (30 marks): To address the brief, your digital solution should be innovative and user centred. Use user personas to demonstrate empathy with users and their needs. Use prototypes (coding is optional) to demonstrate your proposed digital solution and how it would look on different devices.</p> <p>4. Team dynamics and project management (20 marks): Describe each member's role on the project. Show evidence of effective team and time management. Highlight issues/benefits of planning, team management, and the use of collaborative tools and techniques.</p>

	<p>5. Presenters and team presentation (20 marks):</p> <ul style="list-style-type: none"> • Presenter is poised and speaks clearly and audibly. • Makes good eye contact and engages the audience. • Uses visual prompts and does not read off slides/cards. • Adopts a smart dress code and shows professionalism • Shares innovative ideas and exudes confidence. • Can address questions put to the team. • Presentation is structured, logical, consistent, well-titled, use of high-quality graphic images and illustrations, and easy to read. • Presentation is delivered precisely within the 5-minute scheduled time. • Harvard style of citation and referencing is used through the slides. • <p>Note: Agree how many slides each student will cover during your presentation, perhaps 2 or 3 slides per presenters, to save time. You decide as a team</p>
Referencing:	Harvard Referencing should be used, see your Library Subject Guide for guides and tips on referencing: https://libguides.lsbu.ac.uk/ld.php?content_id=32487069
Regulations:	<ul style="list-style-type: none"> • Make sure you understand the University Regulations on expected academic practice and academic misconduct. Note in particular: • Your work must be your own. Markers will be attentive to both the plausibility of the sources provided as well as the consistency and approach to writing of the work. Simply, if you do the research and reading, and then write it up on your own, giving the reference to sources, you will approach the work in the appropriate way and will not give markers reason to question the authenticity of the work. • All quotations must be credited and properly referenced. Paraphrasing is still regarded as plagiarism if you fail to acknowledge the source for the ideas being expressed. • TURNITIN: When you upload your work to the Moodle site it will be checked by anti-plagiarism software.

Learning Outcomes

This assessment (CW1 in the table below) will fully or partially assess the following learning outcomes for this module.

Learning outcome	Assessed by	
	CW1	CW2
A. Knowledge and Understanding		
<ul style="list-style-type: none"> • Understand how to conduct yourself as an undergraduate and to take control of your learning experiences in an effective manner. 	Partially	Fully
<ul style="list-style-type: none"> • Understand and explore social, ethical and legal issues which affect the development and use of information systems and IT in support of business processes. 	Partially	Fully
B. Intellectual Skills		

<ul style="list-style-type: none"> Develop the ability to identify, analyse, use and criticise relevant literature from appropriate academic, technical and professional sources. 	Partially	Fully
C. Practical Skills		
<ul style="list-style-type: none"> Use University resources to obtain evidence to underpin arguments. 	Fully	Fully
D. Transferable Skills		
<ul style="list-style-type: none"> Make compelling arguments in written and verbal formats. 	Fully	Partially

Assessment Criteria and Weighting

LSBU marking criteria have been developed to help tutors give you clear and helpful feedback on your work. They will be applied to your work to help you understand what you have accomplished, how any mark given was arrived at, and how you can improve your work in future.

Marking Criteria	10 - Beyond expectations	9 - Exceptional	8 - Outstanding	7 - Very good	6 - Good	5 - Satisfactory	4 - Sufficient	3 - Weak	2 - Very weak	1 - Poor	0 - Non evident
Project overview and technical review Describe the project problem, aim and objectives. Describe your solution's approach. Show evidence of options analysis for your digital solution. (30 marks)	Beyond expectation. The project aim and objectives are completely clear and so is the technical review and options analysis. Selection justified.	The project aim and objectives are exceptionally clear and so is the technical review and options analysis. Selection justified.	The project aim and objectives are outstanding and clear and so is the technical review and options analysis. Selection justified.	The project aim and objectives are very clear and so is the technical review and options analysis. Selection mostly justified.	The project aim and objectives are clear and so is the technical review and options analysis, mostly covered.	Satisfactory. The project aim and objectives, technical review, options analysis, mostly cover and described. Selection is sometimes justified.	Sufficient to pass. The project aim and objectives, technical review, options analysis, are not well described. Selection is not always justified.	The description of the project aim, objectives, technical review, and options analysis are not clear enough. Selection not justified.	The description of the project aim, objectives, technical review, and options analysis are very weak. Selection not justified.	The description of the project aim, objectives, technical review, and options analysis are extremely poor. Selection not justified.	No description of the project aim, objectives, technical review, and options analysis are very weak. Selection not justified.
Design and development To address the brief, your digital solution should be innovative and user centred. Use user personas to demonstrate empathy with users and their needs. Use prototypes (coding is optional) to demonstrate your proposed digital solution and how it would look on different devices. (30 marks)	Problems and user needs are addressed beyond client's expectations. Design is very creative, practical, and thoroughly tested.	Problems and user needs are addressed exceptionally well. Design is very creative, practical, and thoroughly tested.	Excellent: Problems and user needs are addressed excellently. Design is very creative, practical, and thoroughly tested.	Very good: Problems and user needs are very well addressed. Design is creative, practical, and tested.	Good: Problem and user needs are well addressed. Design is basic but practical and tested.	Average: User problem and user needs are partly addressed. Design is practical and tested.	Pass: User problem and user needs are partly addressed. Design is not creative, practical, or well tested.	Limited design demonstrated.	Very weak design demonstrated.	Poor or almost no design demonstrated	No design demonstrated.

