physical computing and interaction design studio

Portfolio & Report

Type: Portfolio & Report

Learning Objectives Assessed: 1, 2, 3, 4, 6, 7, 8, 10 (see course profile)

Due Date: Tuesday 12 June 2018 3:00pm

Weight: 25% TOTAL INDIVIDUAL

DECO3850 Portfolio 15% + Report 10%

DECO7385 Portfolio 10% + Report 15%

Overview

A studio portfolio gathers together the work you have done over the semester in its entirety and presents it for review via a web site. It includes:

1. A user interface for navigating the material, links to all outputs for the project, documentation of process and product, user documentation for the main project output; and,

2. A final report describing the project from the individual student's perspective and reflects on their achievements in the project in relation to the overall team output, previous related work, and development of design practice.

Deliverables

Portfolio

The portfolio is an individual output which presents your work in the broader context of the team project, and in turn where the team project fits in terms of the problem context of the studio theme, research questions addressed, technologies used, etc. As has been the case with portfolios for previous studios, examples of your work should be accompanied by reflections on its contribution to the broader contexts outlined above. For example: how your team's product is related to existing work; what role you played within the team and how much you contributed to the overall team product; what the underlying research questions addressed by the project are, and how your work individually or collectively helps answer them.

The aim of this portfolio is not only to demonstrate the quality of your work in a creative and professional manner, but also to document what you have learned about interaction design for Physical Computing technologies, particularly in the context of their use in addressing the studio theme. The portfolio itself is a designed artefact that you should give appropriate thought to in terms of it's appearance, functionality, and usability. Good design of the portfolio itself will be rewarded.

REQUIRED CONTENT

Each portfolio should include the following content:

- **Index page:** The portfolio and its contents are delivered as a standalone web site. It should have a single index.html page (PHP also allowed) in your portfolio directory which is the single place where all your work is gathered together and the starting point for its exploration. Relative links should be used throughout.
- **Product:** The final output/outcome of the project should be presented in a way that illustrates what was achieved
- **Process:** Include documentation of the design process and instructions for use, how it was evaluated, including any results and reflection on what was achieved.
- **Report:** The final report for your studio is a scholarly work which presents a coherent argument about one or more key aspects of what you did in this studio, and which reflects on your achievements (see separate criteria sheet). You should illustrate this with links to supporting material wherever they are required. Supporting material could be: links to published works which support your argument, or which you are comparing or contrasting your work with; posts from your online reflective journal to illustrate aspects of your design process; sketches, photographs and/or video of the work from early design through to implementation, etc.

- **Previous outputs in the course:** The assessed tasks previously submitted will not be marked again, but should be included/linked to here. You may also wish to link to your own and your team members' online reflective journals, and team blog if you created one.

Report

The final studio report is an opportunity to present a cogent argument about what you have achieved in this semester's project. While the portfolio is a way to present the outcomes and process of your design work within the course, the report is your opportunity to explain and reflect in greater depth about what you have learned in relation to the studio theme.

The aim is to describe and reflect on either all of, or a focused part of your contribution to the team project.

Rather than produce a diary or journal-like paper which presents the sequence of events as they happened during the process of undertaking your project (your online reflective journal does this), the report should instead focus on the content of your work, how it draws on the relevant background to your project, and how what you have achieved fits into the bigger picture of this related work.

Your report should build towards a reflection on your work, it's successes and/or failures, and how these have contributed to your knowledge and experience as a designer.

REQUIRED CONTENT

The report should conform to usual standards for academic writing, and include the following basic components:

- **Title page:** including title of report, name and student ID of author, team name, date, and abstract in which the main points of the report should be presented / summarised in up to 200 words. This should convey the most significant outcomes of your report to a general IT/design literate audience. A table of contents covering the top 2 or 3 levels of headings can be included on the title page or alternatively on the next page before the introduction (make sure that pages and sections are numbered).
- **Introduction:** The report should begin with an overview which sets the scene for the report, describes the nature and aims of the overall project, and summarises the content of the sections to come. The report in general should make an effort to manage expectations of the reader, guide them through the content, signpost what they are about to encounter, and summarise what has been covered at relevant points.
- **Background survey:** You should present the background material that is relevant for the work you are reporting on. This should be structured according to the major topics or subject groupings that you have covered, not on a paper-by-paper basis. The purpose of this section is to situate your report in the broader context of relevant published work.
- **Conclusion:** The final section should reiterate the main outcomes of the report, and in particular state how any research questions identified previously have been addressed. This should also include treatment of how well your success criteria have been met.
- **References:** Each external source of information that is cited should be included in a references section at the end of the report. Publications should be cited in text and referenced in this section using a consistent style. Justification should be provided where the majority of references are from non-archival publications.

