



# COIT20265 Networks and Information Security Project

## Term 1 - 2023

Profile information current as at 10/05/2024 05:29 am

All details in this unit profile for COIT20265 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

This unit is the capstone to the Networks and Information Security specialisation of the Master of Information Technology course. You are required to demonstrate the skills that you have developed throughout your specialisation, and apply these skills to an authentic task group network security project including the design and technology implementation of a network security plan that meets client's requirements. As part of a work portfolio, you will be required to produce project management artefacts typical of a commercial network security project.

### Details

Career Level: *Postgraduate*

Unit Level: *Level 9*

Credit Points: 12

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.25

### Pre-requisites or Co-requisites

Prerequisites COIT20262 Advanced Network Security COIT20263 Information Security Management COIT20264 Network Design PPMP20007 Project Management Concepts

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2023

- Brisbane
- Melbourne
- Online
- Rockhampton
- Sydney

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 12-credit Postgraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Report**

Weighting: 40%

#### 2. **Portfolio**

Weighting: 20%

#### 3. **Written Assessment**

Weighting: 20%

#### 4. **Presentation**

Weighting: 20%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Unit Coordinator's reflection

**Feedback**

More projects from real clients should be offered.

**Recommendation**

Increase the number of projects conducted for real clients such as industry partners and researchers.

#### Feedback from Unit Coordinators reflection

**Feedback**

Reduce the number of assessment submissions.

**Recommendation**

Review the assessment tasks and if possible reduce the number of subtasks.

## Unit Learning Outcomes

**On successful completion of this unit, you will be able to:**

1. Apply the concepts learned in network security specialisation units informed by research and professional best-practice
2. Assess systems for security exposures; and accordingly, select and implement appropriate countermeasures and controls
3. Plan and manage a network security project, particularly the prioritisation of tasks, scheduling of time and resources, and the generation of supporting documentation
4. Review and critically evaluate team and individual performance, reflecting on the processes followed and identifying areas for continuous improvement
5. Communicate effectively by using written and oral presentation, understanding the needs of various stakeholders
6. Demonstrate productive participation and contribution to a project team or work environment.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.

ACS members can use the tool MySFIA to build a skills profile at

<https://www.acs.org.au/professionalrecognition/mysfia-b2c.html>

This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

1. Project Management (PRMG)
2. IT Management (ITMG)
3. Information Security (SCTY)
4. Security Administration (SCAD)
5. IT Governance (GOVN)
6. Technical specialism (TECH)
7. IT Infrastructure (ITOP)
8. Systems Installation/Decommissioning (HSIN)
9. Network Support (NTAS)
10. Network Planning (NTPL)
11. Network Design (NTDS)
12. System Design (DESN).
13. Penetration testing (PENT)
14. Information Assurance (INAS)

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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## Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Report - 40%	•	•	•		•	
2 - Portfolio - 20%				•		•
3 - Written Assessment - 20%	•	•	•	•		
4 - Presentation - 20%					•	•

## Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Knowledge	○	○	○	○	○	
2 - Communication		○	○	○	○	○
3 - Cognitive, technical and creative skills	○	○	○			
4 - Research	○	○	○			
5 - Self-management				○	○	○
6 - Ethical and Professional Responsibility	○	○		○	○	○
7 - Leadership			○	○	○	○
8 - Aboriginal and Torres Strait Islander Cultures						

## Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes							
	1	2	3	4	5	6	7	8
1 - Report - 40%	○	○	○	○		○		
2 - Portfolio - 20%		○	○		○	○		
3 - Written Assessment - 20%		○		○	○		○	
4 - Presentation - 20%		○	○		○		○	

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Access to computer with webcam, microphone and speakers
- Zoom
- Microsoft Teams
- Portfolium

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Steven Gordon** Unit Coordinator

[s.d.gordon@cqu.edu.au](mailto:s.d.gordon@cqu.edu.au)