Team dynamics and project management Describe each member's role on the project. Show evidence of effective team and time management. Highlight issues/benefits of planning, team management, and the use of collaborative tools and techniques. (20 marks)	Comprehensive evidence of a functioning team, providing evidence of effective planning, time management, and effective communication that is beyond expectations at this level.	Exceptional evidence of a functioning team, providing evidence of effective planning, time management, and effective communication.	Excellent evidence of a functioning team, providing evidence of effective planning, time management, and effective communication.	Very good evidence of a functioning team, providing particularly good evidence of effective planning, time management, and effective communication.	Good evidence of a functioning team, providing good evidence of effective planning, time management, and effective communication.	Average attempt at providing evidence of a functioning team, planning, time management, or good team communication.	Basic attempt at providing evidence of a functioning team, providing basic evidence of planning, time management, and team communication.	Little attempt at providing evidence of a functioning team, providing little evidence of effective planning, time management, and effective communication.	Very weak record of team dynamics and project management.	Poor evidence of team dynamics and project management or misunderstood.	Non-evident.
Presenters and the presentation Presenter is poised and speaks clearly and audibly. Makes good eye contact and engages the audience. Uses visual prompts and does not read off slides/cards. Adopts a smart dress code and shows professionalism. Shares innovative ideas and exudes confidence. Can address questions put to the team. Presentation is structured, logical, consistent, well-titled, use of high-quality graphic images and illustrations, and easy to read. Presentation is delivered precisely within the 5-minute scheduled time. Harvard style of citation and referencing is used throughout the slides. (20 marks):	Presentation is beyond expectations. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are well above this level. 20 points	Presentation is exceptional. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are exceptional.	Presentation is excellent. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are excellent.	Presentation is very good. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are particularly good.	Presentation is good. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are good.	Presentation is average. Presentation coverage, effectiveness, format, time consciousness, quality and clarity is above average. Has omissions and minor errors.	Presentation is basic. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are basic. Has quite a few omissions and errors.	Presentation is weak. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are weak. Has many missions and errors.	Presentation is poorly delivered. Presentation coverage, effectiveness, format, time consciousness, quality and clarity are lacking. Has many missions and errors.	Presentation is poorly delivered. Presentation coverage, effectiveness, format, time consciousness, quality and clarity is very limited. Has significant errors and delivery was incoherent.	No Presentation.

How to get help

We will discuss this Coursework specification in class. However, if you have related questions, please ask a question on the general chat or if too specific contact your lecturer, Francis Babayemi (babayef3@lsbu.ac.uk) as soon as possible.

Quality assurance of coursework specifications

Coursework specifications within the CSI division go through internal (for new modules with 100% coursework also through external) moderation. This is to ensure high quality, consistency, and appropriateness of the coursework as well as to share best practice within the CSI division.

Details of the moderators for this coursework specification are below:

Moderated (internal)	Lucia Otoyó, 31 Jan 2022
Moderated (CSI lead)	
Signed off by (HoD/DHoD)	

-----For Internal use by CSI lead only-----

Changes required to CW.	Yes, minor changes
Examples of good practice	Use of a brief the students can relate to The CW allows students to apply practical skills

* if changes are required, moderator to complete the below:

List of changes required	As per in-line comments
ML Response	
Moderator Response	