



MONASH University

**FIT2032
Industry-based learning**

Unit guide

Semester 2, 2008

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FIT2032 Industry-based learning - Semester 2 , 2008

Unit leader :

Ian Martin

Lecturer(s) :

Clayton

- Ian Martin
- Sue Bedingfield

Introduction

Welcome to FIT2032 Industry based learning. This 18 point unit is core to the industry based learning stream of the Bachelor of Business Information Systems in the Faculty of IT.

Unit synopsis

- Students on placement work full time in a defined, graduate level role during a 22 week placement period at established partners of the Bachelor of Business Information Systems industry based learning program.
- Students on placement are able to apply and extend the knowledge and skills developed in their academic units, improve their communication, time management and customer service skills in business situations, experience the corporate environment and obtain feedback on their performance from experienced supervisors.

Learning outcomes

At the end of this unit students will have a good understanding of the application of information technology in meeting business needs in terms of problem solving, effective communication, measurable deliverables, meeting target dates and producing quality output.

Workload

- Students are required to work full-time normal business hours for 22 weeks at the placement location at the direction of their industry supervisor.
- Students are required to prepare placement goals before the placement, revise the goals mid-placement, keep a daily log of activities during the placement, prepare a weekly report for their placement supervisor, and complete a major tasks list.
- Students are required to prepare and make an oral presentation about their placement, write a placement report, a placement company report and update their resume towards the end of the placement.

Unit relationships

Prerequisites

Only available to local students accepted into the Bachelor of Business Information Systems industry based learning stream at Clayton campus with at least 72 credit points of study accumulated towards a Bachelor of Business Information Systems Degree.

Relationships

FIT2032 is a second year core unit in the industry based learning stream of the Bachelor of Business Information Systems. Before attempting this unit, students must have satisfactorily completed at least 72 credit points of study accumulated towards a Bachelor of Business Information Systems Degree including FIT1013. Students may not study this unit and BUS2000 in their degree.

Continuous improvement

Monash is committed to 'Excellence in education' and strives for the highest possible quality in teaching and learning. To monitor how successful we are in providing quality teaching and learning Monash regularly seeks feedback from students, employers and staff. Two of the formal ways that you are invited to provide feedback are through Unit Evaluations and through Monquest Teaching Evaluations.

One of the key formal ways students have to provide feedback is through Unit Evaluation Surveys. It is Monash policy for every unit offered to be evaluated each year. Students are strongly encouraged to complete the surveys as they are an important avenue for students to "have their say". The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

Student Evaluations

The Faculty of IT administers the Unit Evaluation surveys online through the my.monash portal, although for some smaller classes there may be alternative evaluations conducted in class.

If you wish to view how previous students rated this unit, please go to <http://www.monash.edu.au/unit-evaluation-reports/>

Over the past few years the Faculty of Information Technology has made a number of improvements to its courses as a result of unit evaluation feedback. Some of these include systematic analysis and planning of unit improvements, and consistent assignment return guidelines.

Monquest Teaching Evaluation surveys may be used by some of your academic staff this semester. They are administered by the Centre for Higher Education Quality (CHEQ) and may be completed in class with a facilitator or on-line through the my.monash portal. The data provided to lecturers is completely anonymous. Monquest surveys provide academic staff with evidence of the effectiveness of their teaching and identify areas for improvement. Individual Monquest reports are confidential, however, you can see the summary results of Monquest evaluations for 2006 at <http://www.adm.monash.edu.au/cheq/evaluations/monquest/profiles/index.html>

Unit staff - contact details

Unit leader

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Lecturer(s) :

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Lecturer

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Mrs Sue Bedingfield

Lecturer

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Teaching and learning method

- Students learn by doing and from their co-workers, supervisors and managers.
- Students actively participate in projects, customer service activities and training programs, which confirm and improve technical skills, and develop business skills.
- Students are exposed to a supportive professional environment, which develops confidence and skills, such as attention to detail, problem solving, communication and time management.

Communication, participation and feedback

Monash aims to provide a learning environment in which students receive a range of ongoing feedback throughout their studies. You will receive feedback on your work and progress in this unit. This may take the form of group feedback, individual feedback, peer feedback, self-comparison, verbal and written feedback, discussions (on line and in class) as well as more formal feedback related to assignment marks and grades. You are encouraged to draw on a variety of feedback to enhance your learning.

It is essential that you take action immediately if you realise that you have a problem that is affecting your study. Semesters are short, so we can help you best if you let us know as soon as problems arise. Regardless of whether the problem is related directly to your progress in the unit, if it is likely to interfere with your progress you should discuss it with your lecturer or a Community Service counsellor as soon as possible.

Unit Schedule

Week	Topic	Key dates
Mid semester break		

Unit Resources

Prescribed text(s) and readings

Industry-based learning folder supplied by the Clayton School of Information Technology.

Text books are available from the Monash University Book Shops. Availability from other suppliers cannot be assured. The Bookshop orders texts in specifically for this unit. You are advised to purchase your text book early.

Recommended text(s) and readings

Required software and/or hardware

Software is supplied by industry partners in the workplace.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. On-campus students, and those studying at supported study locations may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to **n** hours per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

An industry based learning folder will be provided containing:

- Placement dates
- Monash staff & contact numbers
- Important websites
- IBL folder guidelines
- Assessment criteria
- The five phases of a placement
- Hints for success on the placement
- IBL visit objectives
- Daily log guidelines
- Weekly report guidelines
- Mid-placement evaluation guidelines
- End-placement evaluation guidelines
- Placement evaluation guidelines

Library access

The Monash University Library site contains details about borrowing rights and catalogue searching. To learn more about the library and the various resources available, please go to <http://www.lib.monash.edu.au>. Be sure to obtain a copy of the Library Guide, and if necessary, the instructions for remote access from the library website.

Monash University Studies Online (MUSO)

All unit and lecture materials are available through MUSO (Monash University Studies Online). Blackboard is the primary application used to deliver your unit resources. Some units will be piloted in Moodle. If your unit is piloted in Moodle, you will see a link from your Blackboard unit to Moodle (<http://moodle.monash.edu.au>) and can bookmark this link to access directly. In Moodle, from the Faculty of Information Technology category, click on the link for your unit.

You can access MUSO and Blackboard via the portal: <http://my.monash.edu.au>

Click on the Study and enrolment tab, then Blackboard under the MUSO learning systems.

In order for your Blackboard unit(s) to function correctly, your computer needs to be correctly configured.

For example:

- Blackboard supported browser
- Supported Java runtime environment

For more information, please visit: <http://www.monash.edu.au/muso/support/students/downloadables-student.html>

You can contact the MUSO Support by: Phone: (+61 3) 9903 1268

For further contact information including operational hours, please visit:
<http://www.monash.edu.au/muso/support/students/contact.html>

Further information can be obtained from the MUSO support site:
<http://www.monash.edu.au/muso/support/index.html>

Assessment

Unit assessment policy

This unit is assessed via

- A performance evaluation in the middle of the placement completed by the student's industry supervisor.
- A performance evaluation at the end of the placement completed by the student's industry supervisor.
- An oral presentation of the placement.
- A written report of the placement.
- A daily log, weekly reports and major task list.
- An updated resume.
- A written description of the placement company.

Assignment tasks

• Assignment Task

Title : Mid-placement evaluation

Description :

- ◆ A self evaluation by the student, including supporting data and performance comments, on a preformatted and scored performance evaluation.
- ◆ A preformatted and scored performance evaluation, including performance comments, completed by the student's industry supervisor.

Weighting : 20%

Criteria for assessment :

- ◆ Interest and Energy
- ◆ Dependability and Work Output
- ◆ Organisation and Planning
- ◆ Communications
- ◆ Initiative
- ◆ Team Work
- ◆ Problem Solving

Due date : October 1

Remarks (optional - leave blank for none) :

Each criteria is scored by the industry supervisor on a 1-5 scale

• Assignment Task

Title : End-placement evaluation

Description :

- ◆ A self evaluation by the student, including supporting data and performance comments, on a preformatted and scored performance evaluation.

- ◆ A preformatted and scored performance evaluation, including performance comments, completed by the student's industry supervisor.

Weighting : 30%

Criteria for assessment :

- ◆ Interest and Energy
- ◆ Dependability and Work Output
- ◆ Organisation and Planning
- ◆ Communications
- ◆ Initiative
- ◆ Team Work
- ◆ Problem Solving
- ◆ Personal development and response to mid-placement evaluation

Due date : November 30

Remarks (optional - leave blank for none) :

Each criteria is scored by the supervisor on a 1-5 scale

• **Assignment Task**

Title : Oral Presentation

Description :

Students make a 15 minute presentation about the placement at Monash Clayton in front of their peers, academic and general staff, and assessors.

Weighting : 25%

Criteria for assessment :

- ◆ **Voice:** Projection, speed, clarity, confidence, control, variation.
- ◆ **Body Language:** Posture, movement, animation, use of hands.
- ◆ **Eye Contact:** Maintaining contact with all the audience.
- ◆ **Content:** Explanation of role in organisation, tasks undertaken, evaluation of learnings from placement.
- ◆ **Time:** Adherence to time limit
- ◆ **Use of Visual Aids:** Quality, imagination, sophistication.
- ◆ **Reliance on Notes:** As little as possible.

Due date : Second week of December

• **Assignment Task**

Title : Written reports

Description :

- ◆ Placement company report (one or more pages)
- ◆ Placement report (five pages)

- ◆ Resume (up to four pages)
- ◆ Placement goals (two pages)
- ◆ Daily log (one page per week)
- ◆ Weekly reports (one page per week)
- ◆ Task list (one to three pages)
- ◆ Placement evaluation (five pages preformatted)

Weighting : 25%

Criteria for assessment :

- ◆ Content
- ◆ Presentation
- ◆ Structure
- ◆ Sequence
- ◆ Insights

Due date : Second week of December

Assignment submission

The industry based learning folder including the two evaluations and all the written reports will be submitted to the chief examiner in person in the first week of June.

Assignment coversheets

No assignment cover sheets required

University and Faculty policy on assessment

Due dates and extensions

The due dates for the submission of assignments are given in the previous section. Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are seldom regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Requests for extensions must be made to the chief examiner in the week before the due date. A copy of the email or other written communication of an extension must be attached to the assignment submission.

Late assignment

Assignments received after the due date will be subject to a penalty of 5% per day, excluding weekends. Assignments received later than one week (seven days) after the due date will not normally be accepted.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Assessment for the unit as a whole is in accordance with the provisions of the Monash University Education Policy at <http://www.policy.monash.edu/policy-bank/academic/education/assessment/>

Industry based learning folders will be available for students to collect after the FIT2032 results are published.

Plagiarism, cheating and collusion

Plagiarism and cheating are regarded as very serious offences. In cases where cheating has been confirmed, students have been severely penalised, from losing all marks for an assignment, to facing disciplinary action at the Faculty level. While we would wish that all our students adhere to sound ethical conduct and honesty, I will ask you to acquaint yourself with Student Rights and Responsibilities (<http://www.infotech.monash.edu.au/about/committees-groups/facboard/policies/studrights.html>) and the Faculty regulations that apply to students detected cheating as these will be applied in all detected cases.

In this University, cheating means seeking to obtain an unfair advantage in any examination or any other written or practical work to be submitted or completed by a student for assessment. It includes the use, or attempted use, of any means to gain an unfair advantage for any assessable work in the unit, where the means is contrary to the instructions for such work.

When you submit an individual assessment item, such as a program, a report, an essay, assignment or other piece of work, under your name you are understood to be stating that this is your own work. If a submission is identical with, or similar to, someone else's work, an assumption of cheating may arise. If you are planning on working with another student, it is acceptable to undertake research together, and discuss problems, but it is not acceptable to jointly develop or share solutions unless this is specified by your lecturer.

Intentionally providing students with your solutions to assignments is classified as "assisting to cheat" and students who do this may be subject to disciplinary action. You should take reasonable care that your solution is not accidentally or deliberately obtained by other students. For example, do not leave copies of your work in progress on the hard drives of shared computers, and do not show your work to other students. If you believe this may have

happened, please be sure to contact your lecturer as soon as possible.

Cheating also includes taking into an examination any material contrary to the regulations, including any bilingual dictionary, whether or not with the intention of using it to obtain an advantage.

Plagiarism involves the false representation of another person's ideas, or findings, as your own by either copying material or paraphrasing without citing sources. It is both professional and ethical to reference clearly the ideas and information that you have used from another writer. If the source is not identified, then you have plagiarised work of the other author. Plagiarism is a form of dishonesty that is insulting to the reader and grossly unfair to your student colleagues.

Register of counselling about plagiarism

The university requires faculties to keep a simple and confidential register to record counselling to students about plagiarism (e.g. warnings). The register is accessible to Associate Deans Teaching (or nominees) and, where requested, students concerned have access to their own details in the register. The register is to serve as a record of counselling about the nature of plagiