

**Professionalism in IT**  
**2016-17**  
**Coursework1: Logbook (Personal Development Portfolio)**

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<b>Banner Id:</b>

This coursework is to build a portfolio of evidence (40% weighting) which demonstrates that the student has understood and successfully applied the materials, tools and techniques that are introduced in the teaching sessions.

**All logbook entries carry equal marks and students must submit have FIVE submissions in total.**

The logbook should be a compilation of improved versions of your weekly tutorial work. This logbook must be uploaded as a single pdf document

Assessment	Mark	Comments
Logbook Exercise 1: Individual Business Idea (20 marks) <i>This should be written in accessible professional language and include reasonable but brief explanation of the idea, arguments as to why the idea is realistic and indications as to why you believe this will be successful.</i> The text should very briefly cover, what the idea is, why it could be profitable, where it will be implemented (context & target market), how it will run and what is the one major challenge that you will face when implementing it. Also, provide references (URLs) for at least three credible Internet sources		
Logbook Exercise 2: Learning Styles (20 marks) Your completed self-evaluation form ( Honey and Mumford) Given the self-reflective analysis you have undertaken above, a list of personal action points (personal statement) identifying specific actions you need to take to develop your study, personal or interpersonal (including group work) skills and attributes.		
Logbook Exercise 3: Teamwork (20 marks) Your completed Belbin Team circle task identifying your preferred team role(s), plus the team roles of your fellow team members. At least one fellow team member's evaluation of your contribution to group sessions, identifying two things you do well, and two things you could improve or develop.		
Logbook Exercise 4: Jobs Specification & CV / Cover Letter (20 marks)		

The completed evaluation of the two CVs and accompanying emails. Comments about layout, content and how each CV/email relates to the job advertisement.		
Logbook Exercise 5: Competency-based Assessment ( 20 marks) <i>This should be written in suitable professional language; the competencies and STAR technique should be clearly outlined and a descriptive narrative should be provided.</i>		
<b>Total marks</b>	<b>100</b>	

### 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. . Overall, the logbook must demonstrate a sound level of personal development during term one.

**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 barely sufficient 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.