Welcome to COMP1205

Lecture 1
01/10/2019

Dr Su White

Professional development (COMP1205)
Lectures and Lecturers

Course team

Dr Su White
Module Leader

Professor Hugh C. Davis
Lecturer

Mark Weal
Lecturer

Guest lecturers

Academics, alumni and industrial contacts

Lectures

Three per week
Tuesday 13:00
Thursday 15:00 & 17:00
Welcome 😊

- We are looking forward to getting to know you over the next 15 taught weeks

But..

- There are lots of you
- We all have different backgrounds

Our expectations

A culture where we

- Show mutual respect
- Engage in collaborative working
- Think before we act
- Bring creativity and enthusiasm
What this course is about
Topics (1)

• **Personal development – knowing yourself**
  
  – Independent learning, skills, and time management
  – Digital literacy and information skills
  – Presentation skills, including CVs, public talks, online personal brands
  – Academic integrity
  – Writing technical reports
  – Groupwork
  – Diversity
Topics (2)

• Professional issues in IT
  – Professional societies
  – Career structures
  – Ethics
  – Codes of conduct and practice
  – Licensing and open source

• Legal issues in IT
  – Copyright and patent
  – Trade secrets and registered design
  – Computer generated evidence
  – Obscene publications

• Management issues in IT
  – Project management
  – Entrepreneurship
  – Contractual restraints
  – Compromises in systems planning
  – Constraints of a legal nature
## Assessed part of the course

<table>
<thead>
<tr>
<th>Topic &amp; weighting</th>
<th>When</th>
<th>Lead Lecturer</th>
<th>Focus/Rationale</th>
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</thead>
</table>
| CV                     | W1-3   | Su White      | • Learn ‘hands on’ what can make a good CV  
• Prepare and submit a simple assignment  
• Get ready for a careers fair, and maybe submitting an internship application |
| Group Presentation     | W4-8   | Hugh Davis    | • Learn ‘hands on’ about teamwork  
• Make a start at building good research skills  
• Make a presentation before it **really matters**  
• Prepare for future modules |
| Complex timetable      | W4, 6-11,15 | Mark Weal   | • Learn ‘hands on’ about academic integrity  
• Establish good research and recording practices  
• Practice formal writing  
• Prepare for future modules |
Other important topics and activities

• Being a computer scientist/software engineer
  – Guest lectures
    • Mostly Thursdays 15:00
    • May also be relevant to your other assignments
    • Ensure you attend out of courtesy to our speakers!

• Accreditation requirements & future employment
  – Guest lectures
  – Legal and ethical issues
# Stage 1 CVs – and careers’ fair

<table>
<thead>
<tr>
<th>W</th>
<th>Date</th>
<th>Tuesday 13:00-13:45 (32/1015)</th>
<th>Thursday 15:00-15:45 (32/1015)</th>
<th>Thursday 17:00-17:45 (32/1015)</th>
<th>By 1600 on Friday</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>30/09</td>
<td>Welcome and Introduction, Su White, (slides, Recorded Lecture)</td>
<td>What is employability? Su White (slides, audio, Careers Services)</td>
<td>CVs and online presence, Su White, (slides, Recorded Lecture)</td>
<td>CW1 (CV) Released</td>
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<tr>
<td>2</td>
<td>07/10</td>
<td>CV coursework tutorial, Su White (slides, Recorded Lecture Part 1, Recorded Lecture Part 2)</td>
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<td>CW2 (Group presentations) Released</td>
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<td>3</td>
<td>14/10</td>
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<td>Careers Fair Friday 28/10/2019, 11:00-15:30 - Jubilee Sports Hall</td>
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<td></td>
<td>CW1 HANDIN - CVs - Before 16:00 Friday 18/10/2019</td>
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[https://www.southampton.ac.uk/careers/students/index.page](https://www.southampton.ac.uk/careers/students/index.page)
# Stage 2 – mostly group presentations

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Activity Details</th>
<th>Peer Marking Details</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>14/10</td>
<td>How do I research effectively? i: Web Searching, Provenance and Library Services, Hugh Davis and Fiona Nichols (Library Services) <a href="#">hcd Slides</a></td>
<td>Group Presentation Briefing Hugh Davis, <a href="#">slides</a></td>
<td>Group Presentation Planning Hugh Davis <a href="#">slides</a></td>
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<tr>
<td>4</td>
<td>21/10</td>
<td>Team work <a href="#">Hugh Davis, (slides)</a></td>
<td>Guest lecture :TBA</td>
<td>Writing abstracts, <a href="#">Mark Weal</a>, <a href="#">slides</a>, <a href="#">audio</a></td>
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<td>5</td>
<td>28/10</td>
<td>Research week &amp; individual group feedback meetings, <a href="#">Hugh Davis</a> + Teaching assistants</td>
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<td>04/11</td>
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<td>7</td>
<td>11/11</td>
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<td>Group presentation and peer marking</td>
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<td>8</td>
<td>18/11</td>
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<td>Group presentation and peer marking</td>
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## Stage 3 – Technical reports