## Schedule

### Week 1 - 06 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor (tutor)		

### Week 2 - 13 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		

### Week 3 - 20 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Project Plan (9:00 AM AEST Monday 20 March 2023)

### Week 4 - 27 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Individual Progress Report (9:00 AM AEST Monday 27 March 2023)

### Week 5 - 03 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		

### Vacation Week - 10 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
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No meeting

#### Week 6 - 17 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Group Progress Report (9:00 AM AEST Monday 17 April 2023)

#### Week 7 - 24 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Draft Report (9:00 AM AEST Monday 24 April 2023)

#### Week 8 - 01 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		

#### Week 9 - 08 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Quality Review (9:00 AM AEST Monday 8 May 2023)

#### Week 10 - 15 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		

#### Week 11 - 22 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Practice Presentation (9:00 AM AEST Monday 22 May 2023)

#### Week 12 - 29 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Weekly meeting with project mentor		<b>Deliverable:</b> Project Reflection (9:00 AM AEST Monday 29 May 2023)

#### Review/Exam Week - 05 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic
Presentation Day		<b>Deliverable:</b> Final Report (9:00 AM AEST Monday 5 June 2023) <b>Deliverable:</b> Final Presentation (9:00 AM AEST Monday 5 June 2023)

## Assessment Tasks

### 1 Technical Reports

#### Assessment Type

Report

#### Task Description

In this unit you integrate and apply the knowledge and skills you have gained in your course into an industry-relevant team project. Students must form teams of a minimum of 3 students and a maximum of 4 students, with any larger teams at the discretion of the Unit Coordinator. Teams should be formed before the end of Week 1, with roles and responsibilities agreed upon at your project meeting in Week 2. Change of topic or team once the Project Plan deadline has passed is only allowed in special circumstances with approval from Unit Coordinator

#### Components

This assessment is split into two (2) deliverables:

1. Draft Report
2. Final Report

### **Expectations of Final Report**

Your Final Report must document technical artefacts of the entire project. The content may vary depending on the chosen topic and the problem being addressed. As well as the technical artefacts, all Final Reports must include an overview of the entire project and an evaluation of the ethical and professional issues encountered during the project and/or envisaged in the future. The following are example technical artefacts that may be included in a Final Report.

- Detailed description of the problem from a business and technical perspective
- Review of existing/competing products, solutions, or literature
- Identification, selection and justification of appropriate network and security technologies to solve the problem
- Specification of requirements, for example, functional, usability, reliability, performance, security
- Logical and/or physical network designs
- Design of network/security architectures, protocols or algorithms
- Network and security policies, for example, disaster recovery plan, password policies, business continuity plan
- Risk assessment
- Recommended security controls to solve the problem
- Rapid prototype of a solution to the problem
- Results from security/penetration testing on a system
- Deployment of network/security components, for example, database/web servers in the cloud

As different groups are undertaking different projects, you should discuss with your Project Mentor (tutor) the expected artefacts for your project.

### **Expectations of Draft Report**

Your Draft Report consists of the latest versions of your technical artefacts produced by the deadline. See the list above for examples of technical artefacts from the Final Report. Some of the artefacts will be complete (or close to final version), and some may be partially complete (e.g. some sections complete, other sections empty). You will normally not include artefacts that you have started, but made very little progress (e.g. less than 50% complete). The Draft Report is an opportunity to get feedback on your current progress. As with the Final Report, discuss with your Project Mentor what is expected for your project. Your Project Mentor will also advise you on which artefacts to include or omit from the Draft Report. Your Draft Report will be released to other students.

### **Format and Submission**

The Final Report should be presented as a formal, technical document (e.g. with title, section headings, references, diagrams, tables). The report must be submitted as a Microsoft Word document. You are encouraged to use separate documents/files for different artefacts. For example, if your group has developed a privacy policy and undertaken a risk assessment, they should be submitted as separate documents, with the Final Report simply referring to them. That is, you may submit Final Report (Word doc), Privacy Policy (Word doc), Risk Assessment (Word doc), Network Design (Visio file) and so on.

