

**FIT3161/3163 Computer Science / Data Science Project I**  
**Semester 2, 2023**  
**Assignment: Reflection Entries**

<b>Due Date:</b>	Reflection Entry 1: Due on 25 August 2023 @11:55pm Reflection Entry 2: Due on 31 October 2023 @11:55pm
<b>Value:</b>	Reflection Entry 1: 2.5% of final Assessment Reflection Entry 2: 2.5% of final Assessment
<b>Assignment type</b>	<b>Individual</b> Submission
<b>Mode of submission:</b>	<b><u>Online</u></b> on Moodle

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**Assignment Specification and deliverables**

This assignment will consist of 2 Reflection entries.

The first Reflection entry should contain entries describing what has been accomplished through week 1 to 5. The entries need to have information on tasks undertaken, but more importantly include critical reflections on the tasks undertaken and content covered during this period.

The second Reflection entry should relate to what has been happening in weeks 6 to 12. The entries need to show critical reflections on the project, as well as cognizance of the assigned roles/tasks for each member of the project team. Your reflection needs to be related to your individual project.

You may briefly list the topics taught during the weekly seminars and workshops as reference, however, such a listing should not be the main content of your reflection entry. Instead, focus should be on personal reflection: how have you benefited from the activities. What was difficult or confusing? Were there any team issues? How did you solve the issues? What are ongoing problems? how does your learning apply to your project and going forward with the project.

The reflection entries are also used as evidence to ensure each team member contributes equally to the project.

Note: You do not need to have a reflection entry for each week – you can consolidate several weeks events in one reflection entry. For example, in reflection Entry 1, you can consolidate Week 1 to 5 events into one reflection entry rather than breaking it up into weekly entries. This is up to you.

**Instructions:**

1. All submission must be in the form of a word/pdf document and saved as: <<Student ID>>\_ Reflection Entry 1.docx (or .pdf), where <<Student ID>> is your Monash student ID.
2. Please upload your submission on the FIT3161-3163 Moodle site under the relevant "Reflection Entry #" submission link.

**Plagiarism declaration:**

The moment you upload your assignment on Moodle, you are required to accept the Student Statement (which includes a declaration that you have not plagiarised during the preparation of your assignment solution). You are required to ACCEPT the Student Statement; otherwise, you won't be able to submit your assignment electronically and your assignment will NOT be assessed.

**Late Submission:**

1. Submission must be made by the due date. For each day, or part thereof, an assessment task is overdue, a late penalty of 10% of the available total marks applies up to a maximum of seven days. Assessment tasks submitted more than seven days after the due date will receive a mark of zero for that task and may not receive feedback.
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. Extensions and other individual alterations to the assessment regime will only be considered using the University Special Consideration Policy. Students should carefully read the [Special Consideration website](#), and follow the Special Consideration application procedure.

**Marking criteria:**

Each entry is given a score between 0 and 1 as follows:

- 0 No entry
- 0.3 An incomplete reiteration of what was done.
- 0.5 A reiteration of what was done, but no reflection about what was done, next steps, etc.
- 0.8 A complete reflection on what was done.
- 0.9 A thorough and well articulated reflection with correct terminology used.
- + 0.1 for presentation

Note: it has been noticed that students often lose marks because they failed to put their names on their submission. Please ensure you have your name on the submission. An automatic 20% penalty will apply if you failed to put your name on the submission.

### **An example of a Reflection Entry/ Reflection**

Below is an example of a (weekly) reflection entry. This is a one week entry and therefore more will be expected of a 5-weeks entry. (Note: You need to adjust the structure and content of your personal reflection to your particular project and activities.)

#### **Tasks Undertaken**

Group meeting was before workshop to discuss the Case Study, points were collated and uploaded to a Google Doc, then the group completed the study in workshop. I had an attempt of the Excel work for the week before the workshop, but it was difficult to understand, however it was clarified in workshop.

#### **Critical Reflections**

There was a conflict between myself and group member, however not serious, just a misunderstanding of task set. In the end the task was completed to a satisfactory level, but the other group member was still a little confused. Also, I have a difficult time understanding business/project math, aka NPV, POI, and IRR. However, the workshop was useful and I've a clearer understanding of the concepts after attending the workshop.

#### **Assigned Roles/Tasks**

Wrote a third of the case study and also was the editor. Other members of the group also contributed their thirds of the study and also did the referencing.

#### **Accomplishments**

Submitted Case Study 1 and got introduced to the selecting and managing project concepts theoretically and practically. Also, got a better understanding of the dynamic of the group and where to delegate and spend more time to ensure everyone is on the same page.

#### **Next Weeks Tasks/Reflections**

Further study the project concepts and prepare for the quizzes. Have to still get to know team better.

The following references provide more information about what good reflective journals should be.

1. [The structure of reflective writing - Research & Learning Online](#)
2. [A complete guide to writing a reflective essay | Oxbridge Essays](#)
3. [Examples of Reflective Writing | UNSW Current Students](#)

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## Use of Generative AI tools in Projects and Assignments

Policy for FIT316x Units (based on Monash University policy)

### Use of Generative AI Tools is acceptable (unless explicitly forbidden in a particular assignment specification)

- The use of generative AI tools is allowed and is not penalised in marking.
- Students must **acknowledge** when generative AI is used
- Students must clearly indicate which part(s) of the assessment submission contain material where generative AI has been used.
- Students must indicate **how** generative AI was used e.g., what AI tool was used and what questions were asked.
- Students must show **critical thinking** when using generative AI responses.

To correctly acknowledge the use of Generative AI, please see:

<https://www.monash.edu/learning-teaching/TeachHQ/Teaching-practices/artificial-intelligence/policy-and-practice-guidance-around-acceptable-and-responsible-use-of-ai-technologies>