



Level 3

BA (Hons) Interactive Multimedia

Supplementary Handbook

2004-2005

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Introduction and Welcome

Welcome to the beginning of your final year studies within Staffordshire University, I look forward to meeting and tutoring you all again. Due to recent restructuring we are now in the Faculty of Computing, Engineering and Technology. Some of you returning may not be familiar with this but I will endeavour to explain what this means to you.

I hope that you are glad to be back and eager to start your studies again. This supplementary handbook aims to update the handbook you received in your previous year.

You will have been issued with an up-to-date copy of your core timetable, and you will be able to monitor any changes to the timetables from the 'Timetables' web page listed later in this booklet. You will need to check if any core classes have moved, and if so if they have any impact on the times that you signed up for your options. You should also check the computing module details on the boards opposite the Award (School) Office (LC015) for any cancelled classes, as well as to confirm that your name appears on the appropriate lists. You will have to do the same for any modules that you have registered for owned by other subject areas. If this checking process brings to light any problems, you might need to make some changes to your options. Do not hesitate to contact me if you need to discuss anything regarding modules either now or at a later date. Note that currently, a large number of modules are over full and will need to be broken down in to more than one class. The lecturer of the class concerned will organise this at the first class. Also note that you can change what option modules you study, but there are limitations on when this can occur. See later in this booklet for further details.

It is important to realise that your final year results contribute 70% towards your final degree classification, so you need to work hard this year to achieve the best results you can. You should already be aware of the assessment rules that govern the awards here at Staffordshire University, but it might be a good idea to remind yourself of them. You can access all the rules from the "Students and Staff" link followed by the "Student Information" link on the university's home page <http://www.staffs.ac.uk>. Alternatively, the Award Office (LC15) has copies of all the regulations and will be happy to help you if you have any queries. Please pay careful attention to the rules governing plagiarism as the university takes very seriously any case where a student is accused of breaching these rules - see later in this booklet for further information. The consequences of being found guilty of plagiarism can be very serious!

You are likely to have learnt a lot of invaluable lessons last year about managing your own time whether you were studying, on placement or on a year out. Managing your time effectively will be vital in helping you to study successfully. Juggling assignments submissions, revising for test/exams, and finding time to relax and have a good time are all important, and being organised will enable this to happen. It is all too easy to leave everything to the last minute only to realise that you simply have too much to do in too little time.

Even if you did not do too well in your 2nd year learn from your experiences and use them because this year counts significantly towards your final degree classification you may be able to pull things back.

Please let me know if you find that too many core modules have assessments scheduled at the same time, I can then look in to the matter although I stress that I may not be able to rectify the problem as what makes for a good solution for you, may create an equally undesirable problem for someone else.

I hope the high standards that many of you set yourselves previously and achieved are repeated this year. There will be opportunities for student work to be entered into competitions I hope that you will be proactive in participating. A School of Computing Prize is awarded at Graduation to the IM3 student achieving the highest aggregate grade point i.e. best overall performance. It is usually of the order of £50 but the prestige I am sure you will agree is of greater value.

Finally, may I wish you the best of luck for your final year of studies and hope to see you graduate next year with the classification you desire.

Marie McGowan-Griffin

REGISTRATION and ENROLMENT WEEK

Thursday 23rd September 2004

09.30	Registration forms filled and signed	B129 (Brindley)
10:00-11:00	University Enrolment	Sports Hall
11:00-	Check module times/module cancellations.	

Note: Ensure that your name is on the class lists on the notice-board for all your modules (including any referred modules). Refer to pages 9-11 below for more information about modules).

You have already been enrolled on the modules you selected. If you want to make any changes, ensure you get a Module Amendment form (available from the School Office), which should be initialled by the appropriate module tutors and then put in my pigeon-hole in the School Office.

COURSE ADMINISTRATION

Award Leader
LC128

ext 4915 A.E.Jones@staffs.ac.uk

Level 1 Tutor
Emily Raeburn

LC023 ext 4276 E.Raeburn@staffs.ac.uk

Level 2 Tutor
Michael Chai

LC019 ext 4284 K.K.Chai@staffs.ac.uk

Level 3 Tutor

Marie McGowan-Griffin LC115 ext 4274 M.D.McGowan-Griffin@
staffs.ac.uk

Projects Tutor

Marie McGowan-Griffins above

Placement Tutor

Joy Harding LC021 ext 4023 J.Harding@staffs.ac.uk

Admin Officer

Catherine Brough LC009 ext 4162 C.L.Brough@staffs.ac.uk

AMD Liaison Tutor

Colin Chambers H113 ext 4485 c.r.chambers@staffs.ac.uk

BA (Hons) Interactive Multimedia Level 3 Course Structure

Semester 1

Semester 2

Individually Negotiated Programme Preparation for IXM AM50081-3 (15cat)	Individually Negotiated Programme of Study for IXM CE53008-3 (45cat)
Interactive Learning Systems CE53402-3 (15cat) or Advanced Multimedia Systems CE53304-3 (15cat)	
Xmedia Innovation AM 50079-3 (15cat)	
General Option (15cat)	Specific Option (15cat)

General and Specific Options List

CET	*Advanced Multimedia Systems (core alternative)	CE53304-3
	*Interactive Learning Systems (core alternative)	CE53402-3
	*Applied Communications Technology	CE53105-3
	*Java for the WWW	CE53602-3
	*Developing E-Commerce Applications with XML	CE53305-3
	*User Interface Design and Modelling	CE53403-3
	Perspectives in Systems Analysis and Design	CE53502-3
	Computer Systems Management	CE53503-3
	Database Administration and Management	CE53701-3
	Design of Corporate Communication Systems	CE53106-3
	Developing Server Applications (Barred if already taken Web Page Scripting or Web Server Scripting at Level 2)	CE52103-2 (L2)
	E-Commerce	CE52302-2 (L2)
	Practical Virtual Reality	CE52303-2 (L2)
	New Technology	CE52901-2 (L2)
	Immersive Scripting Intermediate	CE52309-2 (L2)

CET(Computing, Engineering and Technology) follow links to levels 2 or 3
<http://gawain.soc.staffs.ac.uk/modules/moduleInfo/>

AMD	Intermediate 3D Computer Modelling	AM50119-2 (L2)
	*Advanced 3D Computer Modelling	AM50122-3
	Desk Top Animation	AM50123-2 (L2)
	Digital Layout and Typography	AM50126-2(L2)
	Digital Illustration Intermediate	AM50097-2(L2)
	*Answering an External Brief	AM50125-3
	*Design Futures for Interactive XMedia	AM50124-3
http://ard-172-174.staffs.ac.uk/amdindex/		

Module Information and Procedures

Assignment Hand In Procedures 2004/2005

Students are required to submit assignment work to the School Office between the hours of 9.00am and 3.30pm. Anything handed in after 3.30 on the day of the deadline will be deemed late and therefore given a fail grade 0.

Just one hard copy of typed/written assignment work is required (we will make copies if required for external examination). This will be returned to you by your module tutor, or made available for your collection from the School Office.

Digital assignment work should be submitted in the appropriate format i.e. CD/Floppy/Zip.

All work must be accompanied by a completed 'Assignment Hand in Form' (obtained from the School Office). A copy of this form (with tutor's assessment comments) will accompany your assignment work when returned.

For IM Project work you must submit 2 copies as above. Neither of these will be returned to you as CET and AMD will require copies, so please make sure that you create a third if you wish to keep one.

Changes

You will notice that there have been radical changes to your Level as with Levels' 1 and 2 also in the recent Re-validation event. The changes were necessary in order to move the course forward (in this ever changing field of study) and due consideration was given to your future employability (via current and future industry requirements) and to the competitiveness of the course to ensure it's future success. Other changes were imposed by the University directive to amend all modules from a minimum of 10 to 15 (cat points) this has resulted in the rewriting of many modules if not in full, in part and also the development of new modules. I consider this to be a positive move if not only that you will undertake fewer modules which should result in less assessment.

Option modules

For your General Option you may choose anything from the University General Option list please refer to the web for this. Regarding the CET & AMD General Options being offered please find these listed previously.

Your Specific Option must be from the given list.

Choosing options

Please check out the url's on the list to gain access to module specifications enabling you to make a more informed choice (apart from content and assessment please also consider how your choice fits within your timetable, i.e. in which semester it runs). Also please complete the attached Specific and General Options Registration Form below and return it back to me as soon as possible.

Changing your Option Modules

You can change which option modules you study PROVIDING you do so within the first 2 weeks of the semester within which the module runs. To make a change you will need a Change of Module form (available from the Award Office). You then get the tutor for the module you no longer wish to take to sign you off it, and the tutor for the replacement module you wish to study to sign you on. Once this is done, you must take the form to your Level Tutor for authorisation.

Timetables

For timetables of School of Computing modules or of your Award Core modules: www.soc.staffs.ac.uk, then Current Students, then Stoke-based Students, then Timetables Stoke Site

For information regarding School of Computing module content (briefly), pre-requisites and barred combinations: www.soc.staffs.ac.uk, then Current Students, then Stoke-based Students, then Module Information 2002/3

For School of Computing module details: www.soc.staffs.ac.uk, /Current Students/Stoke-based Students/Computing Modules at Stoke

Also see: the appropriate notice board – for Computing modules outside the School office

For information on AMD General Option modules go to Art, Media and Design School Office or www.staffs.ac.uk/schools/art_and_design/index_under.htm then select Course Module Descriptions

Communications

Personal Tutors

Your School of Computing personal tutor for this year will be me (Marie McGowan-Griffin), but if you would rather speak to someone else should the need arise, any member of the award team will be happy to discuss your issues with you.

Notice-board

You will all be familiar with the IM Award notice board in the Trent Building this is where Level 3 specific notices notices will be posted. Please check it regularly.

Post Trays

Under your notice board is a rack of IM Post Trays - staff will file messages and items to be returned to you in the tray bearing the initial of your surname. Please check these frequently.

Email

Please note that your University email address is the only one staff will have in most cases, so important messages will be communicated to you via this address. You have a responsibility (in the University regulations) to check you mail at least weekly, but I suggest you do this daily and also remove redundant mail (if your mail box is full you will not receive further messages sent). If you have another mail address please make sure your Level tutor has this also.

Student Representatives

At the beginning of your final year studies, two students from your year will be elected by yourselves to be your final year Student Representatives. One of their main roles will be to represent your views at Award Committee Meetings. This is an important way for you to make your views heard so take time to let them know what you are thinking, whether those thoughts be good or bad. We strive to maintain good practices and make improvements where necessary, but we can only do this if we are kept fully informed of what is going on.

Technical support

Should you require help with technical problems, or require server space or specialist software for project work please contact our Computing Department technicians (see 'Staff Rooms and Contact Details' list). It is important that you give plenty of prior notice in may incidences, particularly for specialist software. It must be pointed out that computer failure is not regarded as extenuating circumstances so it is vital that you back up work regularly (in more than one place). Should you be unfortunate enough to succumb to computer failure or virus problems on your personal computer you must inform the technicians immediately.

Further Module Information

Assignment Hand In Procedures 2004/2005

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Also see: the appropriate notice board – for Computing modules outside the School office

For information on AMD General Option modules go to Art, Media and Design Faculty Office or www.staffs.ac.uk/schools/art_and_design/index_under.htm then select Course Module Descriptions

PLAGIARISM

Level 3 students should pay particular attention to items 3, 4 and 5.

1) Plagiarism, otherwise known as copying is strictly forbidden. Anyone caught in what may be construed as plagiarism will not only be breaking University Regulations but violating academic integrity and practice. Individuals who are caught will be subject to the penalties associated with plagiarism. Last year, students were excluded (expelled) or suspended (from the University) or referred in their studies. As you can see, the severity of the penalty indicates the severity of the crime.

2) Plagiarism means trying to pass off another persons work as your own, either in its entirety or partially.

3) This includes, but is not restricted to; software production (programming), written reports, diagrams, slides. In other words, any work which you have been asked to produce as part of an assessment process.

4) Copying information from books, articles or papers without citing the source of the information by an appropriate reference, thereby trying to demonstrate the work as your own either wilfully or accidentally may be construed as plagiarism.

5) Copying information from the WWW, without citing the source of the information by an appropriate reference, thereby trying to demonstrate the work as your own either wilfully or accidentally may be construed as plagiarism.

6) Knowingly or unknowingly participating in what may be construed as plagiarism - For example, "I gave the disk to my friend to mind" may be construed as participating in plagiarism since you wilfully made your work available to another party. The penalty may be the same as the person who copied your work whilst "minding" your disk.

7) By copying some-ones work you are fooling no-one but yourself. You should be proud of the knowledge that you have and take pride in the knowledge acquisition process, and make the most of that process. In order for you to become a professional in computing you will need to demonstrate that you have the knowledge and you will be required to demonstrate this in a diverse range of circumstances. You can only do this if you have acquired expertise legitimately and properly.

8) Being at University is all about acquiring knowledge. Plagiarism, therefore, is one of the worst things that you can be involved in whilst here.

9) Why should someone gain an unfair advantage by cheating, whilst honest individuals (fellow students) work legitimately? What does this say about the person(s) involved in plagiarism?

10) Don't do it or be tempted to do it - the chances are you will be caught. Being caught though should not be the main deterrent. The main deterrent is you believing in your own integrity and honesty.

LOCAL FIRST AID INFORMATION

The Computing department has two qualified first aiders at work and 3 emergency first aiders. There are 3 first aid boxes distributed about the department.

Qualified first aiders

Ground floor - Richard Allies (LC009)
- Catherine Brough (LC009)

Emergency first aid

LC015 Award (Computing Dept Office) Lynn Hawthorne & Marie Wright

Location of first aid boxes

Ground floor - LC009 Richard's Office
LC015 Award (Computing Dept Office)

First floor - LC115 Technician's Office

Information Centre

The Information Centre can provide you with information, advice and guidance on a range of issues. These include:

Student Finance

Hardship Funds, Emergency Loans, Bursaries

Student Records

Student ID cards, LEA/ Student Loan Company queries, tuition fee queries, Council Tax exemption, Award enrolment, confirmation of student status letters, other general University queries

Student Guidance

University regulation queries, academic appeals, if you are unhappy on your course, complaints

Examinations and conferments

Examination queries, academic transcripts, graduation ceremonies, certificates

Student Accommodation

Accommodation queries (Stoke campus only)

The Information Centres are;

Ground Floor
Flaxman Building
College Road
Stoke campus

Ground Floor
Beacon Building
Stafford campus

01785 295705

01785 353253

Opening hours: 9.00 – 5.00 Monday-Thursday and 9.00 – 4.30 Friday

E mail: information_centre@staffs.ac.uk

Website: <http://www.staffs.ac.uk/informationcentre/>

There is always someone available at the Information desks to speak to you. If you are just not sure who to contact for help call into the Information centre, if they cannot help they will point you in the direction of someone who can.

Academic Calendar 2004-2005

WEEK NO.	MONDAY	ACTIVITY
08	20 SEP	
09	27 SEP	Week 1 Semester 1 teaching begins Monday 27 th September
10	04 OCT	Week 2
11	11 OCT	Week 3
12	18 OCT	Week 4
13	25 OCT	Week 5
14	01 NOV	Week 6
15	08 NOV	Week 7
16	15 NOV	Week 8
17	22 NOV	Week 9
18	29 NOV	Week 10
19	06 DEC	Week 11
20	13 DEC	Week 12 Teaching ends on 17th December
21	20 DEC	Christmas Break
22	27 DEC	Christmas Break
23	03 JAN	Christmas Break
24	10 JAN	Examinations/Independent Learning Week
25	17 JAN	Week 1 Semester 2 teaching begins Monday 24 th January
26	24 JAN	Week 2
27	31 JAN	Week 3
28	07 FEB	Week 4
29	14 FEB	Week 5
30	21 FEB	Week 6
31	28 FEB	Week 7
32	07 MAR	Week 8
33	14 MAR	Week 9
34	21 MAR	Easter Break
35	28 MAR	Easter Break
36	04 APR	Week 10
37	11 APR	Week 11
38	18 APR	Week 12 Teaching ends on Monday 22 nd April
39	25 APR	Revision Week
40	02 MAY	Assessment May Bank Holiday
41	09 MAY	Assessment
42	16 MAY	Assessment
43	23 MAY	
44	30 MAY	26 & 27 May Bank Holiday
45	06 JUNE	
46	13 JUNE	
47	20 JUNE	Results publication/counselling
48	27 JUNE	
49	04 JULY	

FACULTY OF COMPUTING, ENGINEERING AND TECHNOLOGY**Staff Rooms and Contact Details - Stoke**

Name	Room	Telephone	E-mail	
			(+ @staffs.ac.uk)	
Computing Field				
Yvan Cartwright	LC024	4157	Y.J.F.Cartwright	
Michael Chai	LC019	4284	K.K.Chai	
Lesley Drumm	LC115	4281	L.E.Drumm	
Bob Edwards	LC122	4300	E.R.Edwards	
Kathleen Ingram	LC019	4156	K.Ingram	
Andy Jones	LC128	4915	A.E.Jones	
Ritchie Macefield	LC026	4027	R.C.Macefield	
Chris Mayer	LC034	4295	C.E.Mayer	
Marie McGowan-Griffin	LC115	4274	M.McGowan-Griffin	
Phil Mickleburgh	LC124	4303	P.G.Mickleburgh	
John Peglar	LC126	4631	R.J.Peglar	
Andrew Seddon			A.Seddon	
Nic Shulver	LC122	4914	N.A.Shulver	
Jonathan Westlake	LC026	4618	J.C.Westlake	
Maths and Stats Field				
Sarah Easton	LC023	4279	S.J.Easton	
Mike Fletcher	LC025	4022	M.Fletcher	
Joy Harding	LC021	4023	J.E.Harding	
Chris Mann	LC024	4275	C.M.Mann	
David Noble	LC027	4158	D.Noble	
Emily Raeburn	LC023	4276	E.Raeburn	
Helen Shaw	LC021	4160	H.E.Shaw	
Admin. Staff				
Richard Allies	LC009	4833	R.W.Allies	
Catherine Brough	LC009	4162	C.L.Brough	
Secretarial and Clerical Staff				
Lynn Hawthorne	LC015	4026	L.M.Hawthorne	
Marie Wright	LC015	4642	M.L.Wright	
Technicians				
Mick Forster	LC112	4255	M.G.Forster	
Chris Davies	LC112	4282	Chris.Davis	
Mel Lewis	LC112	4327	M.J.Lewis	
Adrian Wright	LC112	4282	A.I.Wright	
Graham Tydsall	LC131	4047	G.Tydsall	