

Assignment Submission Guideline

Description

This document describes best-practices for your assignment submission. Use this document as a general reference for all your assignments.

General Consideration

Compose clear and concise report, so that your work is shown explicitly.

- Use a layout that explicitly shows what you wanted to say¹.
 - Use a paragraph for one unit of text.
 - Use numbers for items that is done in sequence, e.g., steps of a task.
 - Use bullets for items that are equally important and not in sequence.
 - Use tables, figures, and graphs to clarify your idea.
- Verbosity causes frustration to readers and harms your score².
- Read your assignment and make sure that it is easily understandable.
- Run a spell checker before submission to fix the misspellings.

Format

1. On the first page:
 - a. include assignment number, e.g., A01,
 - b. include last names and matriculation numbers of your group members,
 - c. begin with the content upfront, i.e., do not use a separate page as a cover page,
 - d. and include page numbers.
2. File format: Adobe PDF
3. Page size: A4. See the description of each assignment for the page limits.
4. The assignment should be readable in gray scale.
5. Use sans-serif typeface family, e.g., Helvetica or Arial.
6. Font size must not be smaller than the following:

(Helvetica Neue 10pt) We therefore ask that authors follow some simple guidelines.

7. Use this file name: A01_lastname1_lastname2_lastname3.pdf.

Submission

Submit one report per group before the due date through L²P under the “Exercise Course” section³.

¹ Layout tips: <http://teamlab.usc.edu/learn/creating.html>

² The Elements of Style by Strunk & White can help you with the conciseness: <http://www.bartleby.com/141/>

³ L2P manual for Exercise Course: https://www2.elearning.rwth-aachen.de/help/en/manual/exercisecourse_students/start

Example

Identifying Usability Breakdown

We are going to use several everyday-life scenarios to help us present the possibilities of a usability breakdown to happen. For each case, we will start by presenting the ideal, full-circle form of the scenario, and then we will suggest where the gulf between two adjacent phases of action might occur.

Scenario 1: Switch off the Alarm in The Morning

Suppose we are asleep in our bedroom which contains a music-playing alarm clock and a radio. This bedroom also has a window directly facing the rude neighbour who has a habit of listening to music loudly. One Sunday morning, the alarm suddenly plays some music loudly!

(1) Goal: Get rid off the music	
(2) Intention: To turn off the music source	(7) Comparison: It's quiet – goal achieved!
(3) Action Sequence: Locate the source, locate the off button, turn it off	(6) Interpretation: No more music to be heard
(4) Execution: Follow the action sequence	(5) Perception: Feel the silence
World: The music stops	

Breakdown occurs between Goal and Intention: We are just awake, and we simply can not formulate any discrete intention, because in the back of our mind we are perfectly aware that this music can come from a number of different sources.

Improving the System: The designers of the alarm clock should make it more versatile, in that they should aim to connect to multiple human perceptions. In this case, they should not only focus on the auditory sensor, but also the visual sensor, for example by adding a piercing, blinking light to the alarm clock.

Scenario 2: Using the Wash Basin on an Ukrainian Train

Suppose we are on trip on an Ukrainian train, and suddenly have the urge to wash our hands.

(1) Goal: To wash hands	
(2) Intention: Find a washbasin, then use it to wash hands	(7) Comparison: Hands washed – completed!
(3) Action Sequence: Stand up, go to the bathroom, open the tap, apply some soap to hands, wash hands, close the tap	(6) Interpretation: Determine that hands have become cleaner
(4) Execution: Follow the action sequence	(5) Perception: Feel the water running through hands
World: Water comes out of pipe	



Breakdown Occurs between Intention and Action Sequence: There is no knob or handle! In fact, there is no obvious sign as to how to get the water running. Without any signs to operate the device, how can someone formulate the action sequence to reach the goal?

Improving the System: By experience, people would look for a knob or handle to turn when they wish to use a wash basin. Or a button to press. Or a sensor of sort that will trigger the water when they position their hands under the water hole. Unfortunately, this particular device offers none. The designers somehow came up with the idea to get the water running by stepping on a foot pedal, which is conveniently located

Header: assignment number, page number

Section: Different font styles/size are used to indicate the structure.

Body: Table, whitespace, and numbers are used to explain the content

Image: Interesting points are clearly labeled

Footer: member names (Note that our guideline recommends you to put this at the top of the first page.

General Grading Scheme

Grade	Score	Rough description
1.0	100%	
1.3	100%	Exceptional work that clearly went above and beyond what was expected from the exercise
1.7	100%	
2.0	70%	Exercise was completed satisfactorily according to the assignment specification
3.0	50%	Exercise was completed, but has some problems
4.0	0%	Incomplete exercise
5.0	0%	Little or no effort was put into the exercise

Late assignments will be graded with a penalty of one grade step per 24 hour period after the due date.