



SCIT

School of Computing and Information Technology

Faculty of Engineering & Information Sciences

Head of School Professor Willy Susilo, Student Resource Centre,
Tel: (02) 4221 3491

CSCI992 Professional Project

Subject Outline

Autumn / Spring Session 2016

Consultation Times:

Subject Coordinator	Miss Gene Awyzio
Telephone Number:	4221 4090
Email:	gene@uow.edu.au
Location:	3.106

Miss Awyzio's consultation times during session:

Day	Time
Tuesday	13:30 - 15:30pm
Thursday	13:30 - 15:30pm

Subject Organisation:

Session:	Autumn/Spring 2016, Wollongong Campus
Credit Points	12
Contact hours per week:	
Lecture Times & Location:	http://www.uow.edu.au/student/timetables/info/index.html
Tutorial Day, Time and Location can be found at:	http://www.uow.edu.au/student/timetables/index.html

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via Moodle space

<http://www.uow.edu.au/student/> . Any information posted to the web site is deemed to have been notified to all students.

Subject Description:

Working in groups, students design, implement, and document a software system. Involves: project planning and scheduling, seminars and individual presentations, group coordination, research of proposed application domain, use of design methodologies, design documentation, coding, module and system integration, testing, verification, implementation and adherence to professional and ethical practices. A small number of project topics have been proposed. Students will form teams, each of which will design, implement and document a solution to one of the proposed projects. Teams will meet weekly with supervisors to discuss progress and problems.

Subject Learning Outcomes:

On successful completion of this subject, students will be able to:

1. Justify and demonstrate the use of appropriate technology in team work.
2. Develop and present a software project proposal.
3. Develop and justify software project requirements.
4. Provide and document evidence of team work skills.
5. Develop and demonstrate adherence to a professional code of conduct.
6. Undertake data collection, management and analysis appropriate to a group software project.
7. Apply ethical standards to a capstone project.

Graduate Qualities:

"Graduate Qualities" are the aspirational qualities that students will progressively develop through their learning experiences at UOW. These Graduate Qualities are not achieved in a single subject - their development is an ongoing process across an entire program of study. This subject will contribute to the following Graduate Qualities:

Teamwork

Innovation and design

Informed

Independent learners

Problem solvers

Effective communicators

Responsible

Further information can be found at:

<http://eis.uow.edu.au/future-students/graduate-qualities/>

Graduate Qualities Explained:

Graduate Qualities	Covered in	Assessed in
Teamwork	Project Work	Project Work
Innovation and design	Project Work	Project Work
Informed	Project Work	Project Work
Independent Learners	Project Work	Project Work
Problem Solvers	Project Work	Project Work
Effective Communicators	Project Work	Project Work

Responsible	Project Work	Project Work
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Recent Improvements:

SCIT is committed to ongoing improvements and is constantly monitoring feedback from students and staff.

Attendance Requirements:

It is the responsibility of students to attend all lectures/tutorials/labs/seminars/ practical work for subjects for which you are enrolled. It should be noted that the amount of time spent on each 6 credit point subject should be at least 12 hours per week, which includes lectures/tutorials/labs etc.

Satisfactory attendance is deemed by the University, to be attendance at approximately 80% of the allocated contact hours.

Method of Presentation:

In order to maximize learning outcomes, it is strongly recommended that students attend all lectures.

Lecture Schedule:

Semester I		
Weeks without a formal lecture will be a drop in session for students/groups wishing to seek guidance.		
Week	Topic	Assessment
1	Introduction to subject. group allocation, codes of conduct	
2	Available tools, Gathering evidence of team work	
3	Preparing for presentation	Code of Conduct
4	Initial presentation	Presentation
5		
6		
7		
8	Requirements gathering	
9	Requirements gathering	
10		Requirement/domain analysis (Preliminary) Team Work Documentation (Preliminary)
11		
12		
13		

Semester II		
Weeks without a formal lecture will be a drop in session for students/groups wishing to seek guidance.		
Week	Topic	Assessment
1		
2		

3		
4		
5		
6		Requirement/domain analysis
7		
8		
9		
10		
11		
12		
13		Team Work Documentation, Final Project Documentation, Final Project Presentation

Subject Materials:

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings

Assessment:

This subject has the following assessment components.

ASSESSMENT ITEMS & FORMAT	% OF FINAL MARK	GROUP/ INDIVIDUAL	DUE DATE	SUBJECT LEARNING OUTCOMES
Session I (Autumn 2016)				
Code of Conduct	15%	GROUP	Week 3 of Session I.	5, 7
Proposal Documentation	15%	GROUP	Week 5 of Session I.	1, 2
Proposal Presentation	5%	GROUP	Week 4 of Session I.	1, 2
Requirement/domain analysis (Preliminary)	5%		Week 10 of Session I	3
Team Work Documentation (Preliminary)	5%		Week 10 of Session I	1, 4
Session II (Spring 2016)				
Requirement/domain analysis	15%	GROUP	Week 6 of Session II	1, 3
Team Work Documentation	10%	GROUP	Week 13 of Session II	1, 4
Final Project Documentation	20%	GROUP	Week 13 of Session II	1, 3, 4, 5,6 ,7
Final Project Presentation	10%	GROUP	Week 13 of Session II	1, 3, 4, 5,6 ,7

Notes on Assessment:

All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

Electronic Submission of Assessment Items:

Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.

General Notes

Groups seeking to submit material late should follow the standard procedure. They will need to keep the subject coordinator and their supervisor informed.

Failure to complete assessable tasks may result in a **FAIL** grade being recorded.

All assessable documents must be submitted according to the format specified in lectures and/or in the instructions emailed/posted by the subject coordinator. Each assessment task **MUST** be submitted to the CSCI992 Subject Coordinator. The coordinator will pass these onto supervisors for marking. Students **MUST NOT** submit materials just to their project supervisor.

Feedback on submitted assessable items will be provided through your supervisor in meetings or electronically via the subject coordinator.

The **code of conduct** will describe how the team will be managed as well as the expectations for all team members.

Codes of conduct will follow the recommendations of the ACS.

The **project proposal** documentation should describe architectural and design aspects of the project. There should also be documents describing the functionality of the software and how a user is expected to be able to interact with it. The latter may be a draft user manual but would likely contain significantly more detail than a final user manual typically would

The **proposal presentation** will give a brief (15 minute) outline of the project aims and design approach. This will involve stating and justifying the project domain, the target market, design methodology, development and employment environments, and tools to be used. This presentation shall also demonstrate to the assessment panel how the group's solution addresses an industry need.

The **preliminary project** documentation should describe architectural and design aspects of the project. There should also be documents describing the functionality of the software and how a user is expected to be able to interact with it.

The **preliminary team work** documentation will describe the management of the group, identify key areas and responsibilities for the project and provide a timeline for completing the project. Additionally formal meeting minutes with weekly action tables will be submitted at this time although these are expected to be completed in a timely manner after each team meeting with and without the supervisor present.

A **requirement/domain** specification is required for the project. This is your opportunity to clearly specify, in agreement with your supervisor, the :

- Base requirements of the project.
- Additional requirements which are considered "nice to have's".
- Stretch goals.

This document is to be submitted for review by the project assessment committee and the supervisor to obtain an estimate of the level of difficulty and appropriateness of the project. Groups may be advised to revise and resubmit

their requirements. Should the requirements change appreciably after submission of this document it is the responsibility of the group to advise the subject coordinator and their supervisor.

Groups should report on their progress to their supervisor and the subject coordinator. It is expected that significant progress is made between the end of the first session of the project and the start of the second session of the project.

Project Team Rules

The following rules apply to team members:

- a) Team members will co-operate to achieve a common goal. Often, each team member will work on a different sub-problem, so that the success of the team as a whole will depend on the individual work of all of its members. Sometimes several team members will independently solve a crucially important problem, so that a "best" or "correct" solution can be established by comparison.
- b) Each team will require a leader for the project or each phase of it. The project leader will be responsible for the co-ordination of the design, programming and background reading tasks performed by members of the group and communicating instructions from the supervisor to appropriate group members.
- c) Each team member will write a significant portion of the code. The code must include clear documentation about who wrote it and who modified it. This will influence your coding assessment component.
- d) The team leader is to ensure that team members contribute equally to the project.
- e) Any problems must be discussed with the project supervisor as soon as they arise, **NOT** at a later stage when the problem cannot be resolved.
- f) All project team members must attend the tradeshow and project demonstrations to assessor and supervisor.

Assessment General:

Delete the following if not applicable:

Submission of assessment items via email will not be accepted.

Other Procedures for the submission of assessment items:

All assignments will be returned within 2 weeks of their submission.

Supplementary Exams

1. A student whose overall performance results in a TF will only be granted a supplementary assessment task (e.g. a supplementary exam or a supplementary assignment) if approved by the school assessment committee.
2. A student who achieves a mark of 48-49% will normally be eligible for a grade of WS and a supplementary exam organised by the University. In this case, the maximum grade attainable is PS (Pass Supplementary) and a mark of 50%.
3. A student who has successfully applied for academic consideration will receive either:
 - a. A WD - Withheld Deferred Exam - and be allowed to sit only a supplementary exam, which will be supervised by the University or

b. A WH – Withheld – and be allowed to sit a supplementary exam not supervised by the University or complete some other supplementary task

4. If a student is being investigated for misconduct and the investigation cannot be completed before the grades are released the student will receive a grade of WH until a mark is declared.

Calculators will/will not be allowed in the final exam.

Procedure for the return of assessment items:

Project reports will be available from the lecturer after being marked.

Penalties for late submission of assessment items:

Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 25% of the assessment mark. This amount is per day including weekends. Work more than 3 days late will be awarded a mark of zero.

Reasonable Adjustment to Assessment

A student with a disability may be entitled to reasonable adjustment to assessment.

A reasonable adjustment document is a recommendation that needs to be discussed and ratified by subject coordinators. Normal subject assessment requirements can only be adjusted with explicit written permission of the subject coordinator. In particular students cannot assume that a reasonable adjustment document bestows a right to deferred or supplementary exams.

Tutorial/Lab Closure Policy

If for any reason, the number of students in a tutorial or lab falls below a sustainable enrolment level, as determined by the Head of School, tutorials/labs offered for that subject may be collapsed or deleted.

You will have to attend the new tutorials/lab if this closure affects the one you are attending.

We will endeavour to make this decision no later than Week 4 of session.

Exams

Exams will be run in accordance with UOW Exam rules, please refer to changes to exams and grades at:

<http://www.uow.edu.au/student/exams/UOW115867.html>

Supplementary Exams

The School does not offer a supplementary exam to a student who has sat a scheduled exam.

Supplementary Exams will be dealt with in accordance with student academic consideration policy

(<http://www.uow.edu.au/about/policy/UOW060110.html>) 9.2 Timing of Supplementary Exams.

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each case will be assessed on its own merit and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted, you will normally be notified via SOLS Mail the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, be aware that your results will

not be processed in time to meet the graduation deadline.

Student Academic Consideration Policy

The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for student academic consideration in order to complete all assessable work.

The University applies strict criteria to the granting of student academic consideration. Before applying for student academic consideration, students should carefully read the University's policy which can be found at:

<http://www.uow.edu.au/about/policy/UOW058721.html>

Plagiarism

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end to the assignment.

Students must remember that:

- Plagiarism will not be tolerated.
- Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's Academic Integrity and Plagiarism Policy as set out in the University Handbook, the University's online Policy Directory and in Faculty handbooks and subject guides. Re-using any of your own work (either in part or in full) which you have submitted previously for assessment is not permitted without appropriate acknowledgement - Plagiarism has led to the expulsion from the University.

Coursework Student Academic Complaints Policy

The School aims to provide a fair, equitable and productive learning environment for all its students. The Coursework Student Academic Complaints Policy (<http://www.uow.edu.au/about/policy/UOW058653.html>) seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic complaints.

Any student who has a complaint over a result should obtain a Faculty of Engineering and Information Sciences Coursework Student Academic Review/Complaint form

(<http://www.uow.edu.au/student/complaints/UOW008298.html>) from the EIS Central. The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the complaint has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may refer the matter to the Student Ombudsman.

Relevant University Policies, procedures and students services:

For more information students must refer to the Course Handbook, relevant online references or consult the UOW General Course Rules in full <http://www.uow.edu.au/about/policy/UOW058680.html> which contains a range of policies on educational issues and student matters.

This outline should be read in conjunction with the following:

Code of Practice - Teaching and Assessment: http://www.uow.edu.au/about/policy/UOW058666.html
Code of Practice-Honours: http://www.uow.edu.au/about/policy/UOW058661.html
Key Dates: http://www.uow.edu.au/student/dates/index.html
Course Progress Requirements: http://www.uow.edu.au/student/cp/index.html
Academic Grievance Policy (Coursework and honours students): http://www.uow.edu.au/about/policy/UOW058653.html
Student Charter: www.uow.edu.au/student/charter/
Occupational Health and Safety: http://www.uow.edu.au/about/policy/UOW016894.html
Human Research Ethics Committee: http://www.uow.edu.au/research/ethics/human/index.html
General Enquires: EIS Central Build 4, Ground floor, Room 12 Phone: 4221 3491
Faculty of Engineering & Information Sciences current students website: http://eis.uow.edu.au/current-students/
Student Support Services: http://www.uow.edu.au/student/services/index.html
Faculty SEDLO (Student Support & Peer Learning Officer) Mitz Perez - Build 4 Room 105 Phone 4221 3833 Mon - Wed, mitz-perez@uow.edu.au
Information Technology Services and Policies: http://www.uow.edu.au/its/accounts/index.html
Student Representatives: http://eis.uow.edu.au/current-students/get-involved/studentreps/index.html
Academic Integrity and Plagiarism Policy: http://www.uow.edu.au/about/policy/UOW058648.html
Student Academic Consideration Policy: http://www.uow.edu.au/about/policy/UOW058721.html
Rules for student conduct: http://www.uow.edu.au/about/policy/UOW058723.html
Code of Practice - Research: http://www.uow.edu.au/about/policy/UOW058663.html
Code of Practice– Student Professional Experience: http://www.uow.edu.au/about/policy/UOW058662
IP Student Assignment of Intellectual Property Policy: http://www.uow.edu.au/about/policy/UOW058690.html
Research Misconduct Policy: http://www.uow.edu.au/about/policy/UOW058715.html
Non-Discriminatory Language Practice and Presentation: http://www.uow.edu.au/student/honours/rules/cops/UOW140611.html
Ownership of Work & Intellectual Property Policy: http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html
Netiquette Guide: http://www.uow.edu.au/student/elearning/netiquette/index.html
Library Services: http://www.library.uow.edu.au Bulding 16, Phone: 4221 3548
Complete Start Smart: http://www.uow.edu.au/student/services/fye/resources/startsmart/
Subject Outlines: https://ssl.informatics.uow.edu.au/subjectoutlines/Current/