The Draft Report should be presented and submitted in the same manner as the final report. Where sections are missing or incomplete, you should clearly mark them (e.g. "This section is not yet complete.").

All group documents and technical artefacts must be stored on a Microsoft Teams channel created for your group by the Unit Coordinator, and shared with your Project Mentor (tutor) and Unit Coordinator. With prior approval of the Unit Coordinator, a collaborative platform other than Microsoft Teams may be used. While documents are stored Teams, they must also be submitted on Moodle.

### **Assessment Due Date**

See the Schedule for due dates of deliverables

### **Return Date to Students**

Certification of Grades day for Final Report; Draft Report after all Quality Reviews submitted

### **Weighting**

40%

### **Assessment Criteria**

#### **Contribution to Grade**

1. Draft Report: 10%
2. Final Report: 30%

### **Individual and Group Contributions**

Both reports are group work. If all team members make similar contributions, then all team members will typically receive the same mark. However if there are noticeably different contributions from some team members, then different individual marks may be awarded for some or all parts of the assessment. The project mentor or Unit Coordinator may seek further information from team members, including via interviews, to evaluate the contributions.

### **Marking Criteria**

Your Final Report will be marked based on:

1. Problem definition. You must give a clear and concise statement of the problem your project is attempting to solve.
2. Approach. The methodologies, tools and techniques you use to solve the problem must be appropriate.
3. Solution quality and depth. Your solution must demonstrate an investigation into significant depth and the resulting outputs must be of quality expected of a graduate.
4. Evaluation of ethical and professional issues. Your evaluation must demonstrate understanding of the issues and must identify appropriate strategies for handling the issues.
5. Presentation. For example, formatting, grammar, referencing.

The reports, and especially the solution quality and depth, will be assessed taking into account the project management activities (for example, Project Plan, progress reports, quality review). For example, if the project does not deliver what the Project Plan promised and the changes have not been justified in progress reports, then a low score may be awarded. However, if the project does deliver what is promised, but there is little technical depth in that deliverable, then a low score may still be awarded.

The Draft Report will be marked in the same manner as the Final Report.

This unit is 12 credit points, and therefore requires significant amount of work every week with frequent assessment deadlines. If you get behind and miss a deadline, then it will be very hard for you to catch up. Therefore, for all assessments any late submissions more than 7 days after the original deadline will receive 0 marks.

Detailed marking criteria are available on Moodle.

### Referencing Style

- [Harvard \(author-date\)](#)

### Submission

Online Group

### Learning Outcomes Assessed

- Apply the concepts learned in network security specialisation units informed by research and professional best-practice
- Assess systems for security exposures; and accordingly, select and implement appropriate countermeasures and controls
- Plan and manage a network security project, particularly the prioritisation of tasks, scheduling of time and resources, and the generation of supporting documentation
- Communicate effectively by using written and oral presentation, understanding the needs of various stakeholders

### Graduate Attributes

- Knowledge
- Communication
- Cognitive, technical and creative skills
- Research
- Ethical and Professional Responsibility

## 2 Progress Reports

### Assessment Type

Portfolio

### Task Description

#### Components

This assessment is split into three (3) deliverables:

1. Individual Progress Report
2. Group Progress Report
3. Project Reflection

### Expectations of Progress Reports

Each progress report must:

- explain your technical progress since the last report (or since the start of the project), with each student referring to at least one technical artefact that they have made significant contributions to
- report on the status of tasks completed since the previous progress report, and any significant changes with respect to your Project Plan
- list the issues and challenges that have arisen, and your approaches to addressing them



- list the priority tasks for the next phase of work (up until the next progress report and/or the end of project)

You will be expected to answer questions about your progress report.

### **Expectations of Project Reflection**

This is a written task where you will reflect on your project experience, including the technical and management issues that arose in the project, as well as your key learnings from the project. You will also be expected to reflect on how the project will contribute to your future career goals. You will be required to publish project artefacts on a public portfolio (Portfolium).