In between the background and the conclusion comes the main body of the report. The structure of this will depend on the nature of your project and the work you are reporting on. Consider breaking this down into subsections such as Design, Development, Evaluation, or other broad headings that describe the content of your writing. It should include details of the role you played in the project and reflection on your achievements.

OTHER WRITING RESOURCES

The key point to remember when writing an academic report of any nature is that you are presenting an argument. The following resources were prepared at a number of universities on the subject of producing an argued piece of writing. Students wishing to know more about academic or scholarly writing and how to approach the task should explore these links:

- UQ Student Services Assignment writing workshops/appointments: http://www.uq.edu.au/student-services/ learning/types-of-assignments
- Dartmouth Institution for Writing and Rhetoric (2014), What is an Academic Paper? Institution for Writing and Rhetoric, Dartmouth College: Hanover, NH, https://writing-speech.dartmouth.edu/ learning/materials/materials-first-year-writers/what-academic-paper (accessed April 2018)
- UNC Writing Centre (2012), Argument , Writing Centre, University of North Carolina: Chapel Hill, NC, http://writingcenter.unc.edu/handouts/ argument/ (accessed April 2018)
- Procter, M (2004), Advice on Academic Writing , University of Toronto: Toronto, Canada, http://advice. writing.utoronto.ca (accessed April 2018)
- Gillet, A (2014), Using English for Academic Purposes: A Guide for Students in Higher Education, Link or http://www.uefap.com (accessed April 2018)

Submission

The report is to be submitted via Turnitin on the course's Blackboard page. It should also be included along with all submitted assignments as a part of the portfolio for this course. It should be clearly linked to on the main index.html page of the portfolio.

The report should be saved in PDF format and clearly linked to in your portfolio. It should be named according to the following scheme: DECO3850ReportFirstnameLastname.pdf (postgraduate students please use the DECO7385 code instead). In order to assist with formatting your report, and to also provide a further resource for its production, there is a Microsoft Word document template available for download from the assessment section of the course website.

Portfolio submission will be electronic as a .ZIP file, via Blackboard. Your portfolio should be entirely contained within a directory devoted to this course (which ideally builds on what you already have in your portfolio from previous courses). The directory is to be named DECO3850-<studentID> or DECO7385-<studentID> as appropriate, and it must contain a single entry point named index (.html or .php allowed). All content should be linked to directly or indirectly (e.g. via other pages) from the index page, and viewable from within any mainstream web browser (Firefox, Safari, Chrome) on Macintosh and Windows platforms (if an executable prototype is to be included and this was developed for a specific platform, then this is OK to include, but all other portfolio documentation must be cross-platform).

If you already have an existing portfolio you can build on this, however you will only be marked on the sections of the portfolio that are based around this studio and you should still submit a standalone site. Within the context of your larger portfolio, sections related to this studio should be themed in a way that reflects your work, rather than generic pages of your portfolio. If you maintain an online portfolio of your work, you are encouraged to include a link to this, but you must still upload the content as described here. High quality portfolios may be used in the future as exemplars for later studio projects.
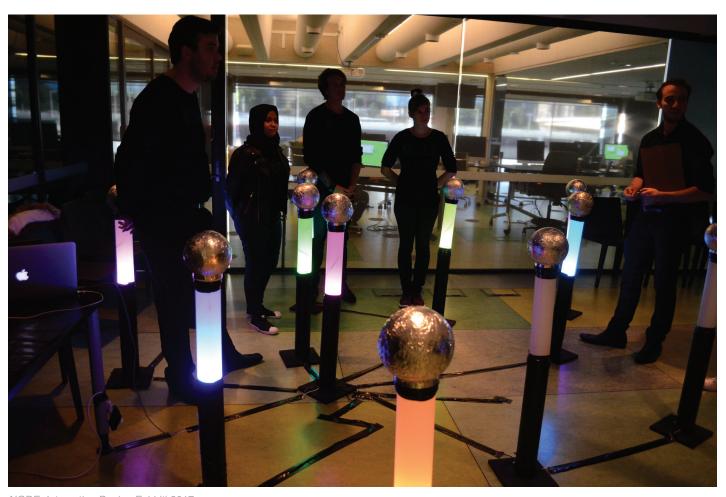
Academic Integrity & Plagiarism

Students are reminded that all submitted work will be assessed according to University guidelines regarding academic integrity, collusion and plagiarism as set out in the course profile. Please consult the course profile for relevant links if you need to refresh your memory on this matter. You should pay

particular attention to the distinction between what you are claiming as your own work and that of others, especially where outputs have been produced in collaboration with team members. Portfolios and reports should make absolutely clear what is being presented as the work of the individual student, and what is supporting material from other sources. It will be assumed that all work which is not appropriately attributed to other sources/authors is being presented as the student's own work and will be assessed accordingly.

