COMP1635 (2016/17)	Professionalism in the IT Industry	Faculty Header ID: 300058	Contribution: 40% of course
Course Leader: Mrs Aditi Rawal	Logbook (Personal Development Portfolio) CWK1		Deadline Date: Friday 11/11/2016

This coursework will be marked anonymously
YOU MUST NOT PUT ANY INDICATION OF YOUR IDENTITY IN YOUR SUBMISSION

This coursework should take an average student who is up-to-date with tutorial work approximately 20 hours
Feedback and grades are normally made available within 15 working days of the coursework deadline

Learning Outcomes:
A. Apply employability skills to vocational situations;
B. Demonstrate appropriate business communication skills;
C. Apply critical thinking skills to a workplace situation;
D. Demonstrate an understanding of the role of the IT professional

Plagiarism is presenting somebody else's work as your own. It includes: copying information directly from the Web or books without referencing the material; submitting joint coursework as an individual effort; copying another student's coursework; stealing coursework from another student and submitting it as your own work. Suspected plagiarism will be investigated and if found to have occurred will be dealt with according to the procedures set down by the University. Please see your student handbook for further details of what is / isn't plagiarism.
All material copied or amended from any source (e.g. internet, books) must be referenced correctly according to the reference style you are using.

Your work will be submitted for plagiarism checking. Any attempt to bypass our plagiarism detection systems will be treated as a severe Assessment Offence.

Coursework Submission Requirements

- An electronic copy of your work for this coursework must be fully uploaded on the Deadline Date of **Friday 11/11/2016** using the link on the coursework Moodle page for COMP1635.
- For this coursework you must submit a single PDF document. In general, any text in the document must not be an image (i.e. must not be scanned) and would normally be generated from other documents (e.g. MS Office using "Save As .. PDF"). An exception to this is hand written mathematical notation, but when scanning do ensure the file size is not excessive.
- For this coursework you must also upload a single **ZIP** file containing supporting evidence.
- There are limits on the file size (see the relevant course Moodle page).
- Make sure that any files you upload are virus-free and not protected by a password or corrupted otherwise they will be treated as null submissions.
- Your work will not be printed in colour. Please ensure that any pages with colour are acceptable when printed in Black and White.
- You must NOT submit a paper copy of this coursework.
- All courseworks must be submitted as above. Under no circumstances can they be accepted by academic staff

The University website has details of the current Coursework Regulations, including details of penalties for late submission, procedures for Extenuating Circumstances, and penalties for Assessment Offences. See http://www2.gre.ac.uk/current-students/regs

Detailed Specification: Logbook (Personal Development Portfolio)
This is an **individual** coursework which requires you to build a portfolio of evidence (40% weighting) which demonstrates that you have understood and successfully applied the materials, tools and techniques that are introduced in the weekly tutorial sessions.

Deliverable:
The logbook should be a compilation of <u>improved</u> versions of your first FIVE weekly tutorial tasks. You will find each tutorial exercise (and accompanying information if relevant) posted as a link on Moodle page for this course. **This logbook must be uploaded as a single pdf document.** *Any additional documents that you have been told to include with your logbook exercises must be scanned and included in your pdf document.*
This logbook must be uploaded as a single pdf document to the coursework upload system, by the deadline date, given at the top of this coursework specification.

Marking Criteria:
The criteria for assessing your logbook will be based upon:
• Evidence of personal development
• Level of engagement with the logbook exercises and activities
• Presentation – including English grammar and spelling
• Attention to detail
• Attendance and level of participation shown at any review sessions scheduled during term one.
All logbook entries carry equal marks.

Grading Criteria

80+ An outstanding piece of work must demonstrate a strong level of engagement with the topic and the ability to apply techniques/concepts studied in class to a professional standard. Overall, the logbook must demonstrate an exceptional level of personal development during term one. You must complete all exercises and critically evaluated them thoroughly as well as participated in any review sessions. Thoroughly referenced material used to substantiate the argument.

70+ An excellent attempt demonstrating a clear understanding of the requirements of the assignment. You must complete all exercises and participated in any review sessions to a very high standard. An impressive demonstration of initiative, research, critical analysis, organisation, engagement and application. Referenced material used to substantiate the argument.

60-69 A good to very good attempt demonstrating a strong understanding of the requirements of the assignment. Each exercise must demonstrate good engagement with the topic and a good attempt at applying techniques/concepts studied in class to a

professional standard. Overall, the logbook must demonstrate a good level of personal development during term one.

45-59   A sound attempt demonstrating an effective understanding of the assignment. A reasonably acceptable display of initiative, research, critical analysis, organisation, engagement and application. To obtain this class mark you may have missed an exercise or two.

40-44 Barely sufficient evidence of effective understanding of the assignment. Initiative, research, critical analysis, organisation, engagement and application limited. Your work may show some lack of effort or a lack of understanding of the techniques/concepts studies in class. Overall, the logbook must demonstrate a basic level of personal development during term one.

30-39 Narrowly fails to provide sufficient evidence of effective understanding of the requirements of the assignment. Possibly some confusion and much irrelevant material. A poor display of research, organisation, initiative, analysis and application. Work that does not meet the requirements of the exercises, shows little effort and a lack of understanding of the techniques/concepts studied in class will be graded as a Fail. Inability to demonstrate personal development during the year will also be graded as a Fail.

0-29   Little to no understanding of the requirements of the assignment. Little effort involved in research, organisation, initiative, analysis or application. Work that does not meet the requirements of the exercises, shows little effort and a lack of understanding of the techniques/concepts studied in class will be graded as a Fail. Inability to demonstrate personal development during the year will also be graded as a Fail.