

<b>COMP3503/IENV7933</b>	Final reflective report	
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Description & Criteria

# Final reflective report

**Type:** Report

**Learning Objectives Assessed:** 1, 3, 5, 7, 8, 10 (see course profile)

**Due Date:**

09:00am, Monday 12th November, 2007 (**changed** from Course profile)

**Weight:** 30%

## 1. Overview

This document presents the assessment criteria for the final reflective report for the Interaction Design course. This is an individual piece of work, due by Monday 12th November, 09:00am.

The purpose of the report is to allow students to explore some aspect of their work in the Interaction Design course, particularly assignment 3 Design and run an Interaction Inquiry, in a reflective manner. This is expected to involve relating theory in the readings encountered during the course to your experiences working on assignment 3 or other course work during the semester. As an individual piece of work, it allows you the opportunity to provide evidence of what you have learned during the course.

## 2. Criteria

Your report should at least contain the following content:

**Introduction.** The report should begin with an overview which summarises the content of the sections to come, and sets the scene for the report.

**Background.** You should describe the piece of coursework that experiences will be drawn from for the purpose of this report. This should cover the problem that was addressed, as well as a high level description of the background to the work (brief survey of relevant literature).

**Focus for report.** You should clearly identify and describe a particular aspect of your coursework experience that you have chosen to focus on in this report. This could be restricted to one particular design phase, e.g. design of the interaction inquiry, conducting a study, deciding between alternative approaches for the study, etc. Alternatively, you could focus on a finding which has arisen out of some of your coursework (interaction inquiry, video card game theme, etc.), how it emerged from the work, and what you think it means for the design of technology in the given context. Key publications for the report's focus should be identified at this stage.

**Discussion.** Based in the focus you choose for the report, you should identify one or two questions to deal with. This will be the main content of the report, and will be where you discuss a particular aspect of the work you have done this semester in the context of the relevant published literature. This section could be structured according to your experience in the course, and how it relates to what is written in the publications you have identified. Alternatively you could structure it around one or more questions from the selected publications and discuss how what you did in your coursework addresses them. This

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section in particular should be a reasoned, critical consideration of the question(s) you are focusing on and what both the literature and your experience this semester say about them. You should support any assertions you make with appropriate citations to published literature or observations based on your experience in the project.

**Conclusion.** Following on from your discussion, the report should arrive at a reasoned conclusion, based on how you have applied the literature to your experience, or vice versa. This section will summarise your line of argument and arrive at a conclusion to the report which is justified in terms of the preceding argument.

### 2.1. Grade

The final report is worth 30% of the total grade for Interaction Design. The mark will be awarded according to how well the above criteria are met (75%) and for the overall quality of the report (standard of writing and format—see Section 3 below) (25%).

### 2.2. Word limit

The report should not be longer than 4000 words (excluding references and appendices). It is highly unlikely that you will be able to cover sufficient material in less than 2000 words.

### 2.3. Submission

Reports should be submitted online via the ITEE submission site at <http://submit.itee.uq.edu.au/select.php?coursecode=COMP3503> (/IENV7933)

Be aware of the fact that by uploading your report via this site that you are declaring the work is your own (and so anyone else's work contained therein is quoted and/or cited appropriately). See the school policy regarding this at <http://www.itee.uq.edu.au/about/student-misconduct.jsp>. It is your responsibility to be familiar with the policy, and with how to correctly cite others' work.

## 3. Format

The precise format and structure of reports may differ according to the nature of the chosen project. Nevertheless, there are certain minimum standards which apply to research reports. In particular, every report should include the following:

**Narrative and structure.** The report should be clearly written and have a narrative (put simply: beginning—middle—end structure which 'tells a story'). The report should make an effort to guide the reader through the content, signposting what the reader is about to encounter, and summarising what has just been covered. This should happen at the whole document level in the introduction and conclusion sections, but also within major sections. Structuring with sub sections within the main sections also helps in this respect.

**Title page.** This must include the name, and email address of the author, the title of the report, the date, and an abstract (high level description of the most significant points of the report—this is not just a summary of the content).

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**Page numbers.** Every page except the title page must be consecutively numbered.

Section numbers. Each section should be numbered with subsections numbered to indicate their level in the document outline (as in this document).

**Table of contents.** Each section has an entry in the table of contents, which follows immediately after the title page.

**Figures and tables.** Each instance of a figure or table should have a unique number and caption, and be referred to in the body of the text (i.e. reports should not include figures or tables that are not explained or referred to in the body of the text).

**References.** Each external source of information that is cited should be included in a references section at the end of the report. Publications should be cited in text and referenced in this section using a consistent style (AGPS or APA are suggested). Look for Citation Style Guides in the alphabetical list at: <http://www.library.uq.edu.au/useit/>

### 3.1.Style

The general style of this report should be a scholarly attempt to relate your experience and practice during the course of this semester to the published literature on the subject. Focusing on specifics will lead to better outcomes. You should particularly avoid the temptation to produce a document that simply reports on what you have done (in the style of a journal). Rather, you should decide on one interesting aspect of what you did for the project and explore it in depth. In conclusion, the following statements are intended to further clarify the qualities of a piece of reflective writing.

#### **A reflective report...**

describes something that you did (or read) ... describes what you thought of it, how well it went, attempts to take your gut feeling on something, explore it and then articulate it ... has a focus ... raises questions ... attempts to answer those questions or says what you would need to do to answer them ... presents specific details from practical experience ... presents a reasoned argument ... makes links to other similar or contrasting experiences ... makes links to literature ... draws out a generalisation from specifics ... draws a conclusion.

**The best reports will probably come from a real problem that you addressed or a reading that got you thinking.**

**Good reports will show evidence of detailed thought, be well informed, clear, and well structured.**