MSc Project Preparation

Congratulations! You have finished your modules and are about to embark on your MSc Project.

The MSc project is a major piece of work for which high academic standards are expected as well as the production of your technical artefact. There is lots you can do to prepare.

Please start by working through the preparation tasks below which you are required to do before the workshop on 5 and 6 June.

Continue by reviewing and working through the resources supplied in this document for:

- Academic standards
- Writing and research
- Project management and communication
- Technical skills

Note that the e-learning for Academic integrity is mandatory. At the end of the e-learning package, you can request proof of completion.

Preparation tasks for the 2-day intensive session, 5 & 6 June.

Get familiar with the project expectations by reading previous projects, getting to know the marking criteria and having a look at some of the key resources we will use in the workshop. You do not have to have a project idea ready – we will help you develop this in the workshop - but you should have a good sense of the project requirements, how you might draft aims and objectives and the different ways you can think about evaluating your project.

Read previous projects	Available on Moodle
Download the project template	https://moodle.roehampton.ac.uk/mod/resource/view.php?id=1181378
Download the marking criteria	Resource TBC – being revised
Drafting aims and objectives	Aims and Objectives.pptx Use these slides to start considering how to formulate your aims and objectives
What is evaluation?	evaluation session.pptx Write down testing and evaluation methods that you already know from your modules and start to consider how you will apply them to an MSc project,.
Complete a draft project proposal	https://forms.office.com/r/q16EsZR8U0 Submitting this form does not commit you to anything, it just gives us an idea of what students are considering.
Prepare your 'lightning talk'	We will be asking students to do a short (max 2 min) presentation in your topic groups: no more than 5 slides please. You will be asked to:

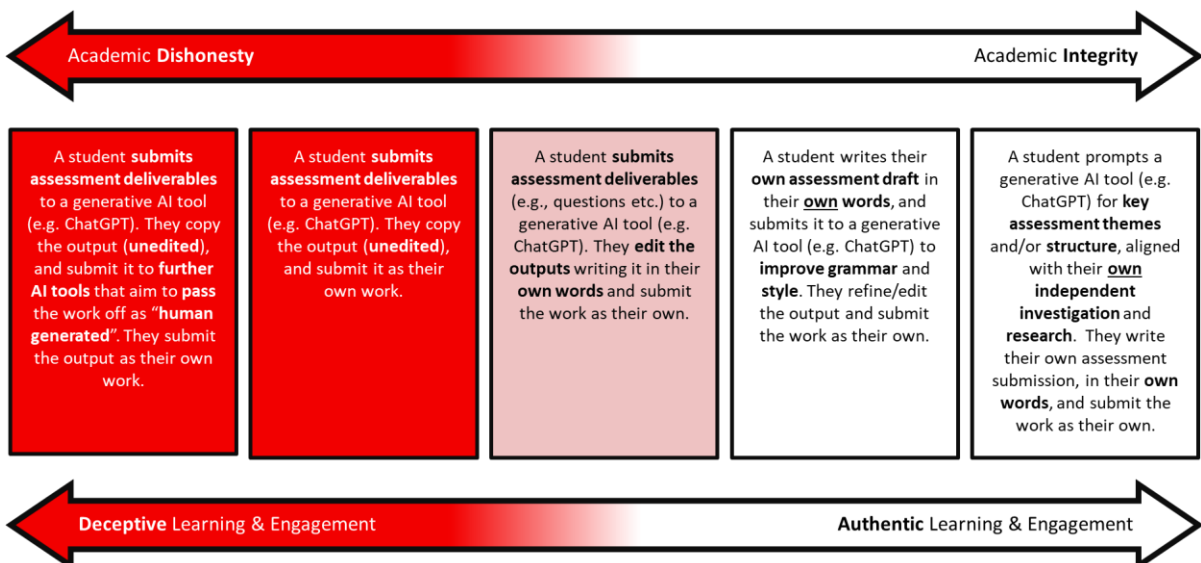|	- Introduce yourself - Tell us what has motivated you to study your chosen course - What you would most like to achieve from your project eg. Career preparation, solving a social problem, solving a business problem, learning a new skill

