

 <p>School for Computing, Electrical and Applied Technology</p>	ISCG 5430 Professional Skills For Information Technology Practitioners Semester 2, 2022	2
	Due Date: Task 1: 8.30am Monday, 12 September 2022 Task 2: 8.30am Tuesday, 25 October 2022 Task 3: 8.30am Monday, 31 October 2022	
Assignment Two Writing and presenting a technical report.	Total Marks: 100 Weighting of this assignment: 50%	

Introduction

The course prescription requires you to write and present a technical report on a given topic.

This assessment develops and tests your written and oral communication skills.

You will need to demonstrate the following skills:

- Written communications
- Oral communications
- Note taking & summarising
- Team work
- Time management
- Problem analysis
- Evaluation

This assessment consists of one assignment divided into three tasks.

Task	Description	Marks
Task 1	Prepare and submit a research strategy	12
Task 2	Write and submit a technical report on a selected topic.	46
Task 3	Prepare and present a 15-minute presentation on the main findings of your selected topic.	42
		100

Instructions

This is a team assignment. The team size is two (2) students. In exceptional circumstances and in consultation with the lecturer, you may do this assignment individually or in a team size of three students. In this assignment you will work with another student to write and present a technical report on a topic that you will both select from a given list of topics.

The general topic of the report is “Discuss ways in which social media are used by people to enhance the communication process”.

You are both expected to research and learn the topic to a level that both of you can write the report and present it to the class; during your presentation you would both be required to respond to questions by your peers and lecturers.

As there is a limited number of topics, once a certain number of students have selected a topic it would be unavailable. Selection of a topic will be on a first come, first served basis. If both of you change your mind, you can select a different available topic. You may both also negotiate with your lecturer a different topic which must be on the same theme as the general topic given above.

Task 1 – Research strategy Type: Team

Date Due: Monday, 12 September 2022, 8.30am

Mark allocation: 12 marks

Instructions

A research strategy is a plan of action that gives direction to your efforts and enables you to conduct your research systematically rather than haphazardly.

You need to submit your plan. In the plan both of you should:

- define your topic
- identify key questions you want to ask
- identify the information sources you think you might use
- identify the key-words to use in your searches
- include a timetable based on the library website (the timetable can be completed using MS Word or MS Excel)

Submission

Upload your research strategy on Moodle using the link: Professional Skills - Assignment 2 – Task 1. Only one upload is required, but it must indicate all the students' names on the front page.

Marking Criteria

The plan must cover all the items listed above and be well presented.

Task 2 - Technical Report

Type: Team

Date Due: Tuesday, 25 October 2022, 8.30am

Mark allocation: 46 marks

Instructions

1. Submit your technical report using Microsoft Word 2016 or another word processor that your lecturer has access to.
2. Use a technical writing style to produce a professional report. Use suitable headings to guide the reader through your report. To help you, the following structure must be used:
 - Title page
 - Executive summary
 - Table of contents
 - Introduction
 - Discussion
 - Conclusion
 - Recommendations
 - References
 - Appendices
3. There is a report length minimum requirement of 1,600 words and maximum restriction of 2,000 words. (Use the word count feature to check!)
 - Items not included in the word count requirement/restriction:
 - i. Title page
 - ii. Executive summary
 - iii. References
 - iv. Appendices
 - v. Wording in graphics and/or diagrams.
4. The inclusion of diagrams within the document is essential, but they must:
 - Complement the discussion
 - Be referred to in the text to show applicability and appropriateness.
5. The use of automated and manual functions in MS Word is assessed. Your report should have a header and footer, automated TOC, automated list of references, appropriate margins, styles and text formatting; and word processed at 1.5 line spacing.
6. You need to have at least four (4) references. These will be from different sources
 - A book (including an e-book)
 - A good quality journal article
 - A trade publication (magazine, newspaper)
 - A website
7. Referencing must use the APA7 Referencing System.

Submission

Upload to Moodle one MS Word document. This will be checked with the website www.turnitin.com which tests for the amount of original work in your report.

Marking Criteria

The report should be well prepared and written in a clear and concise manner. It should have a table of contents, page header identifying the topic and footer showing student ID, page number and number of pages.

The contents of the report should be well researched. The advantages and disadvantages need to be clearly stated and your arguments must be supported by citations from literature. You need to reach an informed conclusion.

Correct citing and referencing using APA7 Referencing System will be expected. You should have at least four different sources of references (as indicated in instruction 6 above).

The report should use correct English grammar, punctuation, spelling and syntax.

The report should make use of appropriate word processing functions and should be submitted in the required format.

Task 3 – Presentation Type: Team

Date Due: Monday, 31 October 2022, 8.30am

Mark allocation: 42 marks

Instructions

Prepare and present a fifteen (15) minute presentation on the main findings of your topic. An additional two minutes will be allowed for responding to questions.

Submission

The presentations will be in class time during week 13. There is a possibility that some students may wish to present earlier. You need to upload your presentation on Moodle by 8.30am on Monday, 31 October 2022 and be ready to present during class on 3 November 2022 as you must present when your lecturer tells you to.

Marking Criteria

There is a standard marking sheet with instructions available on Moodle. This looks at your introduction, personal manner, flow of the presentation, content and question handling technique. The lecturer and the rest of the class will mark the presentations. Your mark is based on the lecturer's mark (50%) and the average of the other students' marks (50%). If your presentation is too short or too long, then marks will be deducted (1 mark for every 30 seconds over/under the required time).

