Warning: Variable passed to each() is not an array or object in
/var/www/webmail.aber.ac.uk/htdocs/squirrelmail-1.4.22/functions/mime.php on line **1594**
Current Folder: **INBOX**

Compose   **Addresses**   **Folders**   **Options**   **Search**

Help   **Quota**   **Calendar**   **Sign Out**

Search Results | **Unread** | **Delete**

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Subject:	IY reports
From:	"Janet Hardy [jzh]" <jzh@aber.ac.uk>
Date:	Tue, February 28, 2012 5:19 pm
To:	"Information Services" <tcc9@aber.ac.uk> (more)
Priority:	Normal
Options:	View Full Header	View Printable Version	Download this as a file	View Message Details	View as plain text

Hi everyone

I'm so sorry for the delay in getting this out to you, especially as I asked you all to send me a copy of your organisational environment section of your IY reports in March! I hope you find this helpful.

The example report and more details are on the IY web page. This is what I have said about improving the bare pass example that is up there:

Presentation:

This is a formal report, so use a serif font. Page numbering. Avoid making the text too dense . Dense text is difficult to read.

I'm expecting you to use LaTeX or, if using Word, then Word heading styles (though you don't have to accept the default Word styles – you can modify to something more appropriate). Headings don't necessarily have to be numbered (but only if your format for each level makes the structure obvious). I'm expecting a table of contents. Word can generate this automatically if asked, if you use heading styles.

Change paragraph spacing by modifying the appropriate style NOT by hitting the Enter key – that way spacing will be consistent. I check for this and can tell if you used the Enter key.

Avoid widows/ orphans (i.e. where you have a heading on one page and the following text an another). You can do this by not hitting enter to create spaces between paragraphs, and by setting the heading style to have the 'keep with next' paragraph option set.

Style: Grammar etc .

If unsure about spelling – use a dictionary ☺

Punctuation: read your work aloud to yourself in a monotone and not taking any breath except where there is a punctuation mark, an and, or a but.

That way you find out if you are missing punctuation or writing unnecessarily lengthy sentences!

Your writing style is your own. I will either find it appropriate for reports or not and I'll make suggestions if I'm finding reading your work difficult. Best check is to read it out aloud to yourself.

A well used picture saves a lot of words. The ideal candidates might be: organizational structure, campus map or network diagram, depending on the nature of your placement.

Referencing: Please don't forget this – it is good practice for your year 3 reports. If you use a centrally provided diagram (e.g. organisation structure) then it must be referenced. Here are some examples:

   a. BOOK:
      Bishop, C., 1995. *Neural Networks in Pattern Recognition.* Oxford University Press, Oxford, UK.
   b. PAPER
      Rowland, J.J. (2003) *Model selection methodology in supervised learning with evolutionary computation.* BioSystems. **72**, 1-2, pp 187-196.
   c. URL
      EO *Evolutionary Computation Framework.* http://eodev.sourceforge.net/

And finally things I HATE!

a) Examples from previous years that proof reading will pick up but a spell checker will not e.g. Weather (rain etc) instead of the correct whether;

b) Misuse of apostrophes. http://en.wikipedia.org/wiki/Apostrophe An apostrophe most often replaces a missing letter or implies ownership. Examples:

   a. A student's machine. Students' coursework (plural). That's (a contraction and replaces 'that is').

   b. Another example is can't for cannot

   c. The most common error is a confusion with personal possessive pronouns (e.g. ours, theirs). The confusion to watch out for is: its (means ownership) and it's (NOT ownership but a contraction for it is!) . Students use the latter, incorrectly.

c) Capitals – make sure your use of capitals is both correct and consistent e.g. Windows NOT windows; Aberystwyth University not Aberystwyth university. It is so easy to do a find and replace to check these and I'll be watching out for errors. Did I get Wordpress right? I didn't bother looking on the web to check. Make sure you do bother - actually its correct usage is WordPress! ☺

Content: ** keep a reflective blog either on WordPress or your PDP site **

4 sections:

.) Organization
    assume we know nothing & take a funnel approach. Start broad i.e. brief history & size of university,
    how it is distributed, no. of departments, IS structure, your team within IS , your place within team

!) Technical environment
    Pretend we know nothing! We need to get a feel for what people/ applications/ hardware you
    support, your work environment , standard machine spec. I know you use Sunrise, reg, astra so if
    you don't describe these you'll lose marks. There will be others I have forgotten!

!) What I did
    Describe your 'routine' weekly duties. Spend a bit more time on areas where you have responsibility
    e.g. summer builds, FAQS, summer course registrations, any exploratory projects or mini-projects
    you may have been given to name a few

·) Critical evaluation
    This is the bit I really enjoy reading! This is very personal and reflective. The sort of things you might
    ask yourself include:

        a.   What skills did I have coming into the placement?

        b.   What were my anxieties?

        c.   What skills have I gained?

        d.   What have I learned about hierarchical organizations?

        e.   Are there any problems working in a large organization (of communication for
             example)

        f.   Particularly this year – what were the issues around the relocation – disruption?
             Work areas – how different and how affected work and how you felt in the work

    Those are just a few ideas and I look forward to seeing your own

Attachments:

untitled-[1].plain   **5.4 k**   [text/plain]   Download | View