



Faculty of Science, Engineering and Computing

Assessment Brief

Module: CI4450

Setter: Graeme Jones

Title of Assignment: Technical Report 1

Deadline: 2359 Friday October 18th 2019

Module weighting: 10%

Overview

In this assessment you will be asked to write a two-page technical report on the development of some technology or technological business solution from a legal, ethical and societal point of view.

Relationship of this Assessment to the Module

Communication Skills

One of the key learning outcomes of this module is to enable students to *Communicate effectively within the work environment in terms of written, verbal and presentational skills, be able to search for, critically evaluate and reference appropriately information from a variety of sources* (Kingston University 2019). The *Communications Skills Portfolio* element of assessment (which is worth 30% of the total module mark) will focus on writing skills as well as research and referencing skills; more generally the ability to construct well-crafted and well-researched technical reports. This *Communications Skills Portfolio* element of assessment consists of three assignments each worth 10% i.e. *Technical Report 1*, *Technical Report 2*, and *Technical Report 3*. This first assignment will focus more on the presentational aspects of a technical report while the later items will focus increasingly on research and referencing skills and the ability to develop and articulate reasoned arguments.

Legal, Ethical and Societal Issues

In addition to the above learning outcome, the module also seeks to enable students to be able to *Critique new technologies or proposed technological solutions from a legal, ethical and societal point of view from the view point of different stakeholders* (Kingston University, 2019). The *Communications Skills Portfolio* element of assessment will measure how well students have developed this critical ability by requiring that each of the *Technical Reports* address different aspects of this spectrum of professional knowledge.

Assessment Specification

Choose a topic based on the work you have been doing in the workshops. Identify some aspect of this topic for your report which has the following characteristics:

- It is something that interests you
- It explores the technology or technology-based business solution from some societal view point e.g. commercial, technology development, impact on lives, or impact on the law.

- It is capable of generating a few interesting claims that you will need to justify e.g. Children's lack of sleep is 'hidden health crisis' (Marsh, 2018)

Develop your narrative taking care to clearly explain and justify the key claim(s) i.e. provide reasons and evidence. You should present this as a technical report using an appropriate structure and written in a suitable format and style as outlined in the accompanying *Communication Skills* lectures. Your report should be no more than 1000 words i.e. roughly two pages long using a Calibri 11pt font. (It will be marked down if significantly different from this.) It should not contain any pictures, diagrams or tables but you may choose to provide non-written content in the appendices (though these will not contribute to the marks). The word count does not include the text in the references or appendices but does include the title, authors and section titles. You should use Kingston University's Harvard referencing style for your citations and references. PC users are encouraged to use the Word 2010 style file and the technical report template available on the link below. Mac users should adopt some similar simple professional style file.

[Word template for Technical Report 1](#)

Submission Details

Upload your document to the submission box within the Assignments page of the Canvas module by midnight of the day of the deadline. The allowed document types are Word or PDF. (Other formats will be considered on request.)

Deadline: 2359 Friday October 18th 2019

Aim to complete and upload the assignment well before the deadline even if it is an early draft. Missing the deadline by even a few minutes will result in a cap of 40%.

If you are ill or have problems which prevent you from meeting the deadline you may be able to negotiate an extension in advance. The University Mitigating Circumstances policy may apply. You will need to use the online Extensions and Mitigation Circumstances system. Remember if you submit a piece of work or attend an examination, you have judged yourself fit to undertake the assessment and cannot claim mitigating circumstances retrospectively.

Assessment Marking

Personal Tutors

This assignment will be marked by your personal tutor. (Personal tutors were randomly assigned to you when you joined the university. For more information on the Personal Tutor Scheme visit your School Canvas module <https://canvas.kingston.ac.uk/courses/8106>.) Your personal tutor will arrange to meet you as a group to provide feedback at your regular personal tutor meetings.

Assessment Criteria

Marking and the generation of feedback will performed against the following marking criteria. Within each category the different criteria have equal weighting.

Content (33%)	Relevance to legal, ethical, societal or economic issues Topic chosen capable of providing a critical standpoint Arguments structured and supported by evidence
---------------	---

	Referencing using Harvard referencing style
Presentation (67%)	Appropriate section structure Language of a professional quality (style, grammar and spelling) Formatting of a professional quality

Academic Misconduct

Plagiarism is presenting somebody else's work as your own. It is an offence to copy materials (even if it is a phrase or a sentence) from the Internet or other work and publications. You must write everything in your own words. *Collusion* is also an offence i.e. allowing another student to use your work even if it is just as a template! There is a heavy penalty for plagiarism and collusion which could see you receiving a ZERO mark and your subsequent academic record may be affected. Further details about plagiarism and referencing can be found at:

http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/documents/Plagiarism_%20Student.pdf

References

Kingston University (2019) 'Module Descriptor CI4450 Professional Environments'. Available at: <https://mykingston.kingston.ac.uk/myfaculty/sec/Pages/SEC-Module-Guides.aspx> (Accessed: 03 Sep 2019)

Marsh, S. (2018) 'Children's lack of sleep is "hidden health crisis"', *The Guardian*, 30 September, Available at: <https://www.theguardian.com/lifeandstyle/2018/sep/30/childrens-lack-of-sleep-is-hidden-health-crisis-experts-say> (Accessed: 01 Oct 2018)