

# Introduction to Professional Issues COMP 1205

Prof Hug



Dr Su White



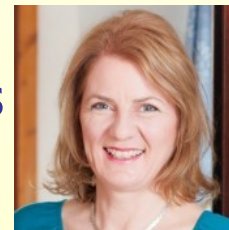
Sarah Fielding



Rikki Prince



ickens



# Where and When

- **One Lecture Each Week at 1300-1400 every Tuesday in Murray Lecture Theatre (58/1067).** This lecture is pretty much compulsory. You may miss important information if you don't come
- **A second "Feedback Lecture" each week, also in Murray Lecture Theatre (58/1067) on Thursday.** You should only attend this lecture if you need help or feedback on a question that has been asked but not answered on the course feedback discussion board.
- There are no other lectures (so ignore the two lecture slots on Tuesday and Thursday at 1700).
- (Your attendance will also be required twice in week 9 for the group presentations)

# How much time?

A 15 credit unit should take 150 hours over the semester

So 4 courses should take 600 hours over the semester

$600/12 = 50$  hours a week! (or about 12.5 hours per module per week)

Or  $600/15 = 40$  hours a week (gives you one week holiday during the Christmas or Easter vac).

For 1 module maybe...

36 hours lectures

12 hours lab

30 hours courseworks

30 hours revision for examination

The other 52 hours is the “hard work”!



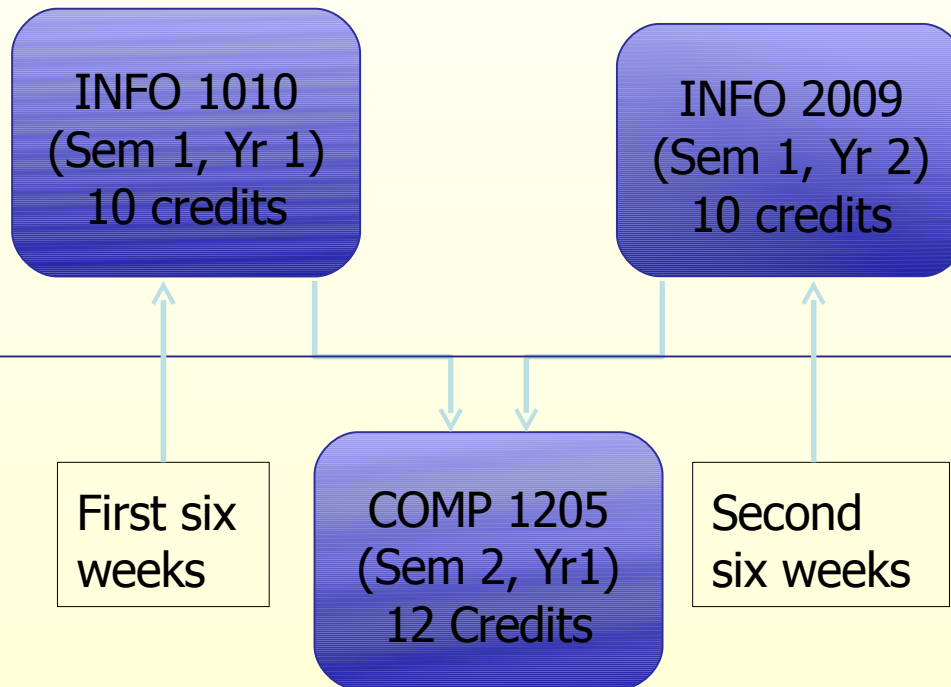
**Vs**



# What's it about?

- First six weeks (Personal?)
  - Library and information skills
  - Academic integrity
  - Presentation skills
  - Writing technical reports
  - Group working
  - Personal presentation and employability skills
- Second six weeks (Professional?)
  - Management issues in IT
  - Professional issues in IT
    - Codes of Conduct
    - Ethics
    - Licensing and open source
  - Legal issues in IT
  - Diversity
  - Sustainability

# What we used to do...

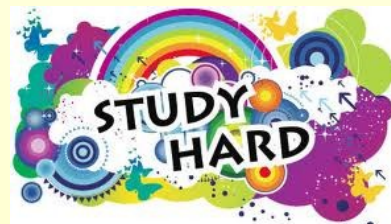
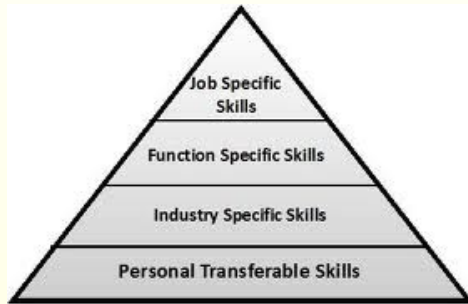


Some of the learning objectives were measured by courseworks. Others were left to the students, in that extra time....

