

Professional Portfolio & Reflection

Individual Task – 20%

Due Dates

End of Week 12 (Friday 11:59pm)

Assessment Guidelines

This portfolio is a presentation of your individual contribution to your team's efforts to design, develop and deliver a prototype. Your team is expected to have completed your project and should have produced substantial artefacts that demonstrate quality and depth of work. You should therefore have personally developed artefacts that demonstrate your personal contribution and capabilities, and these are to be presented in a professional portfolio that builds on the Learning Portfolio from SIT374.

You are required to submit two components to this assessment:

- an online **Professional Portfolio (10%)**, and;
- a private **Reflection (10%)** on your experience in the capstone overall.

You may use any platform you are comfortable or familiar with for the **Professional Portfolio** development, and the site must be hosted somewhere accessible. The **Reflection** must be submitted to Cloud Deakin. It is recommended you start these early as week 12 will be hectic and you won't have much time to start this assessment then. The **Reflection** should be pieced together from notes you take throughout the trimester.

The **Professional Portfolio** assessment requires you include a blog post that effectively and professionally asserts your contribution to your project. This portfolio should be something you do actually use when seeking employment or demonstrating your capabilities to potential clients. You should consider how to present your work depending on your skillset: for instance, a programmer might include a link to their GitHub account (e.g. <https://github.com/keijiro>), while a 3D modeller or 3D artist might link to an Artstation folio (e.g. <https://www.artstation.com/artist/utah55-ws>).

You can use existing templates for your portfolio from Wix, Weebly, Wordpress, Foundation, Bootstrap or any other suitable tools. The only requirements are that you allow for the assessment requirements (Capabilities/skills, assets, blog post).

Some examples:

- Programmers/Technical roles portfolio template: <http://themes.3rdwavemedia.com/website-templates/free-responsive-website-template-for-developers/>
- Visual/UX/UI design portfolio: <https://colorlib.com/wp/themes/illdy/>

Portfolio Format

Capabilities statement:

A concise statement about you and what you can do (as you might put on a CV):

- Skills (Discipline specific and soft skills, e.g. teamwork, leadership).
- Competencies (software and hardware).

Project assets

- Link to actual project (e.g. a site link, .exe, relevant documentation, code repository).

Assertion

This post should summarise your individual contribution to your team’s efforts to design, develop and deliver a project. While the final project itself is of course important, it is also vital that you demonstrate your own work as part of that project.

The post length will vary depending on the role and project, so bear in mind that *quality* will be assessed, not *quantity*.

Introduction

A brief reiteration of the project aims, your role, and a summary of the extent of completion should be placed in the report introduction.

Assertion of your meaningful individual contribution to the

*Describe your impact on the project, including how your contribution has helped the team meet the project requirements (including how effectively you have worked with your team). **Provide evidence** to support your assertion dependent on your role: database / data-sources / UI assets / concept art / code / testing results / documentation. This can include:*

project and EVIDENCE TO SUPPORT IT (CRITICAL).

If in a job interview you were asked about your contribution to this project, you would ideally respond with the statements you provide for this section.

- *client feedback*
- *evidence of positive user experiences during testing*
- *satisfactory results from testing*
- *good supervisor feedback*
- *team feedback*
- *timely contributions*
- *leadership, a link to the final accessible artefact (e.g. web site, exe) with accompanying description defining your portion of the solution*
- *screenshots of key pieces of work you have completed (should include brief captions accompanying content)*
- *code snippets, images, audio or video.*

*Anything you like basically, but it must show what you have contributed. This evidence is crucial: for instance, if you were responsible for designing the UI, was it deemed to be functional/usable and aesthetically appealing? Are there established standards you can measure your work against? If you were responsible for coding, was your code efficient and effective? How can you prove this? Be creative. **Also bear in mind that this is a publicly viewable post, so names of team members or clients should be redacted.***

Quality

1. *Post should be well formatted (headings, consistent use of fonts and styles, layout).*
2. *Post should be professionally presented, including spelling, grammar and appropriately professional language.*

Summary

Summarise your contribution to the project including your role, the work you have completed and the value of your contribution to your team, the project and the project stakeholders.

Reflection Format

Generic reflections about general communication, self-management etc. are not acceptable. **Be specific** 😊 Any observations about not having enough time because of other units, dealing with error messages in software, or other basic aspects of working on a project are best avoided. Everyone has these same issues; we want to know about the interesting aspects of your experience and what you have really learned from it.

This reflection should communicate an appropriate level of insight about your working process and how you identify and deal with problems that arise.