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Event</th>
<th>Note</th>
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<tr>
<td>4</td>
<td>21/10</td>
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<td>5</td>
<td>28/10</td>
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<tr>
<td>6</td>
<td>04/11</td>
<td>Constructing Technical Reports</td>
<td>Mark Weal</td>
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<td>7</td>
<td>11/11</td>
<td>How do I research effectively? ll: Using Library services to find and access academic publications, Fiona Nichols (Library Services) and Mark Weal slides</td>
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<td>8</td>
<td>18/11</td>
<td>Evidencing your arguments Mark Weal. TBC Group presentation and peer marking</td>
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<td>9</td>
<td>25/11</td>
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<td>10</td>
<td>02/12</td>
<td>Showing Academic integrity, Mark Weal, slides</td>
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<td>11</td>
<td>09/12</td>
<td>Mistakes to avoid: How students throw away easy marks when writing technical reports Mark Weal</td>
<td>Feedback Lecture on Technical Report Draft Abstracts, General Q&amp;A guidance Mark Weal slides Optional drop-in session-questions about tech report</td>
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<td>Christmas VACATION</td>
<td>CW3 Interim HANDIN 2 - Draft Report Planning and AI review - 16:00 Friday 13/12/2019</td>
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<td>12</td>
<td>06/01</td>
<td>Technical reports: what can I do in a week? Feedback from interim handins Mark Weal</td>
<td>CW3 HANDIN (Final individual technical report) Before 16:00 Friday 11/01/2019 '</td>
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Extra: Writing abstracts, Mark Weal (slides, audio)
Use the ECS COMP1205 site:
https://secure.ecs.soton.ac.uk/module/1920/COMP1205/33423/
Check regularly for updates

COMP1205: Professional Development (2019-2020)

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<tr>
<th>Overview</th>
<th>Resources</th>
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<th>Past Papers</th>
<th>Syllabus</th>
<th>Evaluation</th>
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<td>Su White</td>
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<td>Hugh Davis</td>
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Southampton campuses, Semester 1.
Assessment

<table>
<thead>
<tr>
<th>Item</th>
<th>%</th>
<th>Feedback through</th>
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<tbody>
<tr>
<td>CV (due end of Week 3)</td>
<td>15%</td>
<td>Feedback from teaching staff Based on pre-defined marking scheme Feedback lecture week 6</td>
</tr>
<tr>
<td>Technical report (due end of Week 15 – lecture week 12)</td>
<td>50%</td>
<td>Feedback from teaching staff Based on pre-defined marking scheme Feedback lecture upon request Meetings in case of academic integrity issues</td>
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<tr>
<td>Group presentation, Weeks 8, 7 and 8</td>
<td>35%</td>
<td>Feedback will come from teaching staff and student audience Feedback lecture upon request</td>
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There will be SIX handin deadlines - All handins will be via the handin page

All coursework will be provided with marking schemes that you can use for self-assessment

Why self-assessment?

– To know how you are doing
– To understand how we assess your work and compare yourself with others
– You will learn as much from seriously trying to assess your own grade as from our feedback
Coursework: CV

- **What is the coursework about?**
  - You will choose between two job openings
  - You will prepare a CV

- **Marking scheme**
  - See the handin page

- **Coursework specification**
  - released end of Week 1
  - already on module page
  - discussed in week 2 tutorial lecture

- **Coursework deadline**
  - End of week 3

- **Feedback**

  - **Week 2 feedback in tutor groups**
    - Take your draft to the meeting
    - Discuss your CV

  - **Week 6 COMP1205 feedback lecture**

  - **Week 7 special cases**
    - low grades or no submissions
    - Personal feedback via face-to-face meetings with module leader
    - referral to personal tutor

**Coursework due on Friday Week 3, October 21st, 16:00**
Coursework: Group presentations

• What is the coursework about
  – Working in a team
  – Preparing and presenting a shared presentation, including an abstract and a slide deck

• Organisation
  – Based on your tutor groups
  – Specification released: Week 2

• Decisions/submissions
  – Group organisation: discuss in COMP1205 tutorial lecture Week 3
  – Submit agreed topic (from selection provided) end of Week 4: Friday 16:00
  – Submit abstract and draft slide deck end of Week 4: Friday 16:00

• Presentations: Weeks 7 and 8
  – Final slide deck due: end of Week 6 (Friday 16:00)
  – One joint presentation + Q&A
  – Marking scheme will be published closer to the date

• Feedback (lots :)
  – Face-to-face feedback on abstract and late draft slide deck in Week 4
  – Face-to-face feedback immediately after the presentation slot
  – Marks breakdown against marking criteria
  – Written summary feedback on the standard and quality of all the presentations as a whole published via the module website
Coursework: technical report

• What is the coursework about?
  – Topic will be assigned to you
  – You write 2,000 words of well researched advice
  – You follow a pre-defined template

• Coursework specification and marking scheme
  – Released week 7
  – Discussed in subsequent Tuesday lectures
  – Discuss in tutorials week 10

• Your questions can be discussed in a tutorial lecture in Week 15 (lecture 12.1)

• Report due: end of Week 15 (Friday, 16:00 pm)
Online resources 1: Module Homepage

COMP1205: Professional Development (2019-2020)

https://secure.ecs.soton.ac.uk/module/1920/COMP1205/33423/
This week’s lectures

- Thursday 15:00
  - What is employability

- Thursday 17:00
  - CV coursework
  - CVs and online presence

- Check the module page for slides etc

and while we are looking at it you might be interested in https://data.southampton.ac.uk/