There are on-line activities to support all the learning objectives. Students will be asked to assess for themselves whether they have achieved the outcomes



# Activities on-line



People generally remember...  
(learning activities)

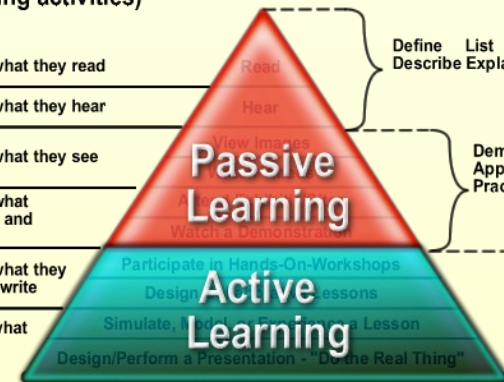
- 10% of what they read
- 20% of what they hear
- 30% of what they see
- 50% of what they see and hear
- 70% of what they say and write
- 90% of what they do.

People are able to...  
(learning outcomes)

Define List  
Describe Explain

Demonstrate  
Apply  
Practice

Analyze  
Define  
Create  
Evaluate



# Assessment

Item	%	Feedback Through
Exam Objective test on-line	50%	Marks
Technical Report week 4	15%	Students will be given feedback by self and peer assessment (with intervention by teaching staff where there is disagreement)
CV week 6	5%	Students will self assess their CVs with oversight from teaching staff
Group Presentation week 9	15%	Feedback will come from staff and student audience
Annotated Bibliography week 11	5%	Students will self assess their CVs with oversight from teaching staff
On-line activities and quizzes	10%	Blackboard will know what you *say* you have learned. You will know what you have really learned.

12-13-Professional  
Development-29511

Announcements

Module Information

Module Calendar

Weekly Activities

eFolio Portfolio

Assignments

Staff Information

Library

Feedback Forum

 Weekly Activities**Week 1: Weekly planner**

Independent Learning, personal skills and time management

**Week 2: Weekly planner**

Finding and evaluating on-line resources

**Week 3: Weekly planner**

Academic integrity and written communication

**Week 4: Weekly planner**Digital literacy, online presence and an introduction to Career Destinations.  
(The week is dedicated to writing your technical report)**Week 5: Weekly planner**

Group working skills

**Week 6: Weekly planner**Presentation Skills  
(This is the week when you must produce your final CV)



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- F. Skills evidence for CV (3): Demonstrate evidence
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- H. Independent learning (2): Relationship between mindset
- I. Independent learning (3): Time management
- J. Independent learning (4): What are your 'signature' Chara
- K. Additional module resources
- L. Feedback: Do you have any questions about this week's

## Introduction to Week 1 activities

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### Introduction

This planner contains links to the activities that you will be expected to have completed by the **end of Week 1**

This week's lecture is on "**Introduction to Module Comp1205 and independent learning, skills and time management**"

### Duration

Up to 8 hours activity

### Objectives

- To identify your confidence levels, right now, in demonstrating the knowledge, skills & abilities associated with effective personal & professional development
- To demonstrate evidence of your knowledge, skills & abilities in preparation for your CV appropriate for a student placement
- To find out what motivates you and the relationship between mindset and motivation in preparation for development as an independent learner
- To understand what time management is and how you can manage your study time and maintain a work / life balance
- To identify your 'signature' Character Strengths
- To set up your eFolio Portfolio so that you can do your module assignments

### Expected outcomes

1. Audit, evaluate & critically reflect upon strengths & weaknesses in knowledge, skills & abilities [B3] for preparation of a *CV suitable for a student placement (assignment)* by using the **eFolio Skills** section to:
  - o complete the confidence ratings of knowledge, abilities & skills
  - o capture evidence of these attributes
2. Develop an understanding of individual approaches to independent learning incorporating personal preferences, strengths & weaknesses [D4] in *preparation for development as an 'independent learner' and for a group work assignment* by using your **eFolio Reflective Blog** to:
  - o capture reflection on your self-motivation
  - o create a weekly plan to help you in managing your time during this module
  - o completing a Character Strengths survey

### Resources required for this week's activities

The **eFolio Portfolio** is an e-portfolio system which will help you to capture your personal and professional development. To **open the eFolio Portfolio**, from the **Module Main Menu** (top left hand side), select the **eFolio Portfolio** link or type [www.efolio.soton.ac.uk](http://www.efolio.soton.ac.uk) into a new browser tab/window.