### **Format and Submission**

All progress reports will be delivered verbally.

The verbal progress reports require you to briefly talk about your progress. You will be required to pre-record each progress report as a video and make that video available to the project mentor on Microsoft Teams. You will have a limited amount of time to present for each progress report (time limits to be announced via Moodle). Progress reports should not use many slides, however may show technical artefacts (e.g. network designs, code, policies). While the progress report will be pre-recorded, questions will be live.

The Project Reflection must be written in a Word document and submitted on the Moodle site. At least three artefacts that you contributed to must be published on Portfolium, with the link to Portfolium include in your Word submission. All group documents and technical artefacts must be stored on a Microsoft Teams channel created for your group by the Unit Coordinator, and shared with your Project Mentor (tutor) and Unit Coordinator. With prior approval of the Unit Coordinator, a collaborative platform other than Microsoft Teams may be used. While documents are stored Teams, they must also be submitted on Moodle.

### **Assessment Due Date**

See the Schedule for due dates of deliverables

### **Return Date to Students**

Two weeks after deadline for progress reports; Certification of Grades day for Project Reflection

### **Weighting**

20%

### **Assessment Criteria**

#### **Contribution to Grade**

1. Individual Progress Report: 6%
2. Group Progress Report: 6%
3. Project Reflection: 8%

### **Individual and Group Contribution**

The Project Reflection is an individual work.

A separate Individual Progress Report is given by every student in the group. That is, this is an individual work.

The Group Progress Report is group work, however individuals may receive different scores based on their contributions.

All group members must be available to answer questions on the Group Progress Report.

### **Marking Criteria**

Your Project Reflection will be marked based on:

1. Genuine and in-depth reflection on your experience of doing the project tasks,
2. Ability to identify what have you learnt during this project,
3. Analysis of hurdles faced while doing this project and how you overcame those hurdles. Discussion on lessons learnt from this experience.
4. Analysis of how this project experience will contribute to your future career goals.

Failure to publish artefacts on Portfolium will result in 0 marks for the Project Reflection.

Your progress reports will be marked based on:

1. Depth and quality of your technical contributions
2. Ability to plan realistic and significant tasks, and to complete planned tasks
3. Identification of challenges in the project, and practical approaches to deal with those challenges.

While the progress reports are pre-recorded, an important aspect of each progress report is answering questions from the Project Mentor (tutor). Therefore, attendance at your class (or scheduled project meeting) is required for each week that a progress report is due. If you do not attend (and do not have a valid reason, for example, a medical certificate) then you may receive 0 marks for the progress report (even if you contributed to the pre-recorded verbal talk).

This unit is 12 credit points, and therefore requires significant amount of work every week with frequent assessment deadlines. If you get behind and miss a deadline, then it will be very hard for you to catch up. Therefore, for all

assessments any late submissions more than 7 days after the original deadline will receive 0 marks. Detailed marking criteria are available on Moodle.

### Referencing Style

- [Harvard \(author-date\)](#)

### Submission

Online Group

### Learning Outcomes Assessed

- Review and critically evaluate team and individual performance, reflecting on the processes followed and identifying areas for continuous improvement
- Demonstrate productive participation and contribution to a project team or work environment.

### Graduate Attributes

- Communication
- Cognitive, technical and creative skills
- Self-management
- Ethical and Professional Responsibility

## 3 Planning and Review Reports

### Assessment Type

Written Assessment

### Task Description

#### Components

This assessment is split into two (2) deliverables:

1. Project Plan
2. Quality Review

### Expectations of Project Plan

Your Project Plan must:

- Define the problem your team will solve
- Identify the roles and responsibilities of team members
- Schedule a set of tasks and deliverables
- List anticipated challenges and mitigation strategies
- Budget for software or hardware costs, as well as access to resources (e.g. labs, cloud computing)
- Predict ethical or professional issues that may arise during the project or after the project (e.g. as a result of the product you deliver) and identify strategies to deal with those issues.

