

Welcome to COMP1205

Slides online at: <http://edshare.soton.ac.uk/17063/>

Lecture 1
01/10/2019

Dr Su White

Professional development (COMP1205)



Module home page



Lectures and Lecturers

Course team



Dr Su White
Module Leader



Mark Weal
Lecturer



Professor Hugh C. Davis
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..

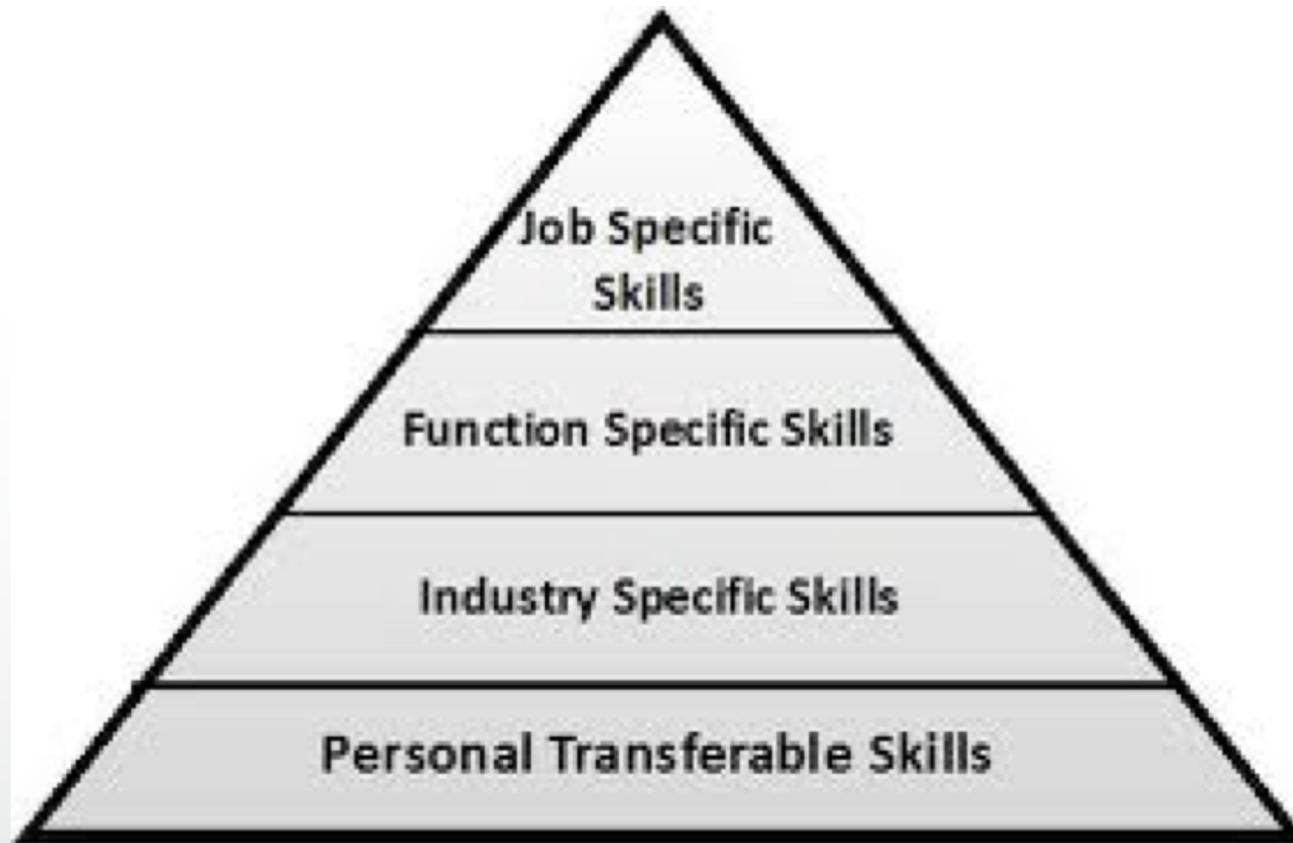
- There are lots of you
- We all have different backgrounds

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**

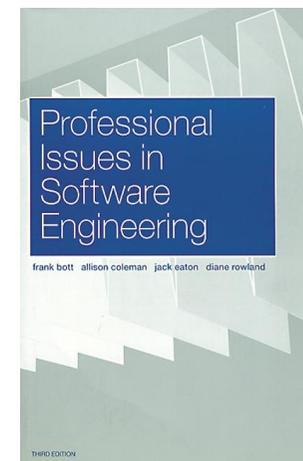
- Professional societies
- Career structures
- Ethics
- Codes of conduct and practice
- Licensing and open source

- **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

Topic & weighting	When	Lead Lecturer	Focus/Rationale
CV	W1-3	Su White	<ul style="list-style-type: none"> • 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 NB: complex timetable	W4-8	Hugh Davis	<ul style="list-style-type: none"> • Learn 'hands on' about teamwork • Make a start at building good research skills • Make a presentation before it really matters • Prepare for future modules
Technical Report	W4, 6-11,15	Mark Weal	<ul style="list-style-type: none"> • 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

