

CHEM-E5220

Group Research Assignment: Course Information and Grading Criteria

Fall 2023, 5 ECTS credits

Any inquiries related to the course: gra2023@aalto.fi

Responsible teacher: prof. Jaana Vapaavuori

In this course you will learn about TEAMWORK

- ▶ You will be divided into small teams before the course starts
- ▶ You will work on a given topic, in the same team the whole autumn
- ▶ You will reflect your own and teammates participation, ideate, present your ideas to customers

Most of the work is done outside these teaching sessions (in your small team)
but please note that Teaching Sessions are also an important part of the course
(influence grading and no compensation possibility)

→ **mark Teaching Sessions (next slide) already now in your calendar.**

Some session are compulsory, and sessions give you attendance points.

IMPORTANT DATES

Session 1 - Starting lecture (Announcement of the Teams + Project Kick-off)

- Thu 7.9., 12:15, (F175a, Otakaari 3)

Session 2 - Questions Questions?

- Thu 14.9., 12:15, (F175a, Otakaari 3)

Session 3 - Company Perspective

- Thu 21.9., 12:15, (ZOOM)

Session 4 - Entrepreneurial Mindset

- Thu 05.10., 12:15, (F175a, Otakaari 3)

Session 5 – Mid-Term Presentation = Pitching the 1st ideas (**compulsory attendance**):

- Thu 12.10, 12:15, (U119 Deloitte, Otakaari 1)

Session 6 – Idea Revision

- Thu 26.10, 09:15, (F175a, Otakaari 3)

Session 7 - Practice Presentation

- Thu 16.11, 12:15, (F175a, Otakaari 3)

Session 8 - Final Presentations to Customers (**compulsory attendance**):

- Thu 30.11, 12:15, (F175a, Otakaari 3)

Each team has also a possibility to request “I like, I wish” session from the teacher

- only the team and a teacher will be present and you can (as a team) ask this once anytime during the course
- “I like, I wish” procedure will be explained in Session 2.

Action Item	Point type	Maximum Points
Attendance points / Session 1	Individual	2
Attendance points / Session 2	Individual	2
Attendance points / Session 3	Individual	2
Attendance points / Session 4	Individual	2
Mid-term presentation (compulsory attendance)	team	15
Review comments for other groups after midterm	team	5
Attendance points / Session 6	Individual	2
Attendance points / Session 7	Individual	2
Final presentation (compulsory attendance)	team	40
Active involvement	Individual	18
Group diary	team	15
Individual Reflection Essay	Individual	15
Total		120

Evaluation scheme

To pass, it is required to reach a score 70
(attendance in compulsory sessions included).

NOTE! Requesting or not requesting “I like, I wish” session for your team does not influence grading.

Points are valid until the course is taught next time:
detailed grading matrixes are explained later in this document.

Any questions related to course or grading: gra2023@aalto.fi

Deadlines

Action Item	Deadline	Action
Mid-term presentation	12.10, 11:45am (before the session)	Slides submitted to MyCourses as a group (compulsory attendance in presentation)
Review comments for other groups after mid-term presentation	22.10, 23:59pm	Peer-review comments submitted to MyCourses as a group
Final presentation	30.11, 11:45am (before the session)	Slides submitted to MyCourses as a group (compulsory attendance in presentation)
Active involvement	8.12, 23:59pm	Evaluate your team members' involvement using the provided form (individual)
Group diary	8.12, 23:59pm	Submitted to MyCourses as a group
Individual Reflection Essay	8.12, 23:59pm	Submitted to MyCourses individually

Attendance in Sessions and Submissions

If you are ill during mid-term/final presentation:

1. Please notify teachers no later than the morning of the day
2. Record a video of you presenting your team's presentation (your face needs to be seen on the video)
3. Doing this, you can gain the same points as your team got from this presentation

If you are ill on a day of any other session:

1. Please notify your team no later than the morning of the day
2. Attendance points cannot be compensated, so there is nothing more you need to do

Late submission:

- ▶ No points will be given

Notification of absence to the teachers: gra2023@aalto.fi

MID-TERM AND FINAL PRESENTATIONS

YOU MUST BE PRESENT IN BOTH PRESENTATIONS

Mid-Term Presentation - Key Points

- ▶ Presentations will be evaluated based on four main parameters:
 - ▶ Clarity of the ideas
 - ▶ Relevance of the presented materials solutions
 - ▶ Differentiating between your own ideas and the background material
 - ▶ Taking the audience into account - comprehensive and insightful answers to the questions
- ▶ Presentation 10 minutes + 10 mins for Q&A - Think about how to best manage the time!
- ▶ If this is in an online format, the presentations will be recorded for sending to companies
- ▶ Slides to be submitted in MyCourses by 12.10

Evaluation criteria / Mid-Term Presentation

15 p	7 p	0 p
2 or more ideas clearly presented - audience hearing those ideas for the first time can easily understand what is proposed	It is not clear for the first hearing what are the solutions proposed, after careful reading 1-3 ideas are presented	No ideas or solutions presented / presentation so obscure that it is unclear, if there are any solutions presented
Excellent recognition of relevant materials solutions for the given task	Some novel and relevant materials solutions for the given task	Suggested materials solutions are evidently not viable for the given task
Background material is correctly cited, it is evident what is taken from existing literature and what is the contribution of the group to the idea	It is somewhat unclear, which material was created by the team and what is taken from the literature	Severe lack of citing of existing work, misappropriation
Audience is taken into account in the chosen presentation format -presentation is engaging. Questions are answered extremely well and annex/appendix after the presentation slides shows preparedness for a high variety of questions.	Presentation is somewhat easy to follow. Questions are mostly answered and annex/appendix after the presentation slides shows preparedness for some questions.	Presentation is confusing and misleading. No response/annex/appendix for extra questions.

Review comments after midterm - Idea Revision

- ▶ Task: open peer review for 1 presentation from other teams (5 pt), the review should have a critical view on:
 1. More robust - point out gaps in the presentations that require more explanation or additional information (2 pt)
 2. Easier to read - if parts of the presentation are difficult to understand, suggest changes (1 pt)
 3. More useful - consider the importance of the idea to others in your field (2 pt)
- ▶ The review comments include a basic summary of the presentations and detailed suggestions in bullets (max. 1 page)
- ▶ Submit in MyCourses by 22.10

Final Presentation - Key Points

- ▶ Presentations will be evaluated based on the four main parameters:
 - ▶ Clarity of the idea(s) presented
 - ▶ Relevance/feasibility of the idea(s) to the challenge
 - ▶ Correct use of references (not presenting the ideas/images of someone else without reference)
 - ▶ Taking audience into account, including answering the questions
- ▶ Presentation 12 minutes + 10 mins for Q&A - Think about how to best manage the time!
- ▶ Slides to be submitted in MyCourses by 30.11

Evaluation criteria / Final Presentation

40 p	20 p	0 p
The selected solution(s) clearly presented - audience hearing the solution(s) for the first time can easily understand what is proposed	It is not clear for the first hearing what are the solution(s) proposed, after careful reading the solution(s) can be understood	No solutions presented / presentation so obscure that it is unclear, if there are any solutions presented
Excellent recognition of relevant challenge for the given task, with viable materials solution(s)	Some novel and relevant materials solution(s) for the given task	Suggested solutions are evidently not viable for the given task
Background material is correctly cited, it is evident what is taken from existing literature and what is the contribution of the group to the idea	It is somewhat unclear, which material was created by the team and what is taken from the literature	Severe lack of reference with presented ideas/images of someone else
Audience is taken into account in the chosen presentation format -presentation is engaging. Questions are answered extremely well and annex/appendix after the presentation slides shows preparedness for a high variety of questions.	Presentation is somewhat easy to follow. Questions are mostly answered and annex/appendix after the presentation slides shows preparedness for some questions.	Presentation is confusing and misleading. No response/annex/appendix for extra questions.

REFLECTIONS

Deadlines for reflections (individual essay and group diary) are after final presentation
BUT KEEP WRITING BOTH REFLECTIONS RIGHT FROM THE START

Individual Reflection Essay- Key Points

- ▶ **Graded parts of Individual Reflection Essay (Compulsory), max. 2 pages:**
 - Describe and reflect your role in the team. Was your role similar that you normally take? (5 p)
 - Describe shortly the different roles which your other teammates had. (5 p)
 - Describe the biggest learning point: 1) teamwork point of view, and 2) material science point of view. (5 p)

While assessing your own and peers' teamwork, consider for example the following aspects: contribution to the ideas, contribution to the tasks and general skills to work in teams ("collaborative skills").

- ▶ **Submit at the end of the course (by 8.12)**
- ▶ **Not graded (voluntary), max. 1 page (+ extra 5 points):**
 - Describe how your emotions & motivation evolved during the project. How did this affect the project?
 - What can you learn from these emotions & motivation: as you cannot change others' actions, how could you benefit from this experience in future working life?

Evaluation Criteria / Individual Reflection Essay

15 p	7 p	0 p
Clear structure separating your own observation, analysis and learning outcome for each observation	Somewhat structured analysis, all the connections between observations and analysis not clear to the reader	Non-existing or very misleading structure
Excellent recognition of the key points of the project	Some of the key turnover points recognized	The project not described as a process with mid steps
Recognizes your own role and difference with each team member's role in problem solving - presents innovative solutions and key reasons what enabled reaching them	Partially recognizes your own contribution to the process, some innovative solutions presented	No understanding of the group process demonstrated, presented solutions clearly copy-paste or non-existing

Group diary- Key Points

- ▶ Write a short description at least once a week (1/2 page)
- ▶ Reflect: Where we are now? Are we working together or are we pulling apart? What has been fun? What is difficult now? What stresses? How is the motivation level? Any time management issues?...
- ▶ If something has been bad - has it improved? What steps are you taking as a group to improve the situation?
- ▶ Submit in the end of the course as a group (by 8.12)
- ▶ 15 points

Evaluation Criteria / Group Diary

15 p	7 p	0 p
Clear structure, analysis and learning outcome for each observation	Somewhat structured analysis, all the connections between observations and analysis not clear to the reader	Non-existing or very misleading structure
Excellent recognition of the key points of the project	Some of the key turnover points recognized	The project not described as a process with mid steps
Recognizes each team member's role in problem solving - Everybody's contribution is visible with clear group management	Partially recognizes each team member's contribution to the process, group management is vague	No understanding of the group process demonstrated

ACTIVE INVOLVEMENT BY PEER-EVALUATION

The evaluation is submitted after the Final Presentation

YOUR TEAM MEMBERS WILL EVALUATE YOUR INVOLVEMENT THROUGHOUT THE
PROJECT

Active Involvement - Key Points

- ▶ Active involvement in the project both in and outside sessions **is critical part of the course**
- ▶ Your active involvement is evaluated by your team members (submission in the end of the course, by 8.12)
- ▶ **You will get your own active involvement points (max. 18 p) only if you provide evaluation about your team members**
- ▶ Be honest but kind
 - ▶ Providing maximum or minimum points to everyone in every category is most likely not the reality

Evaluation Criteria / Active Involvement

Criteria	6 p	3 p	0 p		
Participation in the team's assignments	<ul style="list-style-type: none"> • Does own share and support others in their work. • Participates actively in sharing the work evenly and efficiently. • Builds up a positive working atmosphere • Presents own ideas • Builds on others' ideas 	almost always	most of the time	rarely or never	
Communication					<ul style="list-style-type: none"> • Communicates proceedings, challenges, information and own whereabouts in a way which helps others in their work • Corrective feedback is constructive, and he/she gives positive feedback on other members • Takes the given feedback into account
Time management					Work proceeds independently in the schedule given

Using AI-based tools on this course

- ▶ Using AI-based tools for creating content for any “production” task of this course (group or individual diary, any of the presentations, peer review, etc...) is FORBIDDEN
 - ▶ Generally speaking, copy-pasting text or other material produced by someone/thing else and presenting it as yours is cheating
- ▶ You may consider, if you want to use AI-based tools as a “study buddy” for finding out, what type of solutions are already presented in the literature
 - ▶ You are still not allowed to copy-paste any text or material produced by AI

Important links related to academic integrity

Guidance for the use of artificial intelligence in teaching and learning at Aalto University | Aalto University

<https://www.aalto.fi/en/services/guidance-for-the-use-of-artificial-intelligence-in-teaching-and-learning-at-aalto-university>

Aalto University Examination Guidelines | Aalto University

https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-examination-guidelines?check_logged_in=1

Aalto University Code of Academic Integrity and Handling Violations Thereof | Aalto University

<https://www.aalto.fi/en/applications-instructions-and-guidelines/aalto-university-code-of-academic-integrity-and-handling-violations-thereof>