This should include **two sections**: one for GLO1, and one for GLO 2, 6, 7.

GLO1 (Discipline specific knowledge and skills)

- What
- So what
- Now what

GLO2 | 6 | 7 (Communication, Teamwork, Self-Management)

- What
- So what
- Now what

Conclusion and next steps

- Overall summary of your progress? Where to from here as a professional? This should include a summary of the first half of the capstone and the planned approach in future projects.

Expected length is approximately 2 pages (maximum 12pt font/1.5 line space), though you are welcome to write more than this. Again, bear in mind that *quality* will be assessed, not *quantity*. Two pages of insightful reflection is better than 4 pages of generic fluff.

What | So What | Now What Guide

GLOs 1, 2, 6 and 7 are the topics you will reflect upon.

You are expected to use the *What, So What, Now What* structure.

What: Reflect on the topic in the context of the unit (and the project) but also the course, providing examples and written evidence of how your abilities have developed over time. For example, as a programmer, compare your earlier efforts to write code to your efforts within this project. Describe how your communication and organisational skills have developed over time.

So What: Describe any shortcomings that you have identified following your reflection; for example, you may still struggle with presentations, or you still find yourself rushing at the last minute to meet deadlines meaning your time management needs attention. Be honest; you are not being

assessed on how few your shortcomings are, but how well you can articulate and describe them. Are your skills at the standard required by employers? How will your shortcomings affect your employment chances? If you think to yourself “I don’t have any weaknesses”, think again.

Now What: Describe how you plan to address these shortcomings. For example, if your presentation skills are lacking, perhaps a short course in public speaking would help. Avoid simply stating that you will do ‘more’ of something; while practice is important, why haven’t you done ‘more’ so far?

It is recommended that you use the GLOs (e.g. GLO 1: Discipline or GLO 2|6|7: Interpersonal) as section headings and the What, So What, Now What as subheadings for readability. If you submit an unstructured piece, you will receive 0 for Presentation.

You are being assessed on your ability to clearly and succinctly describe and reflect upon your personal development and capabilities, your weaknesses and how you will address them. Statements such as “I will endeavor to do better in the future” or “we had some teamwork issues but we fixed those in the end” are not adequate; again, **be specific**. As this is viewable only by you and unit staff, you can also be honest about your experience. This is crucial and a major part of the process.

Submission Details

Please submit your assessment task materials in the Professional Portfolio & Reflection drop box folder.

Each student shall submit to Cloud Deakin:

- A link to your online **Professional Portfolio**
- A **Reflection** document

Rubric

Criteria	High Distinction (HD)	Distinction (D)	Credit (C)	Pass (P)	Fail (<P)	0
	Criteria addressed to an excellent standard	Criteria addressed to a very good standard	Criteria addressed to a good standard	Criteria addressed to minimum standard	Criteria addressed to a less-than-minimum standard	
Portfolio and Evidence						
	6	4.5	3.75	3	0.75	
	Evidence is substantial, varied, unambiguous. Assertion is strongly supported by and consistent with the presented evidence.	Evidence is reasonably solid, some variety, unambiguous. Assertion is moderately supported by and consistent with the presented evidence.	Evidence is adequate, though lacking variety and is not wholly supportive of the assertions.	Evidence is limited and not clearly linked to or is inconsistent with the assertions.	Evidence is weak, loosely referred and not relevant to the assertions made.	
Portfolio Assertion						
	6	4.5	3.75	3	0.75	
	Assertion is specific, confident, unambiguous. Contribution is significant and meaningful (i.e. it added substantial value to the project).	Assertion is largely specific, confident, unambiguous. Contribution is reasonably significant and meaningful (i.e. it added value to the project).	Assertion is adequate, confident. Contribution as presented is lacking sufficient weight relative to the project.	Assertion is weak, generic and lacking plausibility. Contribution <i>as presented</i> is weak.	Assertion is brief, superficial and inconsistent with presented evidence (if any).	

