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| **ASSESSMENT BRIEF** | |
| **Module Title:** | Software Engineering Practice |
| **Module Code:** | KF5012 |
| **Academic Year / Semester:** | 2021-22 / Semester 2 |
| **Module Tutor / Email (all queries):** | Dan Hodgson [dan.hodgson@northumbria.ac.uk](mailto:dan.hodgson@northumbria.ac.uk) |
| **% Weighting (to overall module):** | 20% |
| **Assessment Title:** | Individual Reflection |
| **Date of Handout to Students:** | 24th January 2022 |
| **Mechanism for Handout:** | Module Blackboard Site |
| **Deadline for Attempt Submission by Students:** | 23:59 GMT on Thursday May 19th 2022 |
| **Mechanism for Submission:** | Document upload to Module Blackboard Site.  It is your responsibility to ensure that your assignment arrives before the submission deadline stated above. See the University policy on late submission of work. |
| **Submission Format / Word Count** | Please upload your written report as a single PDF document. Your report should not exceed 4,500 words in length. |
| **Date by which Work, Feedback and Marks will be returned:** | 16th June 2022 |
| **Mechanism for return of Feedback and Marks:** | Email |

## Introduction

In this assignment you will be asked to write an individual reflection on the process and success of your group or individual practical project, and a development plan for your future employability. The brief is the same for students who have worked in a team for the practical assignment, and those who have worked on the practical assignment alone, and is the same for the first sit, or for re-assessment attempts.

### 1.1 Learning Outcomes.

This assessment covers the following learning outcomes:

4. Reflect on the professional, legal, social, security and ethical issues surrounding software engineering practice  
  
5. Communicate information both in writing and orally in a concise professional manner

## Brief

This assignment has two parts, part A is a reflection on the development process during the practical assignment on this module, and part B is an “Employability Skill Plan”

### 2.1 Part A: Reflection (50%)

Whether you are completing this for normal hand-in, or as a re-assessment, you should refer to the most recent attempt at the practical assessment. For most students this will be the “normal” attempt, in a team. If you have had to do a re-assessment for the practical, then talk about that re-assessment. **Please use the template for the assignment provided on Blackboard.**

The **elements** required are commentary on the following topics:

* How the **development process** went – if changes had to be made, what aspects you wish you had had more time on, what you think went well and why. Did you have schedule problems?
* If you completed the practical assessment in a team, the way the **team functioned.**
* The usefulness of the **documentation** created for the assignment, which could include your project management documents, design documentation, requirements gathering documents, etc. See individual stream briefs for more details.
* Specifically talk about the individual tasks you undertook, and the problems that arose.
* For teams, talk about how the range of skills in your team, relating to the outcomes of the project.
* For individuals, talk about the effect of your personal skills strengths and weaknesses.
* Any **professional, legal, social, security** or **ethical** issues faced in the development process.

The template for part A is split into three sections:

**Description:** What happened or didn’t happen

**Analysis:** what your thoughts are on what happened

**Lessons to be learned:** Take-away messages that are generalised so as to be useful advice for future development

The **qualities** the reflection needs to display are:

* **completeness** i.e. covering all required elements
* to go beyond description of what happened
* to apply **critical evaluation**
* **identify good practice**
* identify **lessons for the future**
* Show a **balanced perspective**
* Display a **professional attitude.**
* **Reasonable brevity.**

### 2.2 Part B: Employability Skill Plan (50%)

Please use the template as given on Blackboard. This is an 8-step process aimed at developing an individual employability skill plan to help you get your desired position after completing your degree. This description follows the headings in the template, with information on how to approach this.

**B1: Target Position**: Decide what job you want to have when you graduate. If you are not sure, pick one that is attractive and plausible.

**B2: Job Adverts Used:** Find some current job adverts for your desired position. About 2-5 is reasonable. Give references to the adverts

**B3: Skills List:** Using the job adverts identified, create a list of the skills mostly asked for when recruiting for these positions. The more specific you can be, the more helpful this process is. “Programming” is a very broad area, “Development of graphics using C++ and OpenGL” is better.

**B4: Personal Skills Audit:** Create a personal skills audit using the list of skills from B3. This can be done using a similar form to the skills audit done with your proposal. Note: this will be a different list of skills from that initial audit, don’t just copy that skills audit in.

**B5: List your final year modules:** I hope this is self-explanatory.

**B6:** **Identify which skills from B4 will be improved by your final year modules**: Using the skills list from B3 and B4 identify which skills will be improved by studying your final year modules. Be specific. You may need to look up details of the modules.

**B7: Skills Shortfall:** Using the skills audit from B4, and the improvements from B6, identify which skills will need additional individual development in order to reach the levels asked for in the job adverts from B2. This should give a clear and specific articulation of what needs to be improved.

**B8: Action Plan:** Now that you have a clear indication of what needs improving, create an action plan for your personal development. Address specific skill needs with specific activities. Saying “I need to improve my graphics programming development in C++ and OpenGL” is specific about the skill, but not about the action. Saying “I will create a small block-pushing puzzle game using C++ and OpenGL” is specific about the action. Note: this process may also be useful in identifying a final year project topic.

The **elements** required for the ESP are the sections B1-B8 listed above

The **qualities** the CDP needs to display are:

* **Completeness** of all elements
* **Reasonable** self-assessment and awareness
* **Well-researched** with respect to skills needed
* **Clearly articulated.**
* **Specific enough to be useful**

### 2.3 Structure and Length

**This assignment should be no more than 4500 words.** This is about 4-6 pages by normal standards. This does not include references and appendices. **You must include a word count after the end of the assignment.**

### 2.4 Referencing

You may have no references in your reflection, that’s OK, but an excellent reflection would make reference to external sources and wisdom. You should at least have references to job adverts in your ESP.

**References should be complete and in the correct format.** This means that you should reference all your information sources, giving enough citations to show exactly where you have used each source. A list of references should be given at the end of the document, presented in alphabetical order of authors. In this Department we use the “Harvard Format” for referencing, using brief citations in the text, and giving the full reference in the “references” section at the end of the paper. You should follow the format instructions given in ‘Cite them Right’ available online [here](https://www.citethemrightonline.com/) for both the citations and the reference list. Note that the latest version of Cite Them Right includes advice on referencing games.

Microsoft Word includes some excellent tools to help you with referencing, under the “references” tab.

## Hand-in Details

Your paper should be formatted as a **PDF document**, and handed in via Blackboard. The word limit for the assignment is 4500 words (see below for information on penalties.)

Anonymous marking: University policy requires that where practicable, work be marked anonymously. In order to facilitate this, we request that only your student number is included on work submitted for summative assessment.

Failure to submit: The University requires all students to submit assessed coursework by the deadline stated in the assessment brief. Details on late submission are included below.

Students must retain an electronic copy of this assignment (including ALL appendices) and it must be made available within 24hours of them requesting it be submitted.

## Marking

Work which clearly fits a grade band description perfectly will receive a mid-point mark in that grade band. Where the work falls between grade band descriptions, or displays some aspects of one grade band description and some of another will be given marks appropriately. Fractional marks may be used.

The same grid is used for both sections A and B – please refer to part 2 of this document to see the **qualities** that will be used for marking the sections.

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| **Band** | **Marks** | **Description** |
| 0%-39% | 0-19 | **Deeply Flawed**, problematic in many of the qualities |
| 40%-49% | 20-24 | **Poor**, work which has small merit and widespread issues in all or most qualities. |
| 50%-59% | 25-29 | **Weak**, work which has noticeable merit but has significant flaws in more than one quality. |
| 60%-69% | 30-34 | **Satisfactory**, work which broadly fulfils the qualities, but has some noticeable weaknesses. |
| 70%-79% | 35-39 | **Strong**, work which mostly fulfils the qualities, but has some flaws, which detract from the overall quality. |
| 80%-90% | 40-44 | **Excellent**, work which is strong in all qualities, may have minor flaws, which don’t detract much from the overall quality. |
| 90%-100% | 45-50 | **Outstanding**, work which exceeds expectations and shows flair and deeper understanding. |

## Feedback.

Marks and summative feedback will be sent to you individually by email after marking.

Module marks are not negotiable and the module team will not respond to challenges to marks on academic grounds. If you think there is a procedural error in your marking (e.g. sections missed, incorrect addition) please contact the teaching team. If you are having problems understanding your feedback you may contact the marking team for clarification. Provisional marks may be released along with feedback before the marks have been formalised by an exam board. Any such provisional marks are subject to change.

## Regulations and Policies

### 6.1 Assessment Regulations

You are advised to read the guidance for students regarding assessment policies. They are available online [here](https://www.northumbria.ac.uk/about-us/university-services/academic-registry/quality-and-teaching-excellence/assessment/guidance-for-students/).

### 6.2 Late submission of work

Where coursework is submitted without approval, after the published hand-in deadline, the following penalties will apply.

For coursework submitted up to 1 working day (24 hours) after the published hand-in deadline without approval, **10% of the total marks available for the assessment** (i.e.100%) **shall be deducted** from the assessment mark.

Coursework submitted more than 1 working day (24 hours) after the published hand-in deadline without approval will be regarded as not having been completed. **A mark of zero will be awarded for the assessment.**

The full policy can be found [here](https://www.northumbria.ac.uk/about-us/university-services/academic-registry/quality-and-teaching-excellence/assessment/guidance-for-students/)

### 6.3 Word limits and penalties

If the assignment is within +10% of the stated word limit no penalty will apply.

The word count is to be declared on the front page of your assignment and the assignment cover sheet. The word count does not include: images, tables, references or any appendices.

Please note, in text citations [e.g. (Smith, 2011)] and direct secondary quotations [e.g. “*dib-dab nonsense analysis*” (Smith, 2011 p.123)] are INCLUDED in the word count.

Students must retain an electronic copy of this assignment (including ALL appendices) and it must be made available within 24hours of them requesting it be submitted.

The full Word Limit Policy is available [here](https://northumbria-cdn.azureedge.net/-/media/corporate-website/new-sitecore-gallery/services/academic-registry/documents/qte/assessment/guidance-for-students/word-limits-policy.pdf?la=en&modified=20181005134742&hash=D06E866BA9C788D7B1FD8EE3E7E3F34026CE9673).

### 6.4 Academic Misconduct

The Assessment Regulations for Taught Awards (ARTA) contain the Regulations and procedures applying to cheating, plagiarism and other forms of academic misconduct.

The full policy is available at [here](https://www.northumbria.ac.uk/about-us/university-services/academic-registry/quality-and-teaching-excellence/assessment/guidance-for-students/)

You are reminded that plagiarism, collusion and other forms of academic misconduct as referred to in the Academic Misconduct procedure of the assessment regulations are taken very seriously. Assignments in which evidence of plagiarism or other forms of academic misconduct is found may receive a mark of zero.