

Memo

To: preTOM students 2016-1, GP supervisors and critical observers

From: Richard Bults <r.g.a.bults@utwente.nl>

Date: October 11, 2016

Subject: Semester 2016-1 Deliverables and Assessment 1st part Graduation Project

Message

The first part of the "Graduation Project" (GP) will be concluded with one obligatory deliverable, two draft deliverables, a public presentation and a formative assessment¹.

Deliverables

1. GP description, signed by the GP supervisor,
2. Chapter 1 "Introduction" (draft), and
3. Chapter 2 "State of the Art on *the GP topic*" (draft).

The GP description should follow the standardised format (see Appendix 1). Students should write a concise description about the context (a.k.a. situation), project background, challenge(s) and main research question of their project. Both student and GP supervisor sign the GP description, after which the supervisor sends this document via email to the GP coordinator.

Note Chapter 1 and 2 deliverables are not obligatory for preTOM students. Nevertheless, it is highly recommended to deliver draft versions of these two chapters to avoid a too high workload in the second half of the graduation semester.

Chapter 1 introduces the GP's topic, explains its relevance, and presents a clear main research question with possible sub-questions. This chapter builds upon the signed GP description. A placeholder for the contents description of the full report at the end of Chapter 1 is sufficient.

Chapter 2 describes the "State of the Art on *the GP topic*" (see also section 3.3.2 of the [Graduation Semester Manual](#)). The first part of this chapter reports on: 1) background research (deepening of understanding) on the proposed research area, 2) problem analysis (rationale for student's research), and 3) the main research question² (possibly with additional sub-questions). The second part of Chapter 2 describes the state-of-the-art review on the GP's topic, with the main research question as the starting point. It is a critical survey of recent (e.g. past decade) literature and an analysis of current thinking in the field. The state-of-the-art review concludes with a claim that the proposed GP research is novel; i.e.

¹ <https://www.cmu.edu/teaching/assessment/basics/formative-summative.html> (last visited 4-10-2016)

² Approval of the main research question by the GP supervisor is mandatory.

there is to the student's knowledge no existing answer to the posed research question.

Note Chapter 1 and 2 may be subject to change in part 2 of the GP due to new insights.

➔ Due date of all deliverables 4-11-2016.

Public Presentation

The "My Graduation Project" presentation is obligatory for students working on their GP. In a 10-minute presentation students introduce the (broad) contextual description of the GP; i.e. the 'situation' and 'challenge' description. They briefly discuss their findings of the background research and problem analysis, and conclude with posing their main research question and (optionally) the accompanying sub-questions. Next, students describe the state-of-the-art review process, including preliminary findings of interest and the conclusion of this review process.

➔ Venue ZI A-138 (SmartXp), 9-11-2016, 8:45 – 16:30³.

Assessment

GP supervisors are strongly advised to personally attend the "My Graduation Project" presentation of each of their students. If presence during this presentation is not possible, they have to arrange for a qualified representative (e.g. the critical observer⁴).

The GP supervisor assesses the draft versions of chapter 1 and 2 deliverables and in parallel sends these deliverables to the critical observer for reviewing. The critical observer provides feedback on the contents and quality of these chapters to the GP supervisor.

The GP supervisor fills-out the "Graduation Project I Assessment Form" (see appendix 2) taking into account the feedback of the critical observer, and decides on an indicative grade⁵ (PASS or FAIL). Both GP supervisor and critical observer sign the assessment form, after which it is sent by email to the coordinator of module 11.

➔ Due date assessment 11-11-2016.

³ See [ORG 2016_EWI_Create-Graduationsemester: Create graduation semester](#) "Announcements" for programme details.

⁴ A GP supervisor is responsible for appointing a critical observer (see section 3.5 Graduation Semester manual).

⁵ The indicative assessment and accompanying remarks constitute the formative feedback. The grade is only indicative for the performance of the student and must be used as an encouragement (PASS) or warning (FAIL). This formative assessment will not be registered in the OSIRIS system.

Appendix 1 Graduation Project I Assessment Form

Creative Technology – Graduation Project description
(v5 4-10-2015)

< Title >	(max 2 lines)
Student Information	
Name	< add name of student >
Number	< add student number >
Status Proposal	< draft/concept/approved >
Client Information	
Name	< add name of (external) organisation >
Web site	< add URL >
Supervisor(s)	< add name and email address of supervisor(s) >
CreAtE Information	
Supervisor	< add name and email address of supervisor(s) >
Critical Observer	< add name and email address of second reader GP report >
Timeframe	< add project timeframe >
Situation	(200 words)
< Describe what is the current situation / context of this project >	
Challenge	(150 words)
< Describe the challenge in the current situation >	
Question(s)	(max 2 lines per question)
< Describe the (research) question(s) in response to the challenge >	
Practical Aspect(s)	(100 words)
< Describe the enabling or constraining aspects of this project >	
Signatures	
..... / / 2016	
..... (signature student) (signature GP supervisor)

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Appendix 2 Format GP Description

Creative Technology Graduation Project I Assessment Form

UNIVERSITY OF TWENTE.

Student Name :
Student Number :
Period :
Organization :
Project Title :

Assessment criteria	--	-	+/-	+	++	Remarks (optional)
Quality of report <ul style="list-style-type: none"> Statement of research/design question Context and existing work Discussion and argumentation Results and conclusions 	<input type="checkbox"/>					
Structure of report <ul style="list-style-type: none"> Organization and structure Clarity References Language 	<input type="checkbox"/>					
Quality of work <ul style="list-style-type: none"> Relevance Originality Complexity Volume of work 	<input type="checkbox"/>					
Process graduation project <ul style="list-style-type: none"> Independence Creativity Problem solving Planning Critical attitude Incorporating feedback 	<input type="checkbox"/>					
"My Graduation Project" presentation <ul style="list-style-type: none"> Clarity Use of media Answering questions 	<input type="checkbox"/>					
FINAL GRADE:						

Final grade motivation:

Report delivery date (DD/MM/YY) : --/--/--

Graduation Project evaluation date (DD/MM/YY) : --/--/--

Supervisor & critical observer signature :

RB@CreaTe 160902

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