GLO1 - Discipline-Specific Skills						
	2	1.5	1.25	1	0.5	
	Numerous specific scenarios are provided. Appropriately detailed background to these examples provides clear context. Includes meaningful comparison with earlier learning experience. Examples relevant to the GLO.	At least two examples are used and supported with reasonable background information. Includes a satisfactory comparison to earlier learning experience. Examples relevant to the GLO.	At least one example is provided and supported with background information. Comparison is surface-level. Examples relevant to the GLO.	Example if provided is weak and overly general, with little to no supporting background information. Examples may not be wholly relevant to the GLO	Superficial summary of learning achieved, minimal supporting material and any examples are general.	
	2	1.5	1.25	1	0.5	
	Clear and thoughtful analysis of the learning scenarios from the previous section. Shortcomings/limitations clearly identified following self-analysis. Evidence is clear and unambiguous.	Reasonable analysis of learning scenario/s. Shortcomings/limitations identified following self-analysis. Evidence is largely clear and unambiguous.	Limited analysis of learning scenario/s. Shortcomings loosely follow self-analysis. Evidence lacks specificity.	Minimal analysis. Shortcomings, if any, are generic. Evidence is superficial.	Very limited examples, analysis, minimal evidence or meaningful reflection.	
	2	1.5	1.25	1	0.5	
	Clear summary of any implications derived from the described learning experience. Any shortcomings/limitations identified in previous section summarised and linked to specific, realistic strategies designed to address these.	Reasonably clear summary of link between learning experience and future direction. Strategies to address shortcomings are largely specific.	Adequate summary of link between learning experience and future direction. Some attempt to devise strategies to address identified shortcomings.	Generic summary of learning and future direction. Strategies lack specificity	Summary and strategies are brief and superficial.	

GLO2/6/7 - Communication, Teamwork, Self-Management						
	<p style="text-align: right;">2</p> <p>Numerous specific scenarios are provided. Appropriately detailed background to these examples provides clear context. Includes meaningful comparison with earlier learning experience. Examples relevant to the GLO.</p>	<p style="text-align: right;">1.5</p> <p>At least two examples are used and supported with reasonable background information. Includes a satisfactory comparison to earlier learning experience. Examples relevant to the GLO.</p>	<p style="text-align: right;">1.25</p> <p>At least one example is provided and supported with background information. Comparison is surface-level. Examples relevant to the GLO.</p>	<p style="text-align: right;">1</p> <p>Example if provided is weak and overly general, with little to no supporting background information. Examples may not be wholly relevant to the GLO</p>	<p style="text-align: right;">0.5</p> <p>Superficial summary of learning achieved, minimal supporting material and any examples are general.</p>	
	<p style="text-align: right;">2</p> <p>Clear and thoughtful analysis of the learning scenarios from the previous section. Shortcomings/limitations clearly identified following self-analysis. Evidence is clear and unambiguous.</p>	<p style="text-align: right;">1.5</p> <p>Reasonable analysis of learning scenario/s. Shortcomings/limitations identified following self-analysis. Evidence is largely clear and unambiguous.</p>	<p style="text-align: right;">1.25</p> <p>Limited analysis of learning scenario/s. Shortcomings loosely follow self-analysis. Evidence lacks specificity.</p>	<p style="text-align: right;">1</p> <p>Minimal analysis. Shortcomings, if any, are generic. Evidence is superficial.</p>	<p style="text-align: right;">0.5</p> <p>Very limited examples, analysis, minimal evidence or meaningful reflection.</p>	
	<p style="text-align: right;">2</p> <p>Clear summary of any implications derived from the described learning experience. Any shortcomings/limitations identified in previous section summarised and linked to specific, realistic strategies designed to address these.</p>	<p style="text-align: right;">1.5</p> <p>Reasonably clear summary of link between learning experience and future direction. Strategies to address shortcomings are largely specific.</p>	<p style="text-align: right;">1.25</p> <p>Adequate summary of link between learning experience and future direction. Some attempt to devise strategies to address identified shortcomings.</p>	<p style="text-align: right;">1</p> <p>Generic summary of learning and future direction. Strategies lack specificity</p>	<p style="text-align: right;">0.5</p> <p>Summary and strategies are brief and superficial.</p>	

Presentation and formatting						
	2	1.25	1	0.75	0.25	
	Presentation is very well formatted, content is divided into paragraphs, sub-headings are used and type style is consistently uses throughout.	Presentation is well formatted, content is divided into paragraphs, sub-headings are used.	Presentation is satisfactorily formatted, content is divided into paragraphs, sub-headings are used.	Presentation is adequately formatted, content is divided into paragraphs, OR is lacking sub headings.	A number of the following points apply: Presentation is poorly formatted, content is not divided into paragraphs, and/or sub-headings.	
	2	1.25	1	0.75	0.25	
	Spelling and grammar have are faultless and language is professional and appropriate.	Spelling and grammar largely correct and language is appropriate.	Spelling and grammar lacking care and language is reasonably appropriate.	Spelling and grammar errors throughout and language is adequate.	Spelling and grammar require considerable attention, language is inappropriate, lack of care evident.	