### Expectations of Quality Review

You will be required to conduct an independent review of technical artefacts of another group. The technical artefacts to review may include network design, policies, risk assessments, code, cloud services, etc (see the Project Report for more details on technical artefacts). The technical artefacts of all groups will be published, and you will be allocated a group/artefacts to review. Your Quality Review must:

- Evaluate the quality of the technical artefacts
- Propose improvements to designs, implementation and/or processes

The Unit Coordinator will assign the group/artefacts for you to review (based on the Draft Report submissions). You may be assigned multiple artefacts from one group to review. You are expected to conduct your review in an independent and professional manner. For example, you should not seek to influence reviews (for example, "I will give you a positive review if you give me a positive review") and your evaluation must be on the technical aspects (not influenced by who is in the other group).

### Format and Submission

Both the Project Plan and Quality Review must be submitted as reports (for example, Microsoft Word documents). Where appropriate, other documents (for example, initial network designs) may be submitted in other file formats as an appendix to the report.

All group documents and technical artefacts must be stored on a Microsoft Teams channel created for your group by the Unit Coordinator, and shared with your Project Mentor (tutor) and Unit Coordinator. With prior approval of the Unit Coordinator, a collaborative platform other than Microsoft Teams may be used. While documents are stored Teams, they must also be submitted on Moodle.

## Assessment Due Date

See the Schedule for due dates of deliverables

## Return Date to Students

Two weeks after deadline

## Weighting

20%

## Assessment Criteria

### Contribution to Grade

1. Project Plan: 8%
2. Quality Review: 12%

## Individual and Group Contributions

The Project Plan is group work.

The Quality Review is performed by a pair of students. That is, your group is split into pairs of students, and each pair conducts a review of another groups' artefacts. If there is an odd number of students in your group, then one of you will conduct the review on your own.

In most cases, all group members will receive the same mark. However if the project mentor or Unit Coordinator detect significant differences in contributions across group members, then interviews may be held to determine individual contributions, and individual marks allocated based on those contributions.

## Marking Criteria

Your Project Plan will be marked based on:

1. Depth and quality of planning.
2. Ability to identify issues relevant to your specific project.

Your Quality Review will be marked based on:

1. Demonstrated understanding of the work under review.
2. Identification of strengths and weaknesses of the work under review.
3. Relevance and details of recommendations made.

Typically you will review technical artefacts submitted in the Draft Report. You will not be assigned a group to review until your group has submitted your own technical artefacts to a reasonable standard for review by others. That is, you can't start your review until you have made your technical artefacts available to others for review. If your group does not submit your technical artefacts one (1) week before the Quality Review deadline, all members of your group will receive zero (0) marks for the Quality Review.

This unit is 12 credit points, and therefore requires significant amount of work every week with frequent assessment deadlines. If you get behind and miss a deadline, then it will be very hard for you to catch up. Therefore, for all assessments any late submissions more than 7 days after the original deadline will receive 0 marks.

Detailed marking criteria are available on Moodle.

## Referencing Style

- [Harvard \(author-date\)](#)

## Submission

Online Group

## Learning Outcomes Assessed

- Apply the concepts learned in network security specialisation units informed by research and professional best-practice
- Assess systems for security exposures; and accordingly, select and implement appropriate countermeasures and controls
- Plan and manage a network security project, particularly the prioritisation of tasks, scheduling of time and resources, and the generation of supporting documentation
- Review and critically evaluate team and individual performance, reflecting on the processes followed and identifying areas for continuous improvement

## Graduate Attributes

- Communication
- Research
- Self-management

- Leadership

## 4 Presentations

### Assessment Type

Presentation

### Task Description

#### Components

This assessment is split into two (2) deliverables:

1. Practice Presentation
2. Final Presentation

#### Expectations of Final Presentation

In your Final Presentation you must convince the audience that the work you have done is substantial, high quality and relevant for your major, and that you have applied appropriate processes to complete the work. The audience may include students from this unit, other students, your project mentor, Unit Coordinator, other academic staff, alumni, and industry representatives. The presentation will be time-limited (to be confirmed during the term). Therefore, you must design your presentation to convey the key aspects of your project, taking into account the audience and time limitations. While the content/structure of your presentation is mainly your choice, it must at least include:

1. Identification of your project topic, mentor, group members and major contributions of group members
2. Reflection on technical challenges, for example, what new things did you learn, what was difficult, how did you solve problems.
3. Demonstration of the system you develop or problem solved.

You may use a variety of presentation tools (including live demonstrations, videos, screenshots), but must be supported by slides.

#### Expectations of Practice Presentation

This will be practice for the Final Presentation, and therefore the instructions for the Final Presentation apply. As your project may not be finished, not all aspects will be able to be presented. However it is expected a demonstration be included (that is, you cannot just discuss your design without demonstrating any parts).

#### Format and Submission

Your group must deliver your Practice Presentation live in your regular project meeting with your mentor.

Your group must deliver your Final Presentation live using Zoom video conferencing. The final presentations will be scheduled in a conference-style event, running up to 1 day. Groups will be assigned to present at time slots during the day, and also be required to view presentations of other groups. The presentation day is planned for Monday 5 June 2023; the detailed schedule for presentations will be announced during the term.

For both the Practice Presentation and Final Presentation, you must submit at least PowerPoint slides on Moodle by the deliverable deadline. Other formats of the slides (including PDF) are not acceptable, unless permission is granted in advance by the Unit Coordinator. You may optionally submit other resources (e.g. videos) in addition to the slides. All group documents and technical artefacts must be stored on a Microsoft Teams channel created for your group by the Unit Coordinator, and shared with your Project Mentor (tutor) and Unit Coordinator. With prior approval of the Unit Coordinator, a collaborative platform other than Microsoft Teams may be used. While documents are stored Teams, they must also be submitted on Moodle.

#### Assessment Due Date

See the Schedule for due dates of deliverables

#### Return Date to Students

One week after presentation for Practice Presentation; Certification of Grades day for Final Presentation

#### Weighting

20%

#### Assessment Criteria

##### Contribution to Grade

1. Practice Presentation: 5%
2. Final Presentation: 15%

#### Individual and Group Contributions

Both presentations are a group presentation, however some marks will be allocated to individuals. All members of the group must present. All members will receive the same group score (unless exceptional circumstances, e.g. one member

does not present). The individual score will be based on how you present your part and answer questions. Different students in your team may receive different individual scores.

### **Marking Criteria**

Both presentations will be marked based on:

1. Content quality and relevance [Group]. For example: sufficient technical depth, appropriate contributions presented, interesting and clearly explained content, reflections on learnings.
2. Demonstration of prototype/system [Group]. For example: appropriate technologies are chosen and shown; demonstrates application of knowledge and skills.
3. Presentation organisation and flow [Group]. For example: keeping to time limit, preparedness, visual aids, quality of demonstrations.
4. Presentation skills [Individual]. For example: speaking skills, confidence, responding to questions, demonstrated understanding of the content.

This unit is 12 credit points, and therefore requires significant amount of work every week with frequent assessment deadlines. If you get behind and miss a deadline, then it will be very hard for you to catch up. Therefore, for all assessments any late submissions more than 7 days after the original deadline will receive 0 marks.

Detailed marking criteria are available on Moodle.

### **Referencing Style**

- [Harvard \(author-date\)](#)

### **Submission**

Online Group

### **Learning Outcomes Assessed**

- Communicate effectively by using written and oral presentation, understanding the needs of various stakeholders
- Demonstrate productive participation and contribution to a project team or work environment.

### **Graduate Attributes**

- Communication
- Cognitive, technical and creative skills
- Self-management
- Leadership

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem