Overview

Each UBC student in the CPSC 491 UBC/CDM Digital Media Practicum course receives a mark from the MDM instructor that assesses them as if they were a regular team member. Because you are not graduate students and because you were not full-time on the projects, this is not the mark you receive for the course, but it is used as crucial input to the UBC instructor's assessment.

Most of your course mark is for your project (contribution to the project and participation in your team) and will be based on your MDM instructor(s) feedback and material in your report and presentation. The remainder is for your report and presentation, although since a crucial part of these is communicating your accomplishments with, contributions to, and learning from your project, the project itself still forms an important part of this mark.

Rubric

Here is the rough marking scheme/rubric we plan to use.

Deliverable Timing

These are typical timings for the term, but specific constraints of a given term can cause substantial changes (e.g., flipping which pieces are due in what order!). Be sure to read any specific notes about your term.

Towards the end of the term (~2-3 weeks before presentations), check in with your UBC instructor to discuss any concerns or issues you have as you prepare to submit your UBC deliverables. We can talk online or in person (with enough advance notice!).

First Report Draft: The first draft of the report is normally due by email about one week before presentations. The report should be a PDF of roughly four pages (not counting the title page!) and include the required sections described below. These are due before presentations so your instructor knows what to look for during the presentations themselves.

Presentations: Presentations are typically given shortly after the end of UBC's classes for the term. After the presentation, send the instructor a copy of the presentation itself (in some reasonable format) by email.

Draft Feedback: Within a few days of presentations, your instructor will send you written feedback on your draft report, taking your presentation into account.

Final Report: Roughly one week after you receive feedback, the revised final report will be due (PDF format, please, although supplying additional alternate formats is fine).

Report Format

The written report should start with **a title page with your name, team name, the date, etc. and a brief (one-sentence) "charge" describing the challenge your client presented to you**. Feel free to put a catchy image on that page as well if you want!

Then, include five sections[1] with the following headings:

1. **Project Overview**: client, goals (including personal goals for the term), what was done, degree of success. Include here a description of how any non-disclosure issues might impact the remainder of the report.

2. **My Team Role**: what you did on your team, how others used your work and how you otherwise contributed to the team, and how others' work supported yours.

3. **Project Process**: a description of the process your team used for your project, both on a short-term (e.g., weekly) and term-long basis, including any notes on adapting a formal design process to your team's needs

4. **Lessons Learned**: what you learned from participating in the project, including what CS skills you used, what CS skills you wished you had had beforehand, and what non-CS skills you learned and used. Refer back to your goals from the project overview.

   Note that since this is a CPSC course, it's important to establish here and in the next section how you learned and made contributions as a Computer Scientist. (That doesn't necessarily mean writing code!)

5. **Technical Challenges**: discussion of any technical challenges you or the team faced and how you resolved them, especially those that you were responsible for (this should include specific examples).

[1] **BCS students using 3 credits of the practicum for non-CPSC bridging coursework**: Please add an extra section of about 0.5 to 1 pages (beyond the usual page limit) describing how you substantially contributed to the project beyond what would be expected of a Computer Science student in ways informed by your non-CS background and contributing reasonably to your bridging module.

Presentation Format

The presentations will be open to team members, CDM students, and UBC/SFU students interested in the practicum. (We encourage you to invite your fellow students!) Each student will have ~8 minutes for a presentation on your work during the term followed by 2 minutes for instructor or audience questions. **PRACTICE** to ensure you can efficiently use your available time. Over-time presentations are the most common reason for losing significant marks!

Your presentation should describe the project, your role in it, the process that the team followed, lessons you learned from the project, and some of the technical challenges you faced or technical solutions you used. In other words, they have the same general structure as the report. However, you should tailor your presentation to best convey your and your team's core contributions, including giving visual illustrations of process, challenges, contributions, or the project itself (video, website, photos, screenshots, etc.). You won't be able to fit your whole report into a presentation. So, cover the high level and otherwise focus on specific, concrete examples or points that are illustrative of that larger story.

While you should be the primary author and presenter for your project presentation, your team can definitely contribute to its design and even delivery.

Borrowing from CDM Reports/Presentations

We anticipate that much of your report and presentation will be founded in documentation you have already produced individually and with your CDM team.

The final report should be your work, and you should personally write all sections specific to you (e.g., your personal contribution to the team and your role on the team), but you should feel free to adapt team-oriented sections from your team's documentation. Please try to acknowledge reasonably this adaptation. Bear in mind, however, that you otherwise must clearly and specifically indicate quotes and adaptation from other materials and cite the sources of those materials.

In the presentation, you should have a brief time to discuss your own role/work and be clear when you are doing this, but it is even more likely that other parts will rely heavily on work your team has already done as a group.

Notes for Teams with More than One UBC Student

Sometimes it makes sense to assign more than one UBC student to a single CDM team. In that case, there will naturally be overlap between you on your presentation and report. We approach these two similarly, but with more of a “joint” emphasis on the presentation and less so on the report. (Some of this also applies to teams with a UBC student and an SFU student, particularly when the presentations are on the same day in the same location.)

For both report and presentation, there are five parts to consider: project overview, project processes, your team role, lessons learned, and technical challenges. Likely, you and your partner collaborated to a greater or lesser extent on all of these but especially on the first two. On the other hand, your team role, lessons learned, and technical challenges are likely more unique experiences where you took particular leadership.

Given that context, let’s separately consider the presentation and the report.

Presentation: We recommend a single, shared presentation slot that is roughly twice as long as a normal slot. (You’ll save some time by sharing portions of the presentation but lose some to overhead in sharing the stage.) Prepare and present the overview and process pieces jointly; that is, work together to develop this portion of your script/materials/slides and then choose an individual to be primary presenter for segments of these (e.g., one for each), with the other person supporting if that is a natural role (e.g., driving a demo if there's an independent device to use). These pieces will likely take about 40% of the time.

Then, each of you individually (probably one after another rather than switching back and forth) discuss your team role, lessons learned, and technical challenges. No one presents everything in their report anyway. So, focus your individual presentation especially on areas of particular interest/impact to you or where you took a leadership role. While you should take primary ownership of your own presentation segment, do communicate together to plan and regularly ensure that your presentations fit well together.

Let us know **up front** how much time you plan for each part so we can hold the team responsible for overall timing and individuals responsible for their own timing. (One standard choice is ~7 mins for the joint intro+overview+process and ~5 mins each for the individual role+lessons learned+technical challenges.)

Finally, since your presentation is longer and more complex, a very brief initial “outline” may be appropriate at the start, including who is presenting which pieces.

Report: The report works similarly to the presentation, except that we expect more individual effort. Like all students on every team, your overview and process discussions—and perhaps

even role—will probably draw on your team's work, with acknowledgement (e.g., in a footnote). Similarly, your report will likely draw with acknowledgment on the planning or even materials from your presentation. However, take primary responsibility for the writing of most of your document, including choosing your own structure and content.

Again, in role and especially lessons learned/challenges, you should place extra emphasis on areas of special interest to you or where you took a leadership role, but you might also each write your own discussion of more collaborative contributions from your own perspective.

Unlike the presentation, each report would be the "normal" length.

Working within an NDA

Some of you will be under formal or informal non-disclosure agreements with your clients. You will want to handle that situation legally, ethically, and professionally while still doing your best to create a meaningful report and presentation. There's no uniform way to go about it for every project and NDA, but here are some tips.

1. Make clear what the rough boundaries are to your NDA.
2. Complete most sections "normally", e.g., describing your role on the team, but abstracting away restricted details. (E.g., you might say "I was the expert on the API for a novel and proprietary piece of hardware that enables a more immersive VR experience." You then talk about technical challenges working with this bleeding-edge API without going into details about what the hardware is.)
3. Talk to your team's faculty lead at CDM for further advice on strategies.
4. Write the version you'd use if you were not under NDA. (Keep it in a secure place!) Work from that to a shareable version. Where you find that redaction is dissatisfying compared to the original, add a note explaining how the process constrained your discussion.
5. If all else fails, talk with your mentor at your university about whether an altered format for report or presentation may work better than our standard plan.