

Assignment 1 E portfolio

by Luke Akerman

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Assignment 1

LEARNING IN THE DIGITAL ERA

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IEEE Referencing & written summary on essential academic and employment skills

The employment and academic skills will be very important for me to pursue a career in networking and cyber security. It's important that I develop communication skills as there will be times where I will need to communicate information with people I have never met, and I will need to communicate technical issues with colleagues who aren't as technical [1]. Having skills in teamwork and collaboration will also help me both professionally and academically in cyber security as it will help me to create a better working environment for myself my peers. Teamwork will help me with increasing job satisfaction in the workplace and in university. [2] It's also important to understand empathy and compassion in the workplace. It is important that I can show empathy for my peers in a workplace and in academics and understanding what others are feeling allows me to help them and provide possible solutions so we can work past and become more productive. [3] It is also important that can understand Delegation and why it's important for working in teams. It is important that I can understand everyone's weaknesses and strengths to effectively work in teams and ensure that all members are working with their best potential. [4]

Task 1a - Similarity check				
Title	Start Date	Due Date	Post Date	Marks Available
Task 1b - Turnitin Similarity check practice - Task 1a - Similarity check	4 Sept 2024 - 13:38	31 Oct 2024 - 13:38	30 Jan 2025 - 13:38	100
Refresh Submissions				
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
View Digital Receipt 1b Practice	242038611	8/11/24, 00:32	6%	--

The above screenshot shows my similarity for task 1B using Turnitin. As seen in the screenshot I only had a 6% similarity score. During the task I used a variety of references such as generative AI, and several online articles for research in my answers given. Despite using these for support all my answers we my own words and therefore I don't believe the similarity score needs improvement. Using the 'generic assessment criteria' I would award task 1b a 55% mark as I believe the task met the criteria by covering several points and including independently found citations.

E portfolio Screen shots and Link

Link

<https://sites.google.com/view/lukeakermanportfolio?usp=sharing>



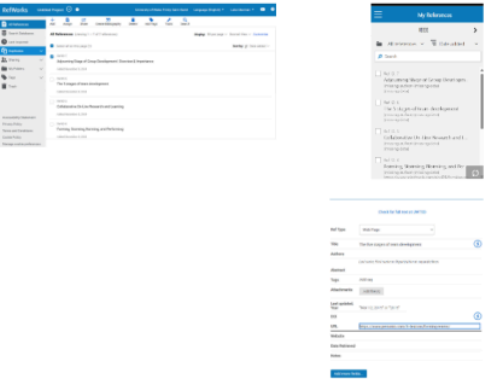
Task 2

Forming a Team

It is important that you develop skills in teamworking as these skills are focussed on most employers. Your ability to work well with others can reflect both yours and your team's performance when completing tasks. [1] There are multiple stages to developing teams. The first stage is known as forming. When a group first forms it's important that all the team members get to know each other and learn the strengths and weaknesses of each other [2] to better assign tasks each person can confidently complete. Another layer is known as 'storming'. This is when conflict and friction within teams rise due to people's personalities and working styles clashing. [3] We then have 'norming'. This is when people resolve their disagreements and make solutions for their different working patterns. In this stage people start to work in a shared leadership rather than an individual leadership [4]. The second to last stage is known as 'performing'. At this stage each member of the team has established trust and cohesion between each other and are able to work at an efficient level without oversight from management. Teams can still have problems, but teams have created ways to work around them. [5] The final stage is known as 'adjourning'. At this stage the team has completed their project, and the team disassembles. At this stage, it is important that each member of the team gets closure and receives the recognition they deserve from the other members of the team. [6]

Bibliography:

- [1] 07/11/2024 - <https://hr.mt.edu/learning/topics/teams/articles/stages-development>
- [2] 07/11/2024 - <https://www.personto.com/hr-lexicon/forming-teams/>
- [3] 07/11/2024 - <https://www.mindtools.com/pages/newLST/forming-storming-norming-and-performing>
- [4] 07/11/2024- <https://www.wcupa.edu/col/tuckman/StagesGroupDevelopment.aspx>
- [5] 07/11/2024- <https://www.teamwork.com/blog/the-5-stages-of-team-development-what-you-need-to-know/>
- [6] - <https://study.com/academy/lesson/describing-stage-of-group-development-definition-lesson-quiz.html#:~:text=Developed%20by%20Tuckman%20in,for%20the%20work%20they%20accomplished.>



Task 3

E portfolio

Why I chose to use Google Sites

For building my E portfolio I chose to use Google Sites. I chose to use this because it's free and very user friendly. It was the easiest website builder tool to use and allowed me to easily and neatly organize my work in here. Even though I have never used this tool before it was really easy for me to learn compared to Wix which I found confusing and complicated.

Task 4

References and Citations

- [1] 07/11/2024 Generative AI (ChatGPT) prompt “how will the essential skills for study and employment help me with my career in networking and cyber security”
- [2] 07/11/2024 <https://www.indeed.com/career-advice/career-development/teamwork-and-collaboration>
- [3] 07/11/2024 <https://positivepsychology.com/compassion-at-work-leadership/>
- [4] 07/11/2024 <https://hbr.org/2017/10/to-be-a-great-leader-you-have-to-learn-how-to-delegate-well>

Assignment 1 E portfolio

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

83/100

Total:	83
1. Engagement with Literature Skills	
Written summary: + Good use of IEEE citations. + IEEE Reference list. Academic poster: + Good use of IEEE citations. + IEEE Reference list. Auto. Ref. tool & Unit section: + Good use of IEEE citations. + IEEE Reference list. E-portfolio and quality sources: – A citation and reference could be used to support task 4 eg a comparison of website design tools, customer reviews etc. + Evidence of some quality reference sources. +/- Could be extended to include 1/2 additional high quality sources	18
2. Knowledge and Understanding Skills	
Written summary: + Relevant summary of essential skills for study and employment documented. + Related to chosen career. + TURNITIN similarity check and grading complete. - GAC not referred to. Academic poster: + Good coverage of a Unit topic's concepts. Knowledge and understanding	18

documented. + Good use of citations included to support the content. + Mind-map activity included. Auto. Ref. tool & Unit section: + Good summary of a unit topic's concept. + Key Knowledge and understanding documented. + Supporting referencing. E-Portfolio: + Task answers included-in, formatted and accessible via the e-portfolio.	
3. Cognitive and Intellectual Skills	
Written summary: + Evidence of analysis documented for both parts. + Supporting references. - GAC not referred to in the analysis. Academic poster: + Good analysis of the section's key points included. + Use of citations included to support the analysis. + Supporting references. Auto. Ref. tool & Unit section: + Good evidence of analysis of one of the Unit's topics. + Supporting references. E-Portfolio: + Good justification for using the tool to build the e-portfolio. – analysis could be supported by a citation and reference source.	1 6
4. Practical Application Skills	
Written summary: + Good use of TURNITIN and review included. - GAC model not applied. Academic poster: + Poster & MindMap successfully created and shared online.	1 6

Auto. Ref. tool & Unit section: + Practical use of an Automatic reference management tool clearly documented. E-Portfolio: + Good presentation structure & format. + Good use of a relevant tool to create the e-portfolio. Accessible and easy to use. - Some additional supporting images could be included in the portfolio to demonstrate some additional content management and enhance readability, usability and accessibility.	
5. Transferable Skills for Life and Professional Practice (including 10 marks for Online content participation.)	
Written summary: + Good clear presentation and format. + Supporting images. – Figure could be included. Academic poster: + Good format and presentation. + MindMap artefact and evidence of collaboration documented. - Indication of reading flow not included. Auto. Ref. tool & Unit section: + Good clear presentation, structure and format. + Use of supporting images for automated referencing task. – Supporting images for the unit section could have been helpful eg to illustrate the steps in Tuckman’s model. Word document submission & e-portfolio: + Title page. - Table of contents not included. + Required content. + E-portfolio link works well. + Good clear design, structure, presentation and format.	1 5

- Minor spelling/grammar errors.	
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On-time: /	
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