When leaving the University, you will be able to continue to access this information with an option to transfer all of your data out if you should wish to.

In **eFolio** you will be able to:

- Create a private portfolio of your achievements / skills assessments
- Capture your thoughts on a regular basis in a private reflective blog
- Create and update a private CV in preparation for preparing a LinkedIn profile
- Create an *optional* public blog to support job applications

There is a [short tutorial](#) on how to use the main features of **eFolio** that are needed for assignments (*available from Edshare - opens in new window*)

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**COURSE MANAGEMENT**

- Control Panel
- Files
- Course Tools
- Evaluation
- Grade Centre
- Users and Groups
- Customisation
- Packages and Utilities
- Help



## Skills evidence for CV (1): Developing skills

Activity time: 10 minutes

**You will be required to create a CV suitable for a placement for a Comp1205 Module assignment.**  
 This activity will help you to think about developing the skills that you will need so that you *stand out in today's competitive job market* when you apply for the placement / job that you want.

This activity will:

- help you to think about what you will need to do to develop your skills and evidence them in preparation for applying for a student placement

*Select the Mark Reviewed button when you have watched the short (7min17sec) video of a 2nd year Computer Science student talking about the value of developing appropriate skills both prior to and during placements*

### Activity instructions

David, a 2nd year Computer Science student, was filmed talking about what he needed to do to be a successful applicant for his placements and talks with a mentor about what he has learned from the experience.



1. Watch this [video of David from the UoS Careers Destinations website \(2nd video on the page\)](#) (7:17 min) (*website page opens in new window - if you are outside the UoS domain, you will need to login to watch this video*)
2. A question to reflect upon "What do you think that you will need to do to be well-prepared for today's competitive job market?"

Mark Reviewed



# How to do get help?

The intention is that you become independent learners – help yourself!

**First:** friends and colleagues (Facebook?)

## **Second option**

- technically related then **ECS STACS**
- Specialist on-line community discussion board
- Particularly **COMP1205 Feedback Forum** Questions sent to this discussion board may be answered on-line by students or by members of the course teaching team. They may also be used as the focus of the **Feedback Lecture**.

If (*and only if*) all this fails, then catch us face-to-face at the end of lectures, or you can email [comp1205-instructors@all.soton.ac.uk](mailto:comp1205-instructors@all.soton.ac.uk).

# The Feedback Lecture

- One of the purposes of this course is to make \*you\* the expert in your own learning
- We are trying to help you to learn how to learn without a teacher
- But sometimes you will know you need help,
- If you do, so will others!
- Ask your question on the Feedback Forum.
- We will try to answer all unanswered questions at the Feedback lecture



^ 12-13-Professional Development-29511 >>

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Weekly Activities

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- Assignments
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Feedback Forum



## Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

Search

Refresh

[When and Where are the Lectures](#) [Reply](#)



Total Posts: 2 Unread Posts: 0

Message Actions

Select: [All](#) [None](#)

<input type="checkbox"/>	<a href="#">When and Where are the Lectures</a>	Hugh Davis	26/01/13 21:39
<input type="checkbox"/>	<a href="#">RE: When and Where are the Lectures</a>	Su White	26/01/13 21:50

Select: [All](#) [None](#)

Message Actions

< [RE: When and Where are the Lectures](#)

[Reply](#) [Quote](#) [Edit](#) [Set Flag](#) [Delete](#)

**Author:** [Su White](#) **Total views:** 6 (Your views: 3)  
**Posted Date:** Saturday, 26 January 2013 21:50:08 o'clock GMT  
**Edited Date:** Saturday, 26 January 2013 21:50:08 o'clock GMT

⌵ [Parent Post](#)

Hugh, You are supposed to be the course leader – you should know where the lectures are ;-)

The answer is on the ECS Notes Page <https://secure.ecs.soton.ac.uk/module/COMP1205/>, and in the Blackboard Module Information.

< [RE: When and Where are the Lectures](#)

[Reply](#) [Quote](#) [Edit](#) [Set Flag](#) [Delete](#)

OK

**There  
are  
Behaviour  
Rules  
for  
Forums**

# Self Assessment

- This course is for you
- Everyone should pass
- The point of the marks is for \*you\* to know how you are doing
- You may find it helpful to compare with others
- For life-long learning you need to be able to decide for yourself how you are doing
- You can lie if you want to. We will only spot flagrant abuse. You will only damage *yourself*.



