

Project Workshop #5, Week 13

Paper, Oral, Poster

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Project breakdown

Assessment Details Name of work (eg BT, Essay 1 etc)	Hand-in Date/ Time	Hand Back Date to Students	Required submission format	Formative/ Summative	Assignment weighting %
Project Plan		n/a	Email to supervisor	formative	0
Design Report	Week 12, Fri 26/1/2018, 2pm	Week 16, Fri 23/2/2018	DUO	summative	20
Presentations	Week 13, 29/1/2018 – 2/2/2018	Week 17, Fri 2/3/2018	n/a	summative	10
Final Paper	Week 20, Tue 25/4/2018, 2pm	n/a	DUO + paper	summative	45
Poster	Week 20, Tue 25/4/2018, 2pm	n/a	DUO + poster	summative	5
Oral Exam	Between 26/4/2018 and 2/5/2018	n/a	n/a	summative	15
Supervisor Mark	n/a	n/a	n/a	summative	5

Paper

- Format: **follow the templates**; one for Word, one for \LaTeX ¹.
- Rationale: it is harder to write a short paper than a long dissertation (where you can just include everything). Learn to communicate precisely with good concise writing.

Same as academic journal vs conference proceedings (when we submit to conferences then there's a limit of, say, 12 pages)

- 20 page limit is strict. Includes title page, diagrams, references.
- Section headings must be used. Section lengths are only a guide. Subsection heading can be created as desired.
- Mark scheme is on mark sheet¹ (don't pay too much attention to subheadings); instructions document; can use colour – you have to print

¹ will be in DUO, more later

Approach

- Not a mystery novel: say at the start what you concluded.
- And that means not just what you did, but what is the scientific contribution of your project. Not

We built METAFOO

but

We demonstrate that by a careful decomposition of cycle-accurate simulation logic from power modelling, we can achieve greater accuracy while scaling to large numbers of nodes.

Abstract

- Self contained summary of the paper.
- Designed to be read without the main paper.
- The reader can then decide whether to read the whole paper.
- Use the headings in the template.

Introduction

- Why what you are doing is important.
- Explain the background.
- Highlight your contribution.
- Can list deliverables.
- Introduce your work.

Related Work

- Use your literature survey from last year and design paper.
- Relate to your work.
- Provide a narrative, not a list.
- Do not repeat standard book work unless you rely on it later.
- Consistent citation style.

Solution, Results and Evaluation

- Structure and content **very** project-dependent.
- Follow the Design Report. Use the feedback.
- Rule of thumb:
 - ▶ **Results:**
 - ★ Does it work?
 - ★ Perhaps some measurable outcomes where appropriate.
 - ▶ **Evaluation:**
 - ★ How **well** does it work?
 - ★ Does it do what you wanted it to do?
 - ★ How well did **you** do?
 - ★ Did the plans pan out?

Conclusion

- Likely to involve repetition from earlier.
- The reader should be left in no doubt
 - ▶ what your findings are
 - ▶ what contribution the research makes
- A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Writing

- **Past tense** for what you did.
- **Present tense** for things in the paper (“Figure 3 shows . . .”)
- Avoid first person singular.
- Send drafts to your supervisor in good time (may not be available over Easter).

Material

- Will upload some past years' papers
- ... plus (rough) marks
- ... plus some notes highlighting good and not-so-good parts
- Important: no two projects are (should be) the same, and same goes for papers
- Generic questions like “what should I write in Section XXX” kinda meaningless to someone who isn't deep in the project
- When in doubt, ask supervisor
- ... but in the end, it's **your** project and **your** paper

Oral

Organization

- You will be examined by your supervisor and one other member of academic staff
- The oral exam takes place between the submission of the final paper and the exam period
- The exam takes at most 30 minutes.
- Examiners may **NOT** have read the final paper (although later the paper will be assessed by the same two examiners)
- You will be allocated a time and place; **please act immediately if this is not appropriate**

At the Exam

- You should bring a hardcopy of your deliverables for each examiner (agreed in advance with your supervisor)
 - ▶ Such as list of deliverables, functional/non-functional requirements
 - ▶ Not a printout of code
- You should bring your logbook

Outline

- Introduce your project by referring to your poster (more later) and if necessary slides or other material
 - ▶ Give an overview of what you aimed to do and what you have achieved
- Demonstrate your implementation
- Answer the examiners' questions

Overview

- Do not assume that your examiners know your project — start with the basics
 - ▶ Ask for confirmation that they are following what you are saying
- Use appropriate media to support what you are saying
 - ▶ You have the poster plus, for example, you could have a few slides, or you could have a handout for the examiners to consult
- Plan and practice
- Aim to spend a **maximum** of 10 minutes introducing the project
- To do well — state the purpose clearly; what are the goals and objectives; be organised; logical sequence; good visual aids

Demonstration

- Should follow naturally from the overview
- Examiners may ask to interact with your implementation themselves **but** you should have a demonstration prepared that shows off all the important functionalities
- Create “toy” examples if necessary
- Practice in advance

Questions

- Expect a range of questions from fact-based technical ones to wider implications of the work
- Staff will not be trying to trick you — but will aim to test your depth of understanding and thinking
- Think about questions before answering — rushed answers might be irrelevant or worse
- It is perfectly ok to say you do not understand a question, and to ask the examiners to rephrase it
- Answer clearly
- Suggest a way to attack an issue even if you don't have an answer; show that you can think on your feet

Examples of Questions

- Why did you (not) choose technique X?
- What was the most useful thing you read?
- How did you evaluate feature Y?
- What was the most difficult or most interesting part of the work?
- What would you do differently in a second attempt?
- How would you extend the project if you had more time?
- Why is this of interest to the research community in area X?
- Why is your project of wider interest?
- Which part did you like best/least?

Assessment

- You **must** demonstrate your implementation
 - ▶ This is the only time that it will be directly assessed
- The marks awarded for the Oral Exam are worth 15 per cent of the total module mark:
 - ▶ 80 per cent is for the quality of the Implementation
 - ▶ 20 per cent for oral skills – how well you perform in the Exam
- See also mark sheet and assessment criteria

Do's and Don't's

- Visit the location of the Exam several days in advance, if unfamiliar
 - ▶ Make sure you can set everything up and run everything you need
 - ▶ If not, consult your supervisor
 - ▶ Often, if no special equipment needed, in supervisor's office
- Arrive early on the day
- Don't spend too long on the Overview else the examiners will ask you to stop and start the demonstration. Not only will you be judged to have prepared poorly, it might now be difficult for the examiners to comprehend the demonstration

Poster

The Poster

- **Poster is worth 5% of project**
- There is no official poster template
- You are free to use whatever you wish
- Some suggested example templates are:
 - ▶ A template from engineers
 - ▶ A template from maths
 - ▶ Powerpoint template
- All of these will be available on DUO

The Poster

- Main points for the poster
 - ▶ Make it accessible
 - ▶ Make it interesting
 - ▶ Make it look nice
 - ▶ Don't squeeze too much into it (same as with slides)
 - ▶ Don't make it too technical
- Make your information clear and easy to understand
- Have points that will encourage people to ask questions
- Make sure most significant facts are there
- Think about the structure