W	Date	Tuesday 13:00-13:45 (32/1015)	Thursday 15:00-15:45 (32/1015)	Thursday 17:00-17:45 (32/1015)	By 1600 on Friday
1	30/09	Welcome and Introduction, Su White , (slides , Recorded Lecture)	What is employability? Su White (slides , audio , Careers Services)	CVs and online presence, Su White , (slides , Recorded Lecture)	CW1 (CV) Released]
2	07/10	CV coursework tutorial, Su White (slides , Recorded Lecture Part 1 Recorded Lecture Part 2)		What did you put in your CV? Real world experience and advice from ECS Alumni	
3	14/10				CW2 (Group presentations) Released Careers Fair Friday 28/10/2019, 11:00-15:30 - Jubilee Sports Hall CW1 HANDIN - CVs - Before 16:00 Friday 18/10/2019

<https://www.southampton.ac.uk/careers/students/index.page>

Careers fairs
in Jubilee Sports Hall



Stage 2 – mostly group presentations

3	14/10	How do I research effectively? i: Web Searching, Provenance and Library Services, Hugh Davis and Fiona Nichols (Library Services) hcd Slides	Group Presentation Briefing Hugh Davis , (slides)	Group Presentation Planning Hugh Davis slides	CW2 (Group presentations) Released Careers Fair Friday 28/10/2019, 11:00-15:30 - Jubilee Sports Hall CW1 HANDIN - CVs - Before 16:00 Friday 18/10/2019
4	21/10	Team work Hugh Davis , (slides)	Guest lecture :TBA	Writing abstracts, Mark Weal , (slides , audio)	CW2 interim HANDIN (topic choice, title, summary, plan) Before 16:00 Friday 25/10/2019 .
5	28/10	Research week & individual group feedback meetings, Hugh Davis + Teaching assistants	Research week & individual group feedback meetings, Hugh Davis + Teaching assistants	Research week & individual group feedback meetings, Hugh Davis + Teaching assistants	
6	04/11				CW2 HANDIN, Group Presentation Media, Before 1600 Friday 08/11/2019
7	11/11		Group presentation and peer marking	Group presentation and peer marking	CW3 (Technical report) Released
8	18/11		Group presentation and peer marking	Group presentation and peer marking	

Stage 3 – Technical reports

4	21/10			Writing abstracts, Mark Weal , (slides , audio)	
5	28/10				
6	04/11	Constructing Technical Reports Mark Weal			
7	11/11	How do I research effectively? ii: Using Library services to find and access academic publications, Fiona Nichols (Library Services) and Mark Weal slides			CW3 (Technical report) Released
8	18/11	Evidencing your arguments Mark Weal. TBC Group presentation and peer marking			
9	25/11				CW3 Interim HANDIN 1 - Abstract - Before 1600 Friday 29/11/2019
10	02/12	Showing Academic integrity, Mark Weal , (slides)			
11	09/12	Mistakes to avoid: How students throw away easy marks when writing technical reports Mark Weal	Feedback Lecture on Technical Report Draft Abstracts, General Q&A guidance Mark Weal slides	Optional drop-in session-questions about tech report	CW3 Interim HANDIN 2 - Draft Report Planning and AI review - 16:00 Friday 13/12/2019
		Christmas	VACATION		
12	06/01	Technical reports: what can I do in a week? Feedback from interim handins Mark Weal	su write		CW3 HANDIN (Final individual technical report) Before 16:00 Friday 11/01/2019 '

Use the ECS COMP1205 site

<https://secure.ecs.soton.ac.uk/module/1920/COMP1205/3>

Check
regularly
for
updates

COMP1205: Professional Development (2019-2020)

Overview

Resources

Student Wiki

Past Papers

Syllabus

Evaluation

Send Message

Students

Help

Su White

Module Leader

Mark Weal

Lecturer

Hugh Davis

Lecturer

m.c. Schraefel

Moderator



Southampton campuses, Semester 1.

Assessment

Item	%	Feedback through
CV (due end of Week 3)	15%	Feedback from teaching staff Based on pre-defined marking scheme Feedback lecture week 6
Technical report (due end of Week 15 – lecture week 12)	50%	Feedback from teaching staff Based on pre-defined marking scheme Feedback lecture upon request Meetings in case of academic integrity issues
Group presentation, Weeks 8, 7 and 8	35%	Feedback will come from teaching staff and student audience Feedback lecture upon request
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: 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/>



Thursday: Building 32 Room 1015

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

University Map

iSolutions Workstations

Bus Information

Catering

What Week Is It?

Events Calendar

Room Finder

Buildings & Places

Term Dates

Organisation

Research Facilities

Points of Service

Products & Services

Technical

University Home

University of Southampton Open Data Service

Hello, we're the University of Southampton Open Data service. Our job is to gather as much of the information known by the University's different sub-parts as we can, and bring it to you in the form of smartphone apps, web tools and datasets you can re-use. We're taking information the University already has, and making it useful!



University Interactive Map

The University's interactive map, made with OpenStreetMap and our own open data.



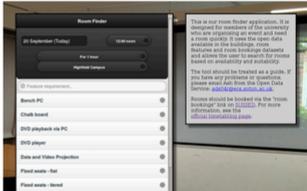
What Week Is It?

Easily convert between normal dates and the University's "week" system.



Events Calendar

An aggregated guide to all the events happening within the University.



Room Finder

A handy tool for finding a suitable, available room on campus.

<https://data.southampton.ac.uk/>