Academic standards resources

Academic integrity e-learning 40 minute tutorial - mandatory	https://library.roehampton.ac.uk/referencing#s-lg-box-14993182
Finding and evaluating sources	**Video from the Roehampton Academic Achievement team** https://roehampton.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=f53c705a-5836-4f69-8692-ad5600cf98a4
Responsible use of Chat-GPT and other Generative AI tools	**How you should—and shouldn't—use ChatGPT as a student (**Open Universities Australia**)** https://www.open.edu.au/advice/insights/ethical-way-to-use-chatgpt-as-a-student

Q: How can I use generative AI (e.g. ChatGPT) responsibly?

Here are some example use cases, and how they align in terms of academic integrity and authentic learning.

← Academic **Dishonesty**   Academic **Integrity** →

A student **submits** assessment deliverables to a generative AI tool (e.g. ChatGPT). They copy the output (**unedited**), and submit it to **further AI tools** that aim to **pass** the work off as "**human generated**". They submit the output as their own work.	A student **submits** assessment deliverables to a generative AI tool (e.g. ChatGPT). They copy the output (**unedited**), and submit it as their own work.	A student **submits** assessment deliverables (e.g., questions etc.) to a generative AI tool (e.g. ChatGPT). They **edit the outputs** writing it in their **own words** and submit the work as their own.	A student writes their **own assessment draft** in their **own** words, and submits it to a generative AI tool (e.g. ChatGPT) to **improve grammar** and **style**. They refine/edit the output and submit the work as their own.	A student prompts a generative AI tool (e.g. ChatGPT) for **key assessment themes** and/or **structure**, aligned with their **own independent investigation** and **research**. They write their own assessment submission, in their **own words**, and submit the work as their own.

← **Deceptive** Learning & Engagement   **Authentic** Learning & Engagement →

Writing and research skills resources

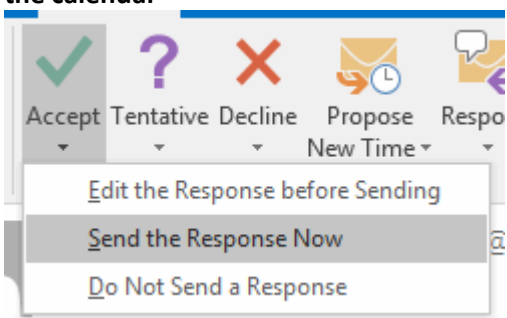|	
Academic and Professional skills module : https://moodle.roehampton.ac.uk/course/view.php?id=11284 This module was available to all students and you still have access to the resources.	**The introductory slides are recommended and introduce many of the academic skills you will need** https://moodle.roehampton.ac.uk/mod/resource/view.php?id=986578
Research The 'online study toolkit' is linked from the Roehampton University library website and has many excellent resources	**Starting research and finding sources** https://library.roehampton.ac.uk/studytoolkit/researchskills • Starting your research • Finding your research
Academic writing and paraphrasing Recommended resources from the 'online study tookit'	https://moodle.roehampton.ac.uk/mod/page/view.php?id=345520 • Writing academically • Writing in your own words
Microsoft word Microsoft word is provided to you by the University and has many built-in tools to help you improve the quality of your own writing and to manage feedback from your supervisor. Useful tools you should get to know include: • Grammar and spell check • Track changes • Comments	**Comments and review mode:** https://www.youtube.com/watch?v=bu10NKWeVpY **Track changes:** https://support.microsoft.com/en-us/office/video-track-changes-and-show-markup-3faf8a07-26ed-4b76-b6a0-43cca013e6d3 **Grammar and spelling:** https://support.microsoft.com/en-us/office/microsoft-editor-checks-grammar-and-more-in-documents-mail-and-the-web-91ecbe1b-d021-4e9e-a82e-abc4cd7163d7

Refworks (or other referencing manager)	**Refworks resources**
It is imperative that you use a reference manager to generate correct in-text citations and a list of references at the end of your document. We use the IEEE reference format. Refworks is a tool provided by the university and has lots of documentation to support you.	https://library.roehampton.ac.uk/referencing/refworks https://library.roehampton.ac.uk/referencing/refworkstutorials

Communication and project management skills resources

Undertaking your project requires you to both organise your own work and be efficient and systematic in your interaction with your supervisory team. Get familiar now with the recommended tools for managing your project and attending and arranging supervisory meetings.

Github project / kanban	**GitHub as a Project Management Tool: How to Use It to Meet Every Deadline** https://blog.hubstaff.com/github-project-management/
Outlook – creating and managing meetings via the calendar	**Schedule a Teams meeting from Outlook** https://support.microsoft.com/en-gb/office/schedule-a-teams-meeting-from-outlook-883cc15c-580f-441a-92ea-0992c00a9b0f **Manage your calendar and contacts in Outlook** https://support.microsoft.com/en-us/office/manage-your-calendar-and-contacts-in-outlook-631a182a-21e0-4e41-8fa2-0d83e55da02d
Gantt charts and project planning	**Project management for non-project managers** https://www.atlassian.com/project-management **Project Management For Beginners: How To Manage A Project From Start To Finish** https://toggl.com/blog/project-management-for-beginners

Gantt Chart

Task Name	Q1 2019			Q2 2019		Q3 2019
	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
Planning	███	███				
Research		███	███			
Design			███	███		
Implementation				███	███	
Follow up						███

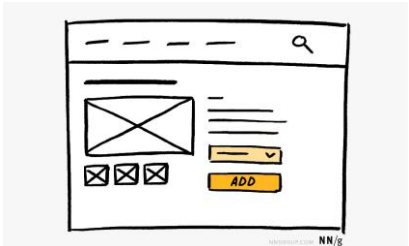| **Effective note taking (meetings and reading)**	Resources from the Academic and Professional Skills module:
	Keeping track of what you have read: https://moodle.roehampton.ac.uk/mod/resource/view.php?id=986583 Keeping detailed records: https://moodle.roehampton.ac.uk/mod/resource/view.php?id=986584 Note taking: https://moodle.roehampton.ac.uk/mod/resource/view.php?id=986587 Taking meeting notes: https://www.teamwork.com/blog/how-to-take-meeting-notes/

Technical skills resources

Review fundamental technical skils you have developed in your modules so that you can use them effectively in your project

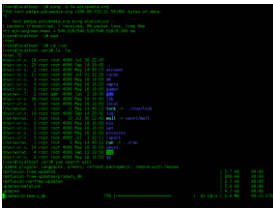| GitHub	Git Essentials for Beginners
Most projects will require you to write code – we will expect to see this in git repository (it can be private, with your supervisory team added as collaborators), and we expect to see small and frequent commits in line with best professional practice.	https://learning.oreilly.com/videos/git-essentials-for/9781803230887/ **Git and GitHub: The Complete and GitHub Course** https://learning.oreilly.com/videos/git-and-github/9781800204003/
Docker The industry standard way to run consistent environments for development	**Docker for the Absolute Beginner – Hands-On** https://learning.oreilly.com/videos/docker-for-the/9781788991315/
Design essentials: user stories, wireframes Fundamental tools for user-centered design and specification 	https://www.mountaingoatsoftware.com/agile/user-stories https://www.nngroup.com/articles/draw-wireframe-even-if-you-cant-draw/
UML essentials: use case diagram, activity diagram	https://www.ibm.com/docs/en/elms/esdr/8.4.0?topic=diagrams-creating-use-case

Fundamental tools for software design and specification	https://www.lucidchart.com/pages/uml-activity-diagram#:~:text=An%20activity%20diagram%20is%20essentially,will%20help%20you%20get%20started.
Command line Every computing professional should be fluent on the command line! 	https://www.terminaltutor.com/