Assessment 1 - Output and Reflection on Personal Skills and Activities (Referral)

Solent University

Coursework Assessment Brief

Assessment Details

Unit Title:	**Graduate & Professional Development**
Unit Code:	CNP500 & BIT500
Unit Leader:	Joe Appleton
Level:	5
Assessment Title:	Output and Reflection on Personal Skills and Activities (Referral)
Assessment Number:	1
Assessment Type:	**2000** Word Individual Written Report
Individual/Group:	Individual
Assessment Weighting:	50%
Issue Date:	September 2019
Hand In Deadline:	Before 16:00, Wednesday, 01 July, 2019
Planned Feedback Date:	Within 4 weeks
Mode of Submission:	Turnitin
Number of copies to be submitted:	One
Anonymous Marking	This assessment will be exempt from anonymous marking

Assessment Task

The purpose of this assessment is to prepare an academically styled report that critically reflects on a team presentation. The presentation will have been delivered as part of the practical component of this course. Your final report will be 2000 words in length, roughly following the outlined report structure (see Suggested Report Structure). It must be noted, you are marked on the quality of your individual reflective report, not the presentation delivered.

Groups will be formed in week 1 of the semester. Each group will then work together in order to create a informative presentation on a technical topic of their choosing, presentations will be delivered in the last week of October.

Presentation topics will be collaboratively determined between group members - they should be in a technical/scientific field. Below are some ideas:

- The application and implications of block chain
- Crypto currencies
- Ethical and technical considerations of autonomous vehicles
- Social media and data privacy
- Artificial intelligence and its impact on future employment
- Robotics: how and where might they be used in the future?
- Smart cities
- Digital design for minorities
- Deep learning

Supplementary Employability Task

As a supplementary task you will also be required to work on employability through the creation of a CV and important on-line social profiles. You should provide evidence that these tasks have been completed in the appendix of your report.

Suggested Report Structure

Section & Word Count	Purpose	Verb Tense	Elements
Introduction (**200 - 250 words**)	Provides a Summary of the Study	Present: refers to the work being done	- Summarise the the work that has taken place - Briefly present the key findings and conclusion
Literature		Present:	- Review of the relevant literature relating to team formation and team

Review (**250-500 Words**)	Provides a summary of the current knowledge	refers to the work done	dynamics • Review and summarise the Bruce Tuckman model of small-group development
Methods (**250 - 500 words**)	• Describes the team work that was undertaken	Past: refers to group work undertaken • Explain how you gathered results	• Description of the procedures used to manage to the project • Description of any project management tools used • Description of data collection methods to evaluate team dynamics data such as interviews and surveys
Results (**250 words**)	Present the data, the facts what you discovered and observed	Present: refers to the work taking place	• Your observations • Your results from data collection
Discussion (**500 words**)	Puts the results into the context of previous research and any relevant frameworks	Present: refers to the work taking place	• How can the Bruce Tuckman model be used to explain your results? • Does the model hold when compared to your result? • How do your results compare to previous research? • What interesting observations can be derived from your results?
Conclusion (**200 words**)	Summaries your finding	Present	• Should relate back to the introduction • Should summaries your key finding • Should address the limitations of the study
Reference List	Lists sources used	-	• [Should be in SSU Harvard Style](#)
Appendix	Supplementary Information	-	• Should include collected data • Should include links to relevant social profiles such as LinkedIn, GitHub, Behance, Twitter

| | | | | | • Should include your CV |
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Assessment Criteria

You will be assessed on your ability to critically assess and reflect on the overall process of working in and forming groups. To assist you in this process you are encouraged collect evaluative data from your team members.

Data can be obtained through many different sources. It is a good idea to use more than one source, such an approach will add robustness to your results. Some possible data sources include, but are not limited to: conducting team interviews, distributing a survey amongst team members and extracting and evaluating conversation that took place over messenger applications such as Slack and WhatsApp.

	A1-A4	B1-B3	C1-C3	D1-D3	F1-F3
Reporting Standards (10%)	Report produced to exceptional standard & structure, based on high quality, well referenced sources.	Report urately structured and well formatted. While the sources are high quality, there may be some minor referencing errors	Accurate, with depth in some aspects, but may lack consistency in places	Very poor presentation and structure, numerous inaccuracies and omissions. However, the report is readable	Does not meet threshold
Suitability and quality of content and discussion	Exceptional breadth and depth. Explores and evaluates a wide range of sources. An excellent critical understanding of concepts and theories. Data is	Accurate breadth and depth. Locates and organises a wide range of information. An clear critical understanding of concepts	Accurate, with depth in some aspects. Locates and organises a satisfactory range of information. Satisfactory critical understanding.	Largely accurate across most areas, with limited depth. Locates and organises an acceptable range of information. Some critical	Does not meet threshold

(80%)	gathered, and evaluated, from a two or more sources. Based on the data, sensible insights are made	and theories. Data is gathered, and evaluated, from a two or more sources.	Inferences based on the data may not be overly convincing	understanding shown. Data evaluation is disorganised and patchy	
Suitability and quality of appendices (10%)	Exceptional presentation and evidences of process followed	Accurate breadth and depth of presentation and evidence of process followed	Accurate, with depth in some aspects of presentation and evidence of process followed	Largely accurate across most areas, with limited depth of presentation and evidence of process followed	Does not meet threshold

Learning Outcomes

This assessment will enable students to demonstrate in full or in part the learning outcomes identified in the unit descriptors.

Late Submissions

Late Submissions:

i. If this assessment is submitted late i.e. within 5 working days of the submission deadline, the mark will be capped at 40% if a pass mark is achieved;
ii. If this assessment is submitted later than 5 working days after the submission deadline, the work will be regarded as a non-submission and will be awarded a zero;
iii. If this assessment is being submitted as a referred piece of work (second or third attempt) then it must be submitted by the deadline date; any Refer assessment submitted late will be regarded as a non-submission and will be awarded a zero.

http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-assessment-principles-and-regulations.pdf?t=1534423842941

Extenuating Circumstances

The University's Extenuating Circumstances procedure is in place if there are genuine circumstances that may prevent a student submitting an assessment. If students are not 'fit to study', they can either request an extension to the submission deadline of 5 working days or they can request to submit the assessment at the next opportunity (Defer). In both instances students must submit an EC application with relevant evidence. If accepted by the EC Panel there will be no academic penalty for late submission or non-submission dependent on what is requested. Students are reminded that EC covers only short term issues (20 working days) and that if they experience longer term matters that impact on learning then they must contact the Student Hub for advice.

A summary of guidance notes for students is given below:

http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2p-extenuating-circumstances.pdf?t=1534423896787

Academic Misconduct

Any submission must be students' own work and, where facts or ideas have been used from other sources, these sources must be appropriately referenced. The University's Academic Handbook includes the definitions of all practices that will be deemed to constitute academic misconduct. Students should check this link before submitting their work.

Procedures relating to student academic misconduct are given below:

http://portal.solent.ac.uk/support/official-documents/information-for-students/complaints-conduct/student-academic-misconduct.aspx

Ethics Policy

The work being carried out by students must be in compliance with the Ethics Policy. Where there is an ethical issue, as specified within the Ethics Policy, then students will need an ethics release or an ethical approval prior to the start of the project.

The Ethics Policy is contained within Section 2S of the Academic Handbook:

http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2s-university-ethics-policy.pdf

Grade marking

The University uses a letter grade scale for the marking of assessments. Unless students have been specifically informed otherwise their marked assignment will be awarded a letter grade. More detailed information on grade marking and the grade scale can be found on the portal and in the Student Handbook.

http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-annex-2-

assessment-regulations-grade-marking-scale.pdf?t=1534424273208

Guidance for online submission through Solent Online Learning (SOL)

http://learn.solent.ac.uk/onlinesubmission