Mark Reviewed

Reviewed

Only the learner can learn

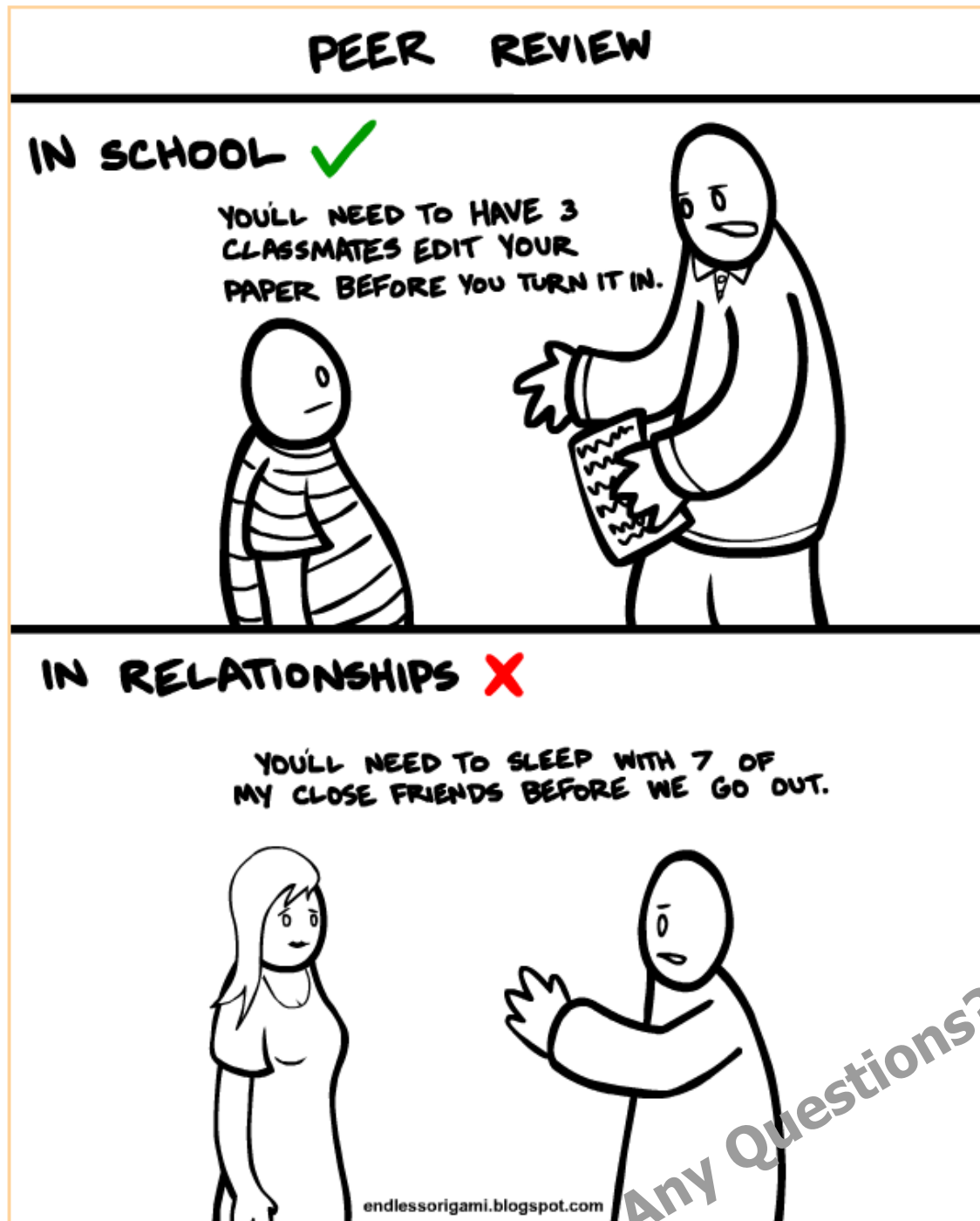
You will learn more from seriously trying to assess your own grade than from my feedback



# Peer Review

- There is wisdom in the crowd
- We will teach you all to assess from a marking scheme
- Even I hold marks >85% for “better than I could have done”
- And then I learn from that student!

We will do basic checks against outliers



# First Week Activities

To Help you reflect on your

- Skills
- Character Strengths
- Motivation
- Mindset

To start recording this in your eFolio along with evidence, in preparation for producing your CV (Week 6 deadline assignment)

To help you develop as an  
***Independent Learner***

- communication skills - verbal & written
- presentation skills
- interpersonal communication
- teamwork
- computer & digital literacy
- planning & organisation
- adaptability & flexibility
- programming skills
- problem solving
- decision making
- initiative
- commercial awareness
- networking
- negotiating
- leadership