

# The Interim Progress Report

This task is intended to

- get you to report on
  - what you have done
  - the problems you have faced (and overcome)
  - where you think you will go from here;
- give you an opportunity to practice, and get feedback on, your report writing skills

# What you have to do

- Prepare a written report, describing
  - what you have done so far
  - what you need to do to complete your project

# Assessment

This piece of work is worth **6% of the total marks for the course.**

You are required to submit **two copies** of your Interim Progress Report for assessment

ONE HARD COPY via E350 Foyer (or to FEIS Reception?)  
by 15.00 hrs  
on Tuesday 8th December 2009

A SOFT COPY via StudyNET  
by 23.30 hrs on the same day

Keep a hard copy for yourself.

# What we will be assessing

- Quality of your work in writing the report (80%)
  - what you have read and learnt; your literature search (substantiated in the bibliography)
  - work done on the project itself (substantiated in the appendices)
  - discussion of issues relating to work done and planned to be done
- Quality of report (20%)
  - Report structure & coherence
  - Grammar, spelling, style, readability, consistency

Your Interim Progress Report will be assessed by the second marker (also known as the *moderator*) of your project.

# Contents of the Report

## Section 1:

- Details of the particular problem that you have set out to address in your project.
- Precise objectives of your project.

## Section 2:

An account of

- the academic background to your project (what you have found out and what you still need to investigate)
- the progress you have made so far (what you have achieved, in concrete terms)

We will be looking for evidence of significant achievement, since you should have done about 1/3 of your project work by the time you come to write your IPR.

## **To demonstrate progress on practical work:**

- **Report on the tasks** you have undertaken, and **describe what you have achieved**;
- **Provide evidence of your achievement** in the work you have undertaken, in suitable appendices (see later);
- **Comment on any setbacks** which have delayed progress and which would not otherwise be obvious to the assessor:
  - > Non-availability of hardware or software or difficulty in installing software;
  - > Delays in obtaining reference material such as library books;
  - > Difficulties in arranging meetings with the tutor.

**MAKE SURE IT IS CLEAR WHAT YOU HAVE DONE**

## **Section 3:**

- A brief description of what you need to do to complete the project  
You should have a PLAN!

**Bibliography** (list of books, journals, web pages, et cetera)

**Appendix 1, 2, 3 etc. as needed**

Evidence and examples of design and practical work (e.g. ERMs, screen shots, formal specifications, code, questionnaires, etc.)

These may be handwritten

**In the appendices....**

**If you designed a database,**

Show us the ERM, or the SQL script you used to create it, or a screen dump of the Access or SQL-server relationships window

**BUT NOT** the report generated by the database listing every attribute if every table, because most of those values will be default values that you did not change.

**If you designed a web page,**

Show us screen shots, or print outs of the pages from a browser

**BUT NOT** the html code that Dreamweaver or Frontpage generated for you.

**If you wrote a program,**

Show us the code you typed in, or a screen shot of the interface you designed with a GUI builder

**BUT NOT** the code that the GUI builder generated for you.

*Think: you wouldn't expect to show us the machine code that the compiler generated from your source code.*

*Your appendices should include material at the level you were working at, not what the system generated for you.*

## **Plagiarism and collusion: A REMINDER**

Plagiarism and collusion are serious assessment offences.

### **Plagiarism is defined as:**

- Including in your work phrases from another person's work without using quotation marks and identifying the source;
- Making a copy of all or part of another person's work and representing it as your own by failing to indicate the source;
- Making extensive use of another person's work, either in summarising or paraphrasing the work merely by changing a few words or altering the order in which the material is presented, without acknowledging the source.

## **Collusion is defined as:**

- Working together in the production of assessed work where this is forbidden;
- Allowing another person to plagiarise your work.

## **What do these rules imply for work on the project?**

- You may use the ideas, opinions, code, results, or other work of other people **ONLY IF** you make it clear that the work is not your own, and you give proper credit to the people who did it.
- You must not show or give to another student anything of your own work, whether or not you intend to use the work in your own submission.
- You must not work together on any aspect of your project's tasks, whether or not you intend to use the results of that joint working in any of your submissions for assessment.

The penalties for proven cases of plagiarism and collusion in the project are liable to be very severe.

## Summary

The IPR is a *small* task: 6 hours, 6%

*But* it is a practice for the real final report

Valuable opportunity to get some feedback

on progress to date

and on report writing

and on project direction

from someone other than your project tutor

Do your best!