

Computer literacy 2 – fall. 2013

Major Project Timetable

Please keep this handout to refer to throughout the semester as you prepare your progress reports!

It is now time to start working on your major semester project. During the rest of the semester, you will be able to meet with your teammates in the Uni High computer labs and library to coordinate and complete your projects.

Final project presentations to the whole class will start about **December 9, 2013**. We will schedule the presentations later, but you should work toward a deadline of **Friday, December 6, 2013** to have your project complete and class presentation ready.

You must prepare a written, online progress report about your project work each week. There will be ten progress reports due by 4:00 P.M. on the following Fridays:

September 27	November 1
October 4	November 8
October 11	November 15
October 18	November 22
October 25	December 6

You will submit these reports through the UniBBS forum system. Log on to <https://www.uni.illinois.edu/bbs> (don't forget the "s" in "https") and navigate to the topic for your particular group within the Computer Literacy 2 forum. The subject of your message must be:

Project Progress Report for (date)

Please include the due date from the list above in your title. Except for catastrophic failures of the Uni computer systems, we won't be responsible for delays caused by technical problems. This class work has priority in the computer labs over all other recreational or non-school activities.

Each report must include:

- The names and Uni High e-mail addresses of all group members participating in the project.
- A summary of meetings you have had with your partners since the last report. Include both in-class and out-of-class meetings.
- The total number of person-hours you have worked on the project both in and out of class. (Three people working for one hour each would count as three person-hours.) Include both the current week's hours, and a cumulative total of time spent since the beginning of the project.
- A description of the work you have done on the project. This should include copies of any significant documents you have developed, URLs and locations of important files we could access to grade your project.
- A description of the assignments and distribution of work to each team member.
- A list of the software and hardware you have used.
- Notes on any problems you have encountered and their solutions (if any).

- A comparison of your actual progress to the goals that were outlined for this week in your original project plan.
- A list of any expenditures of money for the project. Include both the current week's expenses, and a cumulative total of money spent since the beginning of the project.
- A bibliography of references you have consulted, including the complete URLs of any web sites with information you used while collecting information or components for your project. Bibliographies are cumulative, and will grow week by week as you add new references. They should be in APA format. Use Noodlebib to generate these if you need assistance.
- Goals for the next two weeks.

You may also add any general comments you have for the teachers and any requests you have for special assistance (meetings, consultations with outside advisors, software to be installed, and so on). A reasonable progress report will probably be about 40 to 50 typed lines of text (approximately equivalent to one single spaced typed page), excluding any samples of your work.

The progress reports are the most important component of your grade! They will count for about half your project grade, or 40% of your total semester grade. Follow these instructions carefully to make sure you receive full credit for your work! **No progress reports will be accepted after the next report is due, and none will be accepted except through the UniBBS forum.** Reports submitted late will receive half credit until the due date of the next report, but no credit after that. Please submit only one report per group, but be sure to include the names and e-mail addresses of all group members as the very first item in it. **If your name and e-mail address aren't on the report, you will not receive credit for it. No exceptions!** One of the teachers will e-mail progress report grades to all the group members, usually on the Monday or Tuesday after the reports are due. We will also add comments on the forum. You are encouraged to read and comment on the reports submitted by other groups in the forum, to see how they're doing and to get ideas for improving your own reports. Keep your comments on-topic and serious.

We will delete the **lowest non-zero** progress report grade when calculating your final semester grade. This doesn't mean you can *skip* a progress report, but it is intended to insure that one bad day won't count against you, and to give you a chance to improve the next report if necessary.

During the last full week of the semester, you will make a presentation to the class and teachers about your project (approximately 15 minutes, with questions from the audience afterwards). You must also prepare a paper (approximately 3 – 4 double spaced typed pages) summarizing how you completed the project, what you learned and how your group worked together. The progress reports submitted to the forum will be a valuable resource when writing your final report. The progress reports, the project materials themselves, the presentation and this paper will be the basis of the project grade.

We hope you have a good experience working on these projects. Don't hesitate to talk to the teachers if you have any questions at all about either technical problems, or how to organize your work on the project.