



Faculty of Applied Design and Engineering/Cyfadrn Dylunio Cymhwysol a Pheirianeg
School of Applied Computing/Ysgol Cyfrifiadureg Gymhwysol

B.Sc. COMPUTING PORTFOLIO ASSIGNMENT SPECIFICATION

Student name:		Student P number:	
Programme:	B.Sc. Computing Portfolio		
Module:	Study Skills	Module Level (4, 5, 6, 7):	4
Module code:	M1X8612	Contribution to Overall Module Assessment (%):	100%
Lecturer:	David Smith / Keith Bolton	Internal Verifier:	Graham Rees-Evans
Assignment Title:	Personal Development, Self-Management and Reflection	Assignment No:	1
Hand Out Date:	WC 15th November 2011	Submission deadline:	2nd March 2012
Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, Refer.			

Referencing:	In the main body of your submission you must give credit to authors on whose research your work is based (numeric system of referencing)). Append to your submission a reference list / bibliography that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (initials of author and surname, <i>title of book/article</i> , edition, publisher: place of publication, date of publication).		
Disclosure:	I declare that this assignment is all my own work and that I will acknowledge all materials used from the published or unpublished works of other people.		
Student's Signature:		Date:	

Learning Outcomes tested (from module/unit syllabus)	Assessment Criteria To achieve each outcome a student must demonstrate the ability to:
1. Create a personal development plan based on a self-evaluation of skills	- Document the results of a personal skills audit that identifies strengths to build on and areas for improvement. - Produce written work that identifies the skills required for successful higher education learning - Identify the 'skills gap' and generate a written action plan to address the learning objectives required.
2. Reflect on the application and achievement of the study skills learned	- Write in report format. - Produce a written reflection upon the application of the study skills learned (e.g. report writing, presentation techniques, analytical techniques, referencing convention, exam technique, etc.) using examples to illustrate their use.

- Please submit the assignment parts in a suitable report folder– not in polypockets.
- The assignment specification (including tasks, marking scheme and coursework feedback form) should be at the front of the submission. Assignments will not be accepted without a specification as it is a requirement that you sign the disclosure regarding referencing convention.

COURSEWORK FEEDBACK TO STUDENTS

Lecturer's General Comments:

Final Grade:

Lecturer's
Signature:

Date:

Second Marker's Comments:

Second Marker's
Signature:

Date:

TASK DESCRIPTION

You are required to produce a document comprised of three sections:

Section 1:

(Weighting: 20%)

- Conduct a *Self Evaluation of Skills* and identify the skills required for successful HE learning;
- Based on your self-evaluation, identify your personal 'skills gap'.
(Blank *Self-Assessments* can be found on Moodle)

Section 2:

(Weighting: 50%)

- Create a *Personal Development Plan* which should include:
 - an Action Plan for the Academic Skills you needed to attain or improve;
and
 - an Action Plan for 6 of the Assessments you must complete for your programme of study.
You may wish to transfer your Assessment Action Plan to a Gantt Chart.
(Blank *Action Plans* can be found on Moodle)

Section 3:

(Weighting: 30%)

- Reflect on how you applied the study skills you have learned.
- Evaluate, within the HE context, your experience of the study skills learned and how you have used them – e.g. report writing, presentation techniques, analytical techniques, referencing, exam techniques, etc.)

Suggested Criteria:

- Think about your level of attendance and engagement with the module
- Your thoughts on the content of the module, how it was delivered, the pace of learning, and the materials provided
- Things you have found out about yourself
- Do you think you have gained from your attendance on the module, both personally and academically? Why? / Why not?
- Has the module had any impact on your academic confidence?
- Do you feel you achieved the skills' needs you identified at the start of the module?
- How effective has your learning been in terms of usefulness, both now and in future learning and how do you feel it has extended the knowledge and skills you need in HE?
- How did you feel about the written work you were asked to produce and the research you had to conduct?
- Have there been any changes in your attitude and motivation?
- Did you realise what level and type of skills you would need to succeed in higher education before you started the module?
- Do you feel more able to cope with the amount of work you will be expected to complete on a higher-level course?
- What challenges did you face during the module and how did you deal with those challenges?
- Make appropriate references to other modules you undertake as part of your programme of study by giving examples of when you have used the skills achieved through the study skills module in other subjects e.g. taking notes in Systems Analysis and Design, making a presentation for Database Analysis and Design, etc.

The document should be:

- Total word count approximately 2000 words in length
- Word processed
- Inclusive of a list of references / bibliography (where applicable), following the Numeric Referencing System
- Presented to the School Office on the submission date given

As this is a reflection of personal learning and experience, students are permitted to write in the first person. However, continue to follow the other Academic Writing conventions.

Task No	Marking scheme for task(s) (and lecturer comments where applicable)	Marks available	Marks awarded	2 nd marker
1	Self Evaluation of Skills and Identification of Skills Gap	20		
2	Personal Development Plan • Action Plan for Academic Skills • Action Plan for Programme Assessments	50		
3	Reflection on learning, achievements, personal development and academic skills	30		
	TOTAL	100		

Generic Grading Criteria (Degree)

0-35	A mark in this range is indicative that the work is below the standard required at the current level of your Degree programme. Work falls short of the threshold standards in relation to one or more of knowledge, intellectual, subject based or key skills. Work is based on only minimal understanding, application or effort. It will offer only very limited evidence of familiarity with knowledge or skills appropriate to the field of study or task and/or demonstrate inadequate capability in key skills essential to the task concerned. It may address the assessment task to some extent, or include evidence of successful engagement with some of the subject matter, but such satisfactory characteristics will be clearly outweighed by major deficiencies across remaining areas. Other reasons for failing the coursework may include excessive absenteeism; academic dishonesty (cheating), plagiarism or failure to participate in teamwork.
35-39	A mark in this range is indicative that the work is below, but at the upper end is approaching the standard required at the current level of your Degree programme. Whilst some points are correctly presented there are serious errors and/or omissions and/or irrelevant material. It indicates work of an insufficient standard. It will show very limited knowledge or understanding of the relevant subject area, and display weak writing and analytical skills and/or poor application of technique. Writing will exhibit weak grammar, very inadequate or absent references and/or bibliography and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.
40-49	A mark in this range is indicative that the work is of an acceptable standard at the current the level of your Degree programme. Work demonstrates some familiarity with and grasp of a factual/conceptual knowledge base for the field of study and/or ability to employ specialist skills, but only just meeting threshold standards. Work may be characterised by some significant errors, omissions or problems, but there will be sufficient evidence of development and competence. Writing may be poorly presented without properly laid out referencing/bibliography, or in the case of quantitative work, it may not be possible to follow the logic and reasoning leading to the results obtained and the conclusions reached.
50-59	The work is of a satisfactory to very satisfactory standard at the current level of your Degree programme. Work demonstrates ability to evaluate new information, concepts and evidence from a range of sources and generate ideas through the analysis of concepts at an abstract level. Arguments and issues will be discussed and referenced, but these may not be fully documented or detailed. The work will be mostly accurate and provide some evidence of the ability to analyse, synthesise, evaluate and apply required methods/techniques. There will be no serious omissions or inaccuracies. There will be good evidence of ability to take responsibility for own learning including the selection and use of relevant techniques and applying creative skills. With Quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached.
60-69	A mark in this range is indicative of that the work is of a very good standard for the current level of your Degree programme. Work of commendable quality commanding wide ranging specialised technical, creative and/or conceptual skills. There will be consistent evidence of capability in all relevant subject-based skills, including the ability to self-evaluate and work autonomously and to use effectively specified techniques in appropriate contexts. Writing work will make excellent use of appropriate, fully referenced, detailed examples and there will be clear evidence of analysis, synthesis and evaluation. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
70-84	A mark in this range is indicative that the work is of an excellent standard for the current level of your Degree programme. Work is based on a rigorous and broad knowledge base, demonstrating ability to analyse, synthesise, evaluate concepts and/or interpret and describe the creative expression and the associated workflow process including both the design and development/production considerations. The work will go beyond that provided on reading lists and include independent work. There will be strong evidence of competence across a range of specialised skills and the capability to operate autonomously. The work will exhibit excellent levels of knowledge and understanding, with elements of originality and flair.
85-100	A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits excellent levels of knowledge and understanding throughout with substantial elements of originality and flair. The work will demonstrate a broad range of critical reading that goes well beyond that provided on reading lists. Marks at the upper end of the range will indicate that the work is of publishable, or near publishable academic standard.

RECEIPT

NAME:

COURSE:

BSc Computing - Study Skills

YEAR:

1

ASSIGNMENT
TITLE:

Study Skills
Personal Development, Self-Management and Reflection

LECTURER:

David Smith / Keith Bolton

DATE:

DATE STAMP:

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