You are expected to create an original website to showcase your work that "shows creativity and flair in its design and relationship to the project". The use of templates created by third parties, web site generators or CMS (such as WordPress, wix or Square Space) do not showcase your skills either in design, good HCI principles or web site creation. The same can be applied to using a framework (such as BootStrap) without any extension to the 'vanilla' framework design. We do not expect that portfolios are hand-coded from scratch, but we do expect to see evidence that your portfolio is the result of your own design work.

When writing a report such as this it is especially important to make sure that the work of others is cited and referenced appropriately. This mainly applies to how you employ background sources to support your argument, but the same is true when making use of the work of your team mates in your own work. The collaborative nature of studio project work often leads to situations when you want/need to make use of the work from another member in your team when writing up your own work. You should be careful to make sure that in such cases the work of your team mate(s) is clearly marked as such so that there is no potential ambiguity which can lead to accusations of plagiarism or collusion.

Students are also reminded that this studio is worth twice the credit of other courses (#4 units instead of #2) and it is expected that submitted work will reflect the greater quality and quantity of work this implies.

NODE, Interaction Design Exhbiti 2017

Criteria

PORTFOLIO

"Depth of Treatment" and "Required Content" will rate higher than "Professionalism" in the overall grade. However the portfolio should be developed to a professional standard such that it would be suitable to present to investors or potential employers, where the standard of production can influence a decision as strongly as the quality of the idea.

DEPTH OF TREATMENT (AS EVIDENCED ACROSS REQUIRED CONTENT CRITERIA)			
Utilisation of Sources	Background sources are cleverly used to support the portfolio.	Background sources could be better used to support the portfolio.	Inadequate use of background sources to support the portfolio.
Originality/ Innovation	Original and creative synthesis of materials.	Adequate, but not original use of research materials.	Lacks originality
Project Context	Displays clear understanding of where the team and individual work fits into broader theme of the project, and of the whole studio themes in general.	Shows occasional understanding of how the work is related to other work.	Presents project work in isolation, with no connection at all to broader context.
REQUIRED CONTENT			
Portfolio design and structure	The main index page for the portfolio shows creativity and flair in its design and relationship to the project. All required content is clearly linked from the page and navigation/usability is excellent and at the forefront of current web design practice.	The main index page links to all relevant material but its design lacks creativity. Some links are not relative. Navigation of the site is occasionally confusing and there is a lack of attention to usability and good design practice.	The portfolio does not fit with existing standards for studio portfolios. Items are not linked. Design of the site is confusing and/ or difficult to navigate.
Product design documentation	Portfolio captures well how the design for the project progressed. Documentation is comprehensive, including multiple media sources (still & moving image, audio, etc,) to illustrate the overall project as appropriate. The relationship between individual and group work is always clear.	The student's design work is documented but aspects are missing or not sufficiently described. Illustration of the process is limited. There is occasionally confusion between individual and group work.	Documentation is partial or missing altogether. No effort is made to distinguish individual from group work.
Project Evaluation	A good effort has been made to evaluate the project with intended users and the results are clearly documented.	Some effort to evaluate the project was made. Some aspects of the results are presented.	Little or no evidence of evaluation with users.

Reflection	A reasoned, critical consideration of some aspect(s) of the project is given. It is well supported in relation to relevant background literature and the individual's experience in the project.	A question has been identified but not dealt with in sufficient depth or support from background literature. Some conclusions are made but could either be better articulated or more strongly draw together the argument in the report.	No reflection evident in portfolio. The individual's work on the project is simply reported as a diary or journal-like sequence of events with no argument or reflection on how their design practice relates to relevant theory.
Project Outputs	All project deliverables—individual and group—are included, with descriptions to explain their content. The distinction between group and individual work is clear, with the individual's and others' contributions appropriately acknowledged.	Previous deliverables are linked to but not described. Other team members' contributions to the overall project are mentioned but not clearly described.	Some or all previous deliverables are missing. The portfolio presents the whole team's work as if that of the individual.
PROFESSIONALISM			
Communication of Content	Clear coherent flow of concepts and appropriate level of detail, clearly relevant images/tables/etc	Good concepts and use of images/text, but not well related	No clear flow of concepts, resulting in a confused message; content either too high or too low level
Visuals	Suitable use of slides, diagrams and pin-up materials	Too much or too little visual content	Unclear how visuals contribute to content
Language, Writing Style and Proofreading (Spelling, Grammar etc of promotional materials)	Fluent and literate. Of high standard with no errors	Adequate, but needs improvement. Minimal errors remain	Of low standard. Many errors remain
Referencing	Excellent support for the text and is of a consistent style throughout.	Just adequate, or is not consistent	Inadequate in number, or is not consistent.
Portfolio Functionality	No errors. Portfolio works well across major platforms.	Minimal errors remain. Parts of portfolio are platform specific.	Many errors remain. Portfolio has clearly not been tested on multiple browsers/platforms.
Acknowledgement of content source	Sources of all third party images, code, frameworks, etc. are appropriately acknowledged, and the design work in the creation of the portfolio is clearly evident.	Some third party content is used without attribution.	No effort has been made to acknowledge the source of non-original content.

REPORT

"Depth of Treatment" and "Required Content" will rate higher (70%) than "Document Structure" and "Professionalism" (30%) in the overall grade. However the report should be developed to a professional standard such that it would be suitable to present to investors or potential employers, where the standard of production can influence a decision as strongly as the quality of the idea.

DEPTH OF TREATMENT (AS EVIDENCED ACROSS REQUIRED CONTENT CRITERIA)			
Utilisation of Sources	Background sources are cleverly used to support the argument.	Background sources could be better used to support the argument.	Inadequate use of background sources to support the argument.
Originality/ Innovation	Original and creative synthesis of materials.	Adequate, but not original use of research materials.	Lacks originality
Project Context	Displays clear understanding of the issues involved and where the work fits in the broader context.	Shows occasional understanding of the issues and how the work is related to other research.	Presents project work in isolation, with no connection at all to broader context.
REQUIRED CONTENT			
Project Description	The nature and purpose of the project are clearly articulated and justified in the context of the underlying research questions.	Lacks some clarity in describing the project. Not entirely clear how the problem context or research questions are addressed.	Project and problem context not described.
Background Survey	All relevant background areas or topics related to the project are covered, with excellent synthesis of key reference material into the description.	Some effort has been made to synthesize separate pieces of work into a coherent survey of the area. Over-reliance on non archived sources.	Survey presents disjoint list of separate pieces of work with no effort to relate them to each other or to the project. Only internet-based resources used.
Individual Contribution	The role played by the individual and their contribution made to the team project are clearly described, evidenced and appropriate.	Some aspects of the individual's contribution are difficult to distinguish from the rest of the team.	No effort is made to articulate which components of the project the individual contributed to or was responsible for.
Reflection/Discussion	A reasoned, critical consideration of one or two questions related to an aspect of the project is given. It is well supported in relation to relevant background literature and the individual's experience in the project. The conclusion draws the report together, linking the questions, argument, and evidence.	A question has been identified but not dealt with in sufficient depth or support from background literature. Some conclusions are made but could either be better articulated or more strongly draw together the argument in the report.	No reflection evident in report. The individual's work on the project is simply reported as a diary or journal-like sequence of events with no argument or reflection on how their design practice relates to relevant theory.

DOCUMENT STRUCTURE			
Document format and structure	The report conforms to the specified format in every respect. There is a title page for the report, including the name and email address of the author, a title for the report, the date written, and an abstract which concisely presents and overview of the report and it's most significant findings. A table of contents is provided which lists the top 2 or 3 levels of (numbered) section headings with correct page numbers. The content of the report is supported by tables which summarise sets of data where relevant, and figures or photographs which clearly depict relevant visual content. All figures/tables are numbered and are referred to in the text.	The report conforms in general to the specified format, but some aspects are not followed. The title page and/or table of contents are is missing some required details. The abstract merely repeats part of the introduction, or otherwise fails to communicate the key content of the report. Tables & figures missing where they would be beneficial, incomplete captioning or lacking integration into the text.	The report shows little or no effort to conform to the specified format. No title page exists. No table of contents exists, page numbers missing, no structure to sections. Unclear how tables & figures relate to text. No captions given.
PROFESSIONALISM			
Communication of Content	Clear coherent flow of concepts and appropriate level of detail, clearly relevant images/tables/etc	Good concepts and use of images/text, but not well related	No clear flow of concepts, resulting in a confused message; content either too high or too low level
Language, Writing Style and Proofreading (Spelling, Grammar etc of promotional materials)	Fluent and literate. Of high standard with no errors	Adequate, but needs improvement. Minimal errors remain	Of low standard. Many errors remain
Referencing	Excellent support for the text and is of a consistent style throughout.	Just adequate, or is not consistent	Inadequate in number, or is not consistent.