General Instructions

All the documents produced should:

- Be written in a clear and concise manner.
- Be appropriate for the target audience.
- Not contain spelling, punctuation or grammatical errors.
- Be presented in a manner befitting an IT professional.
- Contain information that accurately describes the business requirements.

Assignment Submission

A softcopy of your assignment must be submitted on Moodle.

Late Assignments

Assignments submitted after the due date and time without an approved extension through an Affected Performance Consideration (APC) application will be penalised according to the following:

- 10% of marks deducted if submitted within 24hrs of the deadline
- 20% of marks deducted if submitted after 24hrs and up to 48hrs of the deadline
- 30% of marks deducted if submitted after 48hrs and up to 72hrs of the deadline
- No grade will be awarded for an assignment that is submitted later than 72hrs after the deadline.

Affected Performance Consideration (APC)

Students who, due to circumstances beyond their control, miss a test, exam or an assignment deadline or consider their performance in a test, exam or assignment to have been adversely affected, should complete the Affected Performance Consideration (APC) form available from any Student Services Office.

You have a maximum of five working days to submit the APC application. When requesting an APC for an assignment, you need to submit the completed APC form, medical certificate or documentary evidence together with the **assignment work completed so far**. The extension period that you are applying for cannot be greater than the time frame on the documentation you submit. For example, a Doctor's Certificate stating you are sick for two days will entitle you to a two-day extension.

Assistance to other students

Students themselves can be excellent resources to assist the learning of fellow students, but there are issues that arise in assessments that relate to the type and amount of assistance given by students to other students. It is important to recognise what types of assistance are beneficial to another's learning and also what types of assistance are unacceptable in an assessment.

Beneficial Assistance (this assignment)

- Study Groups
- Discussion
- Sharing reading material
- Reading the available online and Library resources

Unacceptable Assistance

- Working together on one copy of the assessment and submitting it as own work.
- Giving another student your work.
- Copying someone else's work. This includes work done by someone not on the course.
- Changing or correcting another student's work who is not in your team.
- Copying from books, the Internet etc. and submitting it as own work; anything taken directly from another source must be acknowledged correctly; show the source alongside the quotation.
- Resubmitting work that you did in a previous semester for any course.

Improvement

To do the best that you can do on this assignment you may:

- Talk it over with your lecturer, or Academic Programme Manager
- Visit Ask Me desk in Te Puna (B180, Level 1) to book learning advice and support
- Seek counselling or medical advice at Te Puna Waiora, Health & Counselling (B180, level 0)
- Visit the Pacific Centre (B180, Level 1) for Pacific Development and Support or email askpacific@unitec.ac.nz
- Maori students: The Maori Centre opposite the Pacific Centre (Te Puna, B180, Level 1) or Maia Marae in Te Noho Kotahitanga Marae, Puukenga (B171)
- Contact the Student Advocates for independent advice or raise a concern about your learning experience using studentsupport@unitec.ac.nz to make an appointment
- For more and other services, please follow this link:
<https://www.unitec.ac.nz/about-us/contact-us/schools/student-wellbeing>

This assignment is a team assignment. You must work by yourselves and all work on these tasks must be your own.

Please sign the statement below to declare that this assignment submission is your own work and hand in the signed statement with your report. Failure to sign or include this statement may mean your assignment is not marked.

Professional Skills for IT Practitioners ISCG5430, Assignment 2 Technical Report

We declare that this assignment is our own work. Where we have incorporated work from other people, we have correctly acknowledged the sources in our assignment.

Signature:..... Date:

Student's Name:..... Student ID

Signature:..... Date:

Student's Name:..... Student ID

ISCG5430 Professional Skills for the IT Practitioners
Semester 2, 2022, Assignment Two
Marking Guide

Criteria	Maximum Mark
Task 1: Research strategy (1.5 marks for each of the following) <ul style="list-style-type: none"> • Topic defined • Key questions written or posed • Information sources listed • Keywords listed • Timetable based on Unitec Library Website included • Use of the English language – spelling, grammar, punctuation • Document layout • Use of Header and Footer 	12
Task 2: Integration of tools with communication <ul style="list-style-type: none"> • Layout (4 marks – 0.5 marks for each section) <ul style="list-style-type: none"> ○ Title Page ○ Executive Summary ○ Table of Contents ○ Table of Figures (optional) ○ Introduction ○ Discussion ○ Conclusions ○ Recommendations ○ References ○ Appendices if necessary (optional) • Technical Accuracy (42 marks) <ul style="list-style-type: none"> ○ Well-written Executive Summary (10 marks) ○ Appropriate information (14 marks) ○ Use of the English language – spelling, grammar, punctuation (4 marks) ○ Referencing & citations using APA7 (6 marks) ○ Image with correct referencing (2 marks) ○ Use of MS Word features <ul style="list-style-type: none"> ▪ Automatic Table of Contents (3 marks) ▪ Automatic table figures (optional) ▪ Headers and Footers (3 marks) 	46
Task 3 Presentation (7 criteria; 6 marks for each criterion) <ul style="list-style-type: none"> • Introduction. Presenter states his/her name clearly and question posed. • Presentation of the topic. Consider non-verbal communication, appearance, etc. • The presenter's language was clear and easy to understand. Consider oral communication, tone, volume • Audiovisual material. Presentation materials are easy to follow and of a high standard. Consider effective media, spelling, grammar • The presentation followed a logical progression or development of ideas. Consider the way the material was presented • The presenter seemed knowledgeable about the technical & communication aspects. Consider aspects relating to the computer program or device, advantages, disadvantages for communication. • Questions. Handling of questions, quality of answers. The presenter repeats the questions so the audience can hear them. 	42
TOTAL	100