WESTERN SYDNEY
UNIVERSITY

Computing, Engineering
and Mathematics

# Thesis and Project Capstone Unit Guide 2017

PRODUCED BY
LIBRARY STUDY SMART

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**Acknowledgements**
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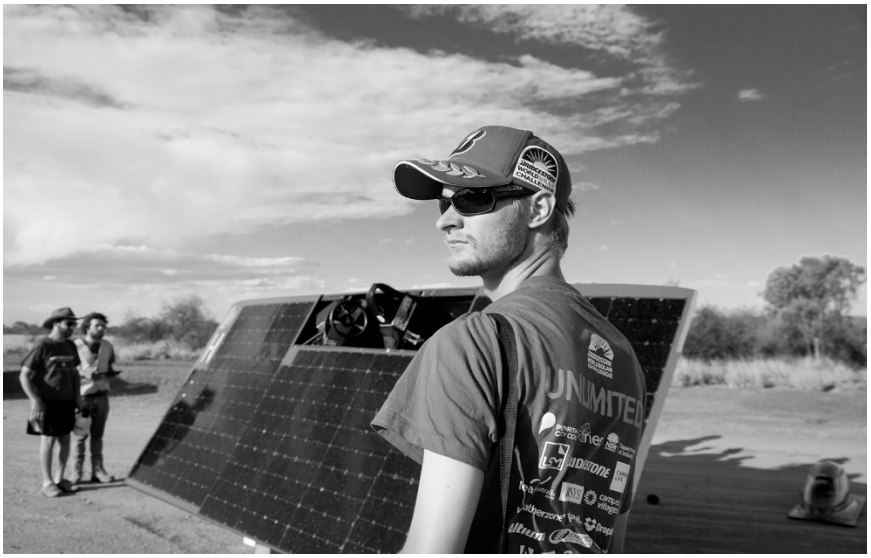
# INTRODUCTION




This handbook provides information about the thesis or other written assessments you will be doing to complete your course.

By completing your capstone project, you will demonstrate your professional competencies for your planned career.

Working on and completing your project can be both exciting and stressful. It is normal if you feel a little anxious. Planning ahead of time and being well-prepared will help make completing your project less stressful and your progress towards your goal smoother.

Use this handbook for general information about the process and contents for the written assessment items required by your capstone project. For information specific to the project you are doing, check with your unit or course coordinator and your supervisor, if your project includes one.

# STARTING YOUR PROJECT

## IDENTIFYING YOUR PROJECT

Identifying a suitable project is essential for success. Depending on your unit, identifying a project may be your responsibility, or you may identify a project together with your supervisors and unit coordinator. Check the procedure for your unit before starting.

Thinking about your project ahead of the time you need to formalise it will give you a head start. It is a good idea to start the process of identifying a project as you approach the end of your pre-capstone coursework. Check with your course advisor or other relevant academic staff for suggestions of suitable organisations to contact about a project. Some suitable organisations may include:

- City councils.
- Consulting companies.
- Building and construction companies.
- Manufacturing industries and companies.
- University's Capital Works and Facilities Department.
- State and federal departments.
- Voluntary/non-profit organisations.
- School of Computing, Engineering and Mathematics.

## FINDING A SUPERVISOR

Many of the capstone projects for a degree in Computing, Engineering, Mathematics, Industrial Design and Construction Management will involve you working with a supervisor.

Working with the right supervisor for your project is crucial to your success. For some projects, you will be allocated a supervisor, but for others, you will be expected to find a supervisor for yourself. Check your unit information to see what applies to you and your project.

To find a supervisor who matches your interests, you should try a combination of the following methods:

- Visit the School or Institute pages and look for academics in your area of interest.
- Search the Staff Profiles Directory by keyword.

If you find a potential supervisor, you should send them an email introducing yourself, describing your experience and area of interest, and explaining why you would like to work with them on a research project.

If you are finding it difficult to find a supervisor, you should contact the coordinator of your capstone unit. They may be able to direct you to a potential supervisor or research project.

After your supervisor has approved of your expression of interest, you will need to complete the appropriate supervision documents for your project.

## THE ROLE OF YOUR SUPERVISOR

As a general guide, the role of an academic supervisor is to advise you during your project. The main area of

advice will be project-related but supervisors can also give you encouragement and help direct you to resources.

Your supervisor will have experience with the type of project you are working on, whether thesis or practical project, and will be able to advise you on aspects of feasibility, approach, writing and other forms of project execution.

The specific role of a supervisor may vary according to the unit and project, so check the details for your own situation.

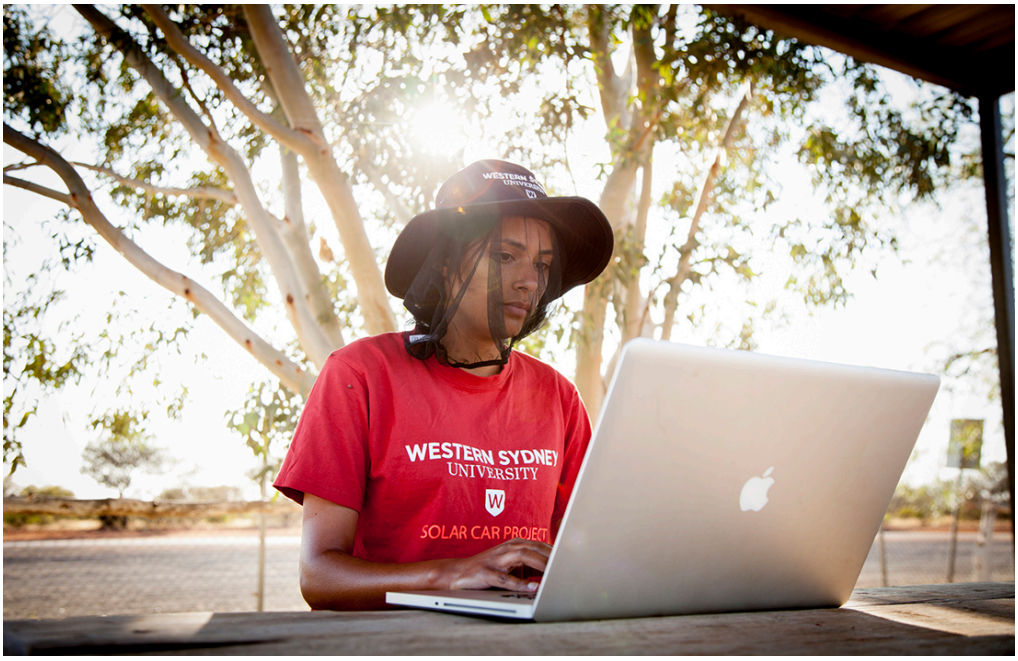
## YOUR RESPONSIBILITIES

Your responsibilities towards your supervisor include:

- Organising regular meetings.
- Being self-organised, working consistently, and meeting deadlines.
- Keeping your supervisor updated on your progress, or matters that affect your progress.
- Acquiring the skills you need.
- Asking for help if you need it.

## REIMBURSEMENT FOR COSTS

In some courses, you may be eligible for reimbursement for some of the costs involved in your major project or thesis. Please talk to your project supervisor to see if you are eligible and if so, the funding available.



# TYPES OF SUBMISSIONS

For capstone projects in which you perform scholarly research, you will be required to submit one or more of the following document types as specified in your learning guide:

- Proposal
- Progress report
- Thesis
- Exegesis
- Research report

Thesis, exegesis and research reports in SCEM communicate scholarly research, therefore, their structures are generally similar. *Appendix 3 - Thesis and Research Report Order of Items* contains an overview of the most common items you may be required to include in these document types.

Proposals and progress reports for scholarly research projects will generally include many similar items to theses and research reports, however, as they are produced before the completion of your project, they will not contain all the items that a final report will include.

Some other submission elements you may be required to produce could include:

- Presentation
- Reflective writing
- Portfolio
- Log book
- Process diary
- Drawings
- Models

Check your unit learning guide and vUWS site to see which submission elements you will be required to make.

The purpose of each of these submission types influences its structure and inclusions. See *Appendix 4 – Other submission types* for more information.

Refer to *Appendix 1 – General format guidelines*, and to the Appendix with Order of items guidelines for the specific type of document you are submitting.

TIP The guidance in this handbook is generalised, and your specific unit or project may have specific requirements that differ from information provided here. For information specific to your unit and project, refer to your unit's documentation and other instructions. Always follow your unit instructions if they vary from the general advice.

# PREPARING FOR SUBMISSION

## YOUR RESPONSIBILITIES

You are responsible for the content, style and presentation of your submission and for certifying its authenticity. You have a responsibility to ensure that you understand and avoid all instances of plagiarism.

You are required to state the extent to which the work of others has been used in general terms in the statement of authenticity (if relevant) and more specifically in the text by accurately referencing your sources in the expected style of your discipline.

You are not permitted to incorporate content in your submission work that may have been submitted for another degree.

## EDITING AND PROOFREADING

You are responsible for the content, style and presentation of your submission. The criteria for assessment, and your feedback, will include comments on your use of a high standard of English and a professional standard of presentation.

The best way to make a good first impression on your examiner/s is to present a document that has been carefully and thoroughly edited for style and consistency and proofread for spelling and grammatical errors.

Editing and proofreading is not something that just happens in the final stages of preparing your submission for assessment – it is an ongoing process that should be occurring throughout the final project process. The more reading and writing you do, the better you will become at identifying what makes good writing and will be able to apply that to your submission.

It is important to revisit sections of your work that you wrote early in the project process to ensure that the quality is consistent with work produced later in the process.

You should make sure that you are not the only person regularly reading your writing as it can be easy to miss your own mistakes. Aside from your supervisor (if you have one), seek feedback from other appropriate reviewers, such as Study Smart Advisors. Ask your supervisor for recommendations of relevant reviewers.

TIP It is a good idea to get non-specialists from outside your field including your friends, family or anybody else to read your work as they will often notice things that others might miss, such as confusing sentences or terms and abbreviations that have not been clearly explained.

## TURNITIN ORIGINALITY REPORTS

As noted above, it is your responsibility to ensure that your work is an original contribution and free of any instances of plagiarism. You may be required to submit your work through the Turnitin plagiarism checking system to check the originality of your writing and identify referencing errors and

omissions. If Turnitin submission is not required, you are encouraged to use the Turnitin system as a tool to improve your academic writing.

Please check with your supervisor about the availability of a suitable Turnitin link for your project.

Turnitin will provide you with a comprehensive originality report that you should discuss with your supervisors and make changes to your work as required.

Checking your work through Turnitin will help you to ensure that you have:

- Not included in your assignment any text copied from another student's work or from any other source, apart from where due acknowledgement has been made.
- Not submitted any part of the assignment in another (previous or current) assessment, except where appropriately referenced, and with prior permission from your supervisor or unit coordinator.
- Not over-used quotations.
- Correctly paraphrased information from your sources.

Be aware that work you submit may be reproduced and submitted to plagiarism detection software programs (e.g.: Turnitin) for the purpose of detecting possible plagiarism and may be retained in its database for future plagiarism checking.

## STATEMENT OF AUTHENTICATION

You may be required to provide a Statement of Authentication. If so, this paragraph should be centred on a separate page and be signed by the author. Here is an example:

Statement of Authentication

The work presented in this thesis is, to the best of my knowledge and belief, original except as acknowledged in the text. I hereby declare that I have not submitted this material, either in full or in part, for a degree at this or any other institution.

.....
(Signature)

## FORMAT AND PRESENTATION

Western Sydney University does not prescribe details of submission presentation as discipline specific requirements and customs vary widely. Some submissions will also include non-text or creative components that require a different style of presentation to a traditional document.

The appendices of this handbook provide detailed, non-compulsory suggestions about how to present a variety of submission types including advice about format and style, order of pages and other general considerations.

You should consult your learning guide and talk to your supervisor or unit coordinator about the specific requirements in your discipline.

TIP If available, refer to previous submission examples as a guide to style, formatting and presentation. Enquire at the SCEM school administrative office at Kingswood, Parramatta or Campbelltown for access to previous submissions.

## SUBMISSION LENGTH

Refer to your Learning Guide for guidelines about length of submission required.

## PRINTING AND BINDING

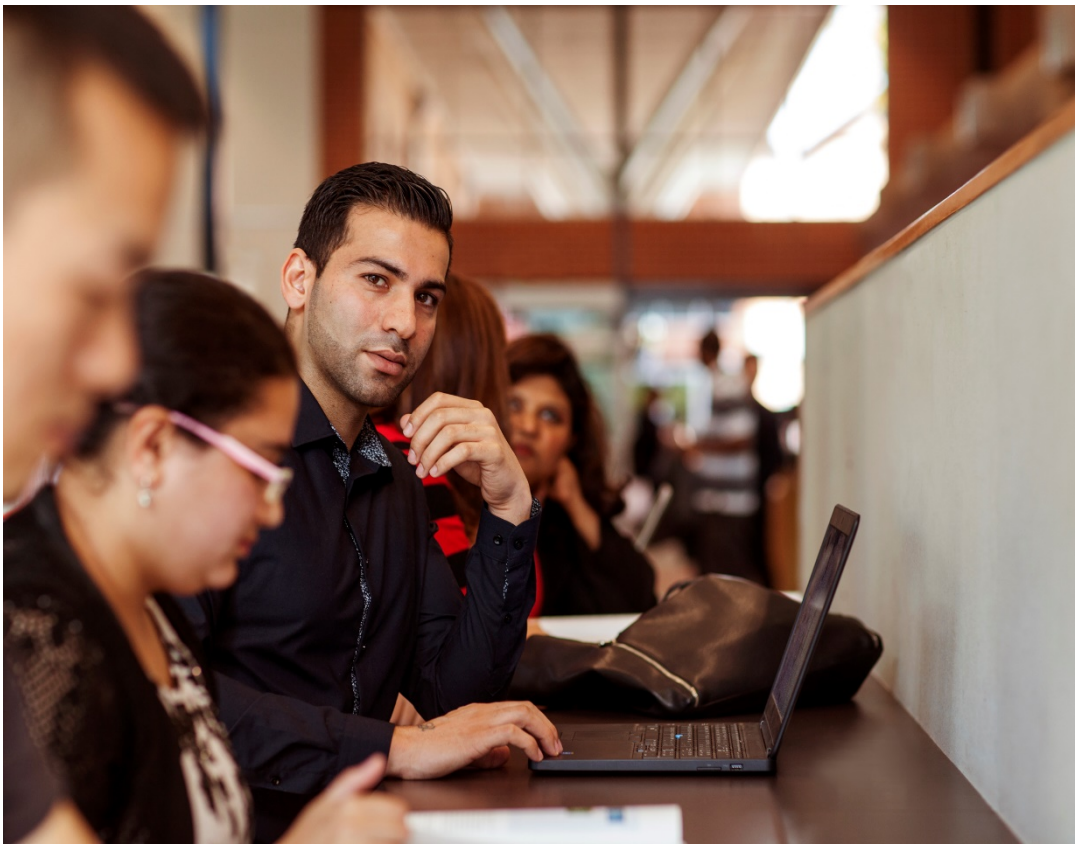
Some submissions will require a printed copy.

Check your Learning Guide for details about binding requirements of your printed submission, and the number of copies required.

## NON-TEXT AND CREATIVE COMPONENTS

Your submission may include substantial non-text and design components. Appendix 2 of this handbook provides suggestions about how to present non-text components of your submission. Check your

assessment instructions and with your supervisor or unit coordinator about discipline requirements for presentation of non-text components.



# SUBMISSION AND ASSESSMENT

### SUBMISSION PROCESS

Submission processes vary between different units and disciplines. The process you will follow is described in your learning guide. Ensure you follow submission instructions. You may be asked to submit in hard copy, soft copy, or both. Some units will require submission through Turnitin.

You may be required to get supervisor approval before submission. Supervisor approval can help ensure your submission meets quality standards. Check with your supervisor before submitting your work.

### ASSESSMENT PROCESS

Check your unit documentation for the assessment process and criteria.

TIP Make sure you understand the assessment criteria for your submission. Your supervisor or unit coordinator can help clarify any questions you have.

# GRADUATION

Once you have completed your capstone project, as long as all other requirements are met, you will be eligible for graduation from your degree.

For more information about checking your course progress and graduating, see the Western Sydney University website Graduation page.

# APPENDIX 1 – GENERAL FORMAT GUIDELINES

This section is designed to guide you through the process of formatting your submission for assessment. These suggestions are not compulsory, however, they are strongly recommended and you should discuss them with your supervisors to ensure they meet the specific expectations in your discipline.

## FORMAT AND STYLE

Most submissions can be seen to consist of three main parts; the preliminary pages, the main text, and the references and appendices section.

- The style of presentation selected should be maintained throughout the sections.
- You should follow all accepted rules of grammar and your spelling and punctuation should be consistent.
- It is your responsibility to ensure that typographical errors have been eliminated and punctuation corrected, and that the language of the thesis reflects the highest standards of scholarly expression.

Format refers to the overall physical appearance of your submission.

- Western Sydney University does not prescribe any single style for theses and other submissions because formats will differ across disciplines.
- You should follow the style approved by your School or Institute and discuss this with your supervisors.
- It may be preferable to follow the style of a standard journal in your discipline.

## FORMATTING

### Font style

Black is the best colour for the font.

Any legible typeface, except script, italic, decorative or ornamental, is acceptable for the body of the text. It is suggested that a serif font be used for the main text, such as Times New Roman or Cambria.

Monospaced computer typefaces that look like typewriting such as Courier should not be used except for computer programs or computer printouts, if they form part of your thesis.

Boldface type should be used for headings. Italics can be used for quotations (if prescribed by your referencing style) and words in a foreign language to emphasise particular points.

Underlining is not recommended.

Type used for references, appendices, charts, drawings, graphs, captions and tables may differ from that used for the text. You may consider using sans-serif fonts such as Arial or Helvetica for these purposes.

### Font size

The font size of the main body text should be 12 points, with smaller sizes of 8-9 points permitted for footnotes, graphs, formulae and appendices. Fonts larger than 12 points are not recommended for the main text.

Chapter headings should be centred on the page at least 5cm from the top and should be 4 points larger than the main text.

## Line spacing

Line spacing should permit ease of reading and should be suitable for the typeface, page size and line length. Due to the number of possible combinations of these factors, it is difficult to give precise guidelines although some generalisations can be made.

The main text should be one-and-a-half or double spaced, expect when the preferred discipline style or journal dictates otherwise.

Footnotes, bibliographic entries, lists, tables and appendices may be single spaced. Single spacing may also be more suitable for lengthy quotes, captions for figures or other descriptive text.

Single lines of orphaned text at the top of any new page should be avoided.

The spacing of subheadings should consistently follow the chosen discipline style or journal standard.
Subheadings should not appear as the last line of text on a page.
Numbering of sections or paragraphs should be consistent within each chapter and throughout the submission.

## Margins

Margins for the text, including tables, figures, charts, illustrative materials, references and appendices, should be set 25mm from the right, top and bottom edges, and 40mm from the left edge of the paper to allow for binding. Left margins may be justified if preferred. The main text should appear within this frame. Running headers and footers may be placed outside the margins but not closer than 15mm from the outer edges of a page.

## Spelling

The Macquarie Dictionary is the basic reference for spelling used in Australian theses and is recommended for other submissions.

## Footnotes, endnotes and in-text references

Depending on the discipline style or standard adopted, footnotes may be placed at the bottom of text pages and endnotes at the end of each chapter. Footnotes are normally separated from the text by a horizontal line.

In-text parenthetical references that correspond to a reference list at the end of the thesis should be carefully placed so as not to unduly interrupt the flow of the sentence.

Endnotes and footnotes should be numbered sequentially within each chapter.

## References and bibliographies

The School of Computing, Engineering and Mathematics has two preferred referencing styles. Which one you should use depends on your specialisation.

Harvard WesternSydU style
- → Engineering
- → Construction management
- → Industrial design
- → Astronomy

APA style
- → Mathematics
- → Computing

Details on and assistance with APA and Harvard WesternSydU referencing styles can be found through Western Sydney University Library.

Using reference management software is recommended. There are many free tools available in the market however the Western Sydney University Library supports RefWorks for undergraduate students and EndNote for postgraduate students.

## Corrections

Corrections made with correction fluid or tapes are not acceptable. Pages with illegible or disfiguring erasures, corrections or changes that are likely to be unclear in reproductions (such as photocopies) are not acceptable.

### Illustrations and tables

The presentation of illustrative material should be consistent throughout the submission.

Tables, charts and graphs may be presented horizontally (landscape) or vertically (portrait) and must fit within the required page margins.

Ensure that table captions are placed above the table, and figure captions are placed below the figure.

### Photographs

Photographs should be printed on single weight paper with a glossy finish. All prints should be processed according to nationally established standards for chemical permanence. Photographs with dark backgrounds should be avoided.

If coloured backgrounds are to be included, they should be dry-mounted within the final document. Photographs produced directly on photographic paper are also acceptable.

### Diagrams and tables

Diagrams and tables should be designed to fit a standard A4 page or should be reduced to fit if necessary, ensuring that all details are remain clearly readable.

All tables and figures should be numbered consecutively with Arabic numerals (e.g., Figure 1, Figure 2, etc.) and should be dispersed through the body of the text. In all cases, the table or figure should appear on the page immediately following the first text reference mentioning it. Titles must be on the same page as the table or figure.

Diagrams, tables and figures may be placed in either portrait or landscape mode, with the title and any accompanying information displayed alongside in the same mode.

### Charts and maps

Charts, plans, and maps on oversized pages should be carefully folded into the final document and attached to paper suitable for binding. The print quality must be clear and sharp. There is also the option of placing the material in a pocket attached to the inside back cover of the submission. Maps taken from published sources will usually require copyright permission.

### Pockets

Special pockets can be attached to the inside back cover for materials that cannot be mounted on standard A4 size paper. If it is necessary to use pockets, all material should be sealed in an envelope marked clearly with the author's full name and submission title and should be included in your final document. There should be one envelope, with contents, for each copy of the submission.

It is not generally necessary to include computer programs with the submission unless they constitute a major part of the submission or are necessary for the understanding of the submission.

## ORGANISATION

### Page numbering

Each page of the entire submission should be numbered, except where stated below, in the upper right corner or the bottom centre of the page no less than 15mm from the edge of the page. The placement of page numbers must be consistent throughout the submission.

Preliminary pages (Abstract, Table of contents, List of tables, Abbreviations, etc.) should be numbered in lower case Roman numerals (i, ii, iii, etc.) and centred 15mm from the bottom edge of the paper. The first numbered page (i) is the Table of contents. Page numbers are not placed on the Statement of Authentication, Title page, Dedication page, or Acknowledgements page.

All pages of the main body of the submission, beginning with the first chapter, should be numbered consecutively with Arabic numerals (1, 2, 3, etc.). This includes pages containing illustrations, tables, bibliography, and appendices.

When landscape mode is used for pages containing figures, tables or

illustrations, the page number position should be modified so that it appears at either the upper right or bottom midpoint as on other pages.

After all material has been assembled, the submission should be verified carefully for completeness, for the order of the pages and sections, and for correctness of pagination.

## CHECKLIST

### Good practices

- Plan the structure of your submission so that it will be easier to sort material to fit the established structure.
- Be precise, but not simplistic. Concise writing style and carefully chosen language convey much about your scholarly work.
- Ensure that all assertions, claims, purported facts, etc. can be verified, either by your research findings or by sources cited in your work.
- Ensure that your references are complete, accurate, consistent and properly linked to your writing with in-text citations.
- Acknowledge all sources.
- Provide an explanation for any abbreviations used.
- Define all acronyms the first time you use them.

### To be avoided

- Overly personalising your writing, overusing exclamation marks and making in-jokes.
- Inventing new words for concepts which already exist.
- Padding out the text unnecessarily.
- Including references which have not been used or having incomplete or inaccurate references.
- Using quotations without acknowledgement.
- Using unsuitable or out of date references.

## FINAL CHECKS

### Format

- Is the title page formatted correctly using the right wording?
- Are all pages numbered consecutively, including figures, appendices, etc.?
- Is a signature included below the Statement of Authentication on all submission copies, if this is a required item?
- Have you included a list of abbreviations?
- Is the order of pages correct?
- Do the page numbers in your table of contents and index match the page numbering in your document?
- Is the quality of the printing of a professional standard, with all text, images and other figures clear and legible on every page?
- Have all photographs, tables and figures been included and numbered and are the captions suitably positioned?
- Have copyright permissions been obtained and supplied?

### Referencing

- Have you read selected parts of chapters of the text and done a random check of the references to ensure accuracy?
- Are the footnotes, if used, formatted and numbered consistently?
- Does every book reference have an author, title, publication date, place of publication and publisher's name?
- Does every journal reference have an author, title, journal name, volume number, page numbers and date?
- Does every online reference have a DOI or URL?
- Is the reference list in strict alphabetical order?

### Spelling and grammar

- Is the title page free of typographical errors?
- Has a spelling check been run on each chapter or section of the submission?
- Has someone read your submission looking for typographical errors and strong sentence structure?

You can ask your supervisor or unit coordinator for recommendations on spelling and grammar assistance. For general spelling and grammar help and links to further assistance, check the Library Study Smart Writing page. For general information

about editing and proofreading, including advice on checking spelling and grammar, see the Library Study Smart Finishing and submitting page.

# APPENDIX 2 – NON-TEXT AND CREATIVE COMPONENTS

Your submission may include non-text or creative components. The following list provides examples of items that you may be required to submit as part of your major project: models; computer models; technical drawings and other graphics; audio-visual materials.

Candidates develop knowledge through action, undertaking the development of original design work within the chosen discipline. New knowledge comes from investigatory practice that is intellectually rigorous.

The exegesis explains the contextual and theoretical underpinning of the design work. It includes a survey of recent representative literature in the chosen discipline(s). It is a reflexive analysis of the creative process and is an engaging piece of writing constructed as a scholarly essay. Check your learning guide and vUWS site for information about recommended length. The creative work demonstrates independent critical thinking to identify and respond to the research niche and constitutes a product that is supported by a written exegesis. The creative work is integral to the research and should be completed at a standard that is suitable for professional application.

# APPENDIX 3 – THESIS AND RESEARCH REPORT ORDER OF ITEMS

This section is designed to guide you through the process of structuring the contents of your thesis for assessment. These suggestions are not compulsory, however, they are strongly recommended and you should discuss them with your supervisors to ensure they meet the specific expectations in your unit.

## ORDER OF ITEMS

### Title page

This page contains the submission title, your full name, the name of the degree for which the submission is submitted, the name of the university and the year of submission. This page should not be numbered.

### Dedication page

The dedication honours those who inspired or encouraged the writing of the submission. A maximum of one page is permitted. This page is not numbered and is optional.

### Acknowledgements page

This page is to express recognition of and appreciation for special professional assistance provided by academic supervisors, other persons, agencies and institutions. This page is not numbered and is optional.

### Statement of Authentication page

This is a signed statement which states that the work has not been submitted for any other unit at any institution and an undertaking that the work is original and is a result of the student's own research endeavour.
This page is not numbered and is compulsory.

### Table of contents page

- The table of contents page is a guide to the contents of the submission.
- The first item listed should be the first item that appears after the table of contents.
- Every heading and subheading within the text should be listed verbatim in the table of contents.
- The headings on the table of contents page should be indented in a consistent style.
- Page numbers should be aligned with the correct heading or with the last line of multi-line heading.

### List of tables page

Tables (including those in appendices) should be listed and numbered (Arabic numerals) in the order of appearance in the manuscript. Even if there is only one table it should be included in a list of tables.

### List of figures and illustrations page

The list of figures and illustrations can be formatted similarly to the list of tables.

### Abbreviations page

Provide a list of acronyms and other abbreviations used in alphabetical order.

### Abstract page

The abstract is a sophisticated summary of your research project indicating the purpose of the study, the research methodology and a summary of the outcomes. There is advice about writing the abstract in the first section of this handbook.

**Text of the submission**
This section contains the main body of the submission. Each chapter or major section of the work should begin on a new page.

Most thesis and final report texts in SCEM contain, in order, the following chapters or sections. Some guidance is given as to contents of each chapter or section. Consult with your supervisor or unit coordinator about the specific contents of your submission.

Introduction
Contains background, rationale, problem statement and research aims/questions.

Literature review
Contains a detailed review of the literature relevant to your project and justifies your choice of approach.

Methodology
Provides the theoretical basis for your research approach and the concrete steps you have taken in doing it.

Results or Findings
Communicates what your research has found.

Discussion
Gives an overview of significant findings, discusses what you found in relation to relevant literature and previous research. Evaluates the research and discusses implications and limitations.

Conclusions
Responds to the aims of the research and states the significance of what was found in relation to the aims.

Note that these sections are a general outline only. Your own project may vary from this structure. Be guided by your supervisor and/or unit coordinator.

**References**
Your submission must include references for every source mentioned in the text and the reference list should only include items which have been cited in the main text. Refer to Appendix 1 for information on formatting.

**Bibliography**
Background materials or other sources used in carrying out the research that are not specifically listed or referenced in the text should be included in a separate bibliography. Refer to the section below for information on formatting.

**Glossary**
An alphabetical list of specialised and technical terms used within the submission, together with their definitions, can be included.

**Appendices cover page**
Appendices consist of supplementary, informational, and/or illustrative material too lengthy for inclusion in the text. Each appendix should be labelled on the top margin (at left or centred) sequentially using capital letters or Arabic numerals (for example Appendix A or Appendix 1). Table and figures should be numbered consecutively as A-1, A-2, etc. Your thesis may have required appendices. Check your learning guide and vUWS site for information.

**Index**
An index with entries listed in alphabetical order may be included.

# APPENDIX 4 – OTHER SUBMISSION TYPES

Final project submissions in the School of Computing, Engineering and Mathematics (SCEM) may take the form of a number of different types. Check your unit documentation to see which submissions you will be required to make.

The purpose of each of these submission types influences its structure and inclusions. The information given here is general information to introduce you to the submission types and give you links to resources.

You should check the specific requirements of your unit regarding all submissions and take the advice of your supervisor or unit coordinator regarding format, structure and content of submission.

## PRESENTATION

Presentation skills are essential for many final projects and in the workplace after you graduate.
The purpose of a presentation is to communicate information to an audience in a manner that is interesting and engaging. Being able to present well is a skill that has benefits both at university and beyond, into professional life.

Presentations may be in-person oral presentations or audio-visual. They usually include visual aids and may take a range of forms including tutorial/lecture, Pecha Kucha and poster presentations.

General guidelines for presentations are to be prepared, keep it interesting, and be aware of your non-verbal communication including tone, pace and body language.

For more information about presentations including organisation, visual aids, body language and managing anxiety, see the Library Study Smart Presentations webpage.

Check your learning guide and vUWS site for specific guidelines.

## REFLECTIVE WRITING

The purpose of reflective writing is to help you develop critical self-awareness of your processes and experiences. 'Critical' means that you are analysing and evaluating what you have done. For example, you might document: what went well, what can be improved, what you have learned.

Reflective writing can take many forms and it may form the basis for a submission, such as a **reflective report**, or it may be a component of a submission, such as in a **process diary**.

For more information about reflective writing, visit the Library Study Smart Writing page, and select Reflective writing on the page.

## PORTFOLIO

A portfolio is a cohesive collection of items that represents a body of work in a particular area. It may demonstrate product (the outcome of the work), process (steps in doing the work), or a mix of both. It usually contains a reflective component.

Typical items that you may be expected to include in a portfolio could include, but is not limited to: process diary, log book, drawings, computer model, physical model, graphic panel, audio-visual presentation.

## PROCESS DIARY

A process diary provides documented evidence of the development of your ideas and designs. It will normally contain (but not be limited to) items such as sketches, drawings, photos, ideas, notes, research, inspirations, reflections and evaluations.

## LOG BOOK

The primary function of a log book is to record and document actions and events during the project detailing when they happened and a description of individual events. It may also include many similar content items to a process diary.

## TECHNICAL DRAWINGS & ILLUSTRATIONS

The purpose of drawings and illustrations is to create an accurate and detailed two-dimensional representation of the specifications of the design solution. These should be executed to a standard whereby the product can be created from the drawings and/or illustrations.

## MODEL

A model is a three-dimensional representation of a solution to design problem. It may be a computer model or a physical model. A model may be created to test the design solution, or it may be created to present the solution to an audience. The specifics of the model's construction will suit the purpose of the model and the audience which will view it.

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