Harper Adams University Assignment Brief

# 2025/26 Assignment Brief (Online submission only)

**Module Name (Module Code):** Professional and Study Skills **(SQ4003)**

**Module Tutor**: Kanthu Joseph Mhango

**Assignment Title**: e-portfolio

**Assignment Type**: Individual Assignment

**Time Guide**: ~ 50 hours

**Word/Page Limit**: not applicable

**File Type**:Word doc with GitHub link (GitHub to contain various required file types)

**File Size Limit**: 50 MB

**Module Outcomes Assessed:**

1. **Research** and synthesise literature relevant to data science, business, and engineering, demonstrating effective information gathering and analysis skills.
2. **Develop** and maintain web pages using GitHub and Markdown, showcasing an understanding of basic web development principles.
3. **Utilise** Excel for data analysis and management, applying principles of tidy data for efficient data handling.
4. **Implement** basic programming concepts using tools like Code Copilot and command line interfaces.
5. **Design** and deliver compelling presentations, effectively communicating complex ideas to diverse audiences both technical and non-technical.

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| **Submission Deadline: 15.00 on 2026-01-29 (Thursday, 29th January)**  Please ensure that your student number is included at the beginning of your submission title when uploading your work |

Artificial Intelligence (AI) Guidance

AI usage is permitted in-line with our [University Guidance](https://cdn.harper-adams.ac.uk/document/ki/key-info-page/Working-Well-With-AI.docx).

AI use **must** be acknowledged alongside your reference list.

Resources to support the appropriate use of AI can be found on [The Learning Hub](https://hub.harper-adams.ac.uk/course/view.php?id=5993). The university encourages ethical, responsible use of AI.

As you use AI, remember that it has limitations and your writing and ideas will often be better.

You remain responsible for ensuring your work is original, meets the expected standards of academic integrity, and that AI is used only as a supportive tool.

Assignment Submission Declaration

In submitting this assignment:

I/we declare that the work is my/our own work and that it meets the standards of academic integrity expected at all times as set out in university academic integrity policy. I/we also confirm that this work conforms to the stated Artificial Intelligence guidance for this assignment brief and has not previously been submitted for assessment for an academic award, unless otherwise indicated.

Task Outline

You are required to build a reflective e-portfolio that documents your learning journey across five key areas of academic and professional development. Your reflections will demonstrate what you have learned, where you currently stand in developing each skill, and how you plan to progress towards mastery over the course of your programme.  
  
Your portfolio must be presented as a GitHub Page built in Quarto. Each section should include:  
- A clear reflection on the topic (what you have learned, challenges, and insights).  
- A self-assessment of your current level of mastery.  
- A forward-looking plan: when and how you expect to achieve full mastery, connected to your graduate pathway.

## Sections

## Enterprise Authoring and Presentation Tools

Reflect on your experience using Microsoft Word, Excel and PowerPoint. Discuss:  
- Strengths and weaknesses of each tool for academic and professional use.  
- Examples of how you have used them so far.

-The extent of AI integration in these tools for automating data entry  
- Your current level of confidence, and what you need to improve to meet professional standards in written and visual communication.

## Information Literacy

Reflect on how to conduct effective academic and professional searches. Draw on your information literacy sessions to discuss:  
- How to use library catalogues, databases, and search strategies effectively.

-A critique of the strengths and weaknesses of one method/model for formulating research questions that guide a literature review (e.g. PICO)  
- The importance of evaluating sources for credibility.  
- Your self-assessment of searching skills now, and how you plan to develop them further.

## Coding and Collaboration Platforms

Reflect on your learning with Git, GitHub and GitHub Pages. Discuss:  
- How these platforms enable collaboration, version control, and public presentation of work.

-A technical description of Git, including its data structures, commands and references  
- Strengths and challenges you faced while using them.  
- How collaborative tools will fit into your academic journey and professional development.

## Continuous Professional Development (CPD)

Reflect on your responsibilities for CPD as a student and future professional. Discuss:  
- Joining professional networks (e.g. LinkedIn, professional societies).  
- Understanding your programme specifications and key academic milestones.  
- Identifying how these connect to achieving marketable graduate attributes.

## Responsible Use of AI

Reflect on your understanding of artificial intelligence in academic and professional contexts. Discuss:  
- How to use AI responsibly and in line with university policies.  
- Avoiding plagiarism and ensuring originality in your work.  
- How you can prepare to engage critically with evolving AI policies in your future career.

Your report must include references in the Havard Cite Them Right format

Presentation Requirements

**Submission Checklist**

* **Github pages e-portfolio** containing all deliverables from the task outline
* A docx document uploaded to Turnitin containing the github repository link

Marking Criteria

**The work will be judged against the extent to which it fulfils the following criteria:**

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| --- | --- |
| Criteria | Weighting % |
| e-portfolio | 100 |

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| --- | --- |
| **Mark range** | **Criteria** |
| 90-100 | Outstanding and error free overall, flawless, perfectly correct portfolio and analysis, clear text and reproducible, transparent methods, assumptions and motivation, perfect adherence to formatting and instructions. Evidence of synthesis and perception of complex concepts or ideas. |
| 80-89 | Outstanding otherwise, but some small imperfections possible. Evidence of synthesis and perception of complex concepts or ideas. |
| 70-79 | Excellent and clear overall. Some small errors possible. Clear, correct and reproducible throughout. |
| 60-69 | Very good to excellent throughout. All major concepts clear and correct and reproducible. Some errors or imperfections possible, or otherwise areas that can be improved in rigour, accuracy or justification. |
| 50-59 | Good to very good throughout and complete. There are some obvious errors or omissions that do not severely undermine the clarity. |
| 40-49 | Work that may be good in parts but with obvious major flaws that impede understand or may be lacking important detail. The work may lack depth or have obvious omissions. |
| 30-39 | Poor work that may have some evidence of good potential, but lacks adherence to academic conventions, structure, adherence to guidelines, reproducibility, or relevance |
| 0-29 | Poor, incomplete work that may lack adherence to academic conventions, structure, adherence to guidelines, reproducibility, or relevance |

Wordcount / Presentation Duration

Any part of your assignment that goes over the word count, page limit, or presentation time will not be marked. This is to make sure all students are assessed fairly and equally. It also helps you develop important skills in clear and focused communication.

Assignment Submission Recommendations

* Always try to upload your work at least **24 hours** before the stated deadline
* Check that the uploaded digital copy is the correct version of the file – It is your responsibility to upload the correct file.
* Incorrect files can be replaced without penalty before the deadline. After the deadline, replacing an uploaded file will incur a late penalty
* Retain a digital back-up of the assignment
* Retain copies of AI-generated materials.

Assignment Return

Your feedback will be returned through GradeMark. To view feedback, please return to the drop-in box on your module. Instructions on how to access feedback through GradeMark can be found under the “Student Information” tab on the front page of The Learning Hub. As well as the grade/mark, you should also receive feedback (which may be typed or spoken) on your assignment. If the written feedback provided is unclear you are advised to contact the module leader/module tutor to provide clarification.

Your marked assignment should be returned by the date stated on the brief. If this will not be possible, the module leader/module tutor will advise students of the expected return date. **If you do not receive your mark and feedback by this date**, please ask your Course Tutor to contact the relevant Head of Department to advise them of this delay.

Penalties

Work submitted after the published deadline will be subject to a mark penalty unless there are approved, documented, mitigating circumstances. The penalties for late or non-submission can be viewed [here](https://hub.harper-adams.ac.uk/course/section.php?id=291310):

Timeline and Approval

Date of assignment launch to students: 2025-10-06

Feedback and grades will be returned by: 2026-03-03

Assignment brief moderated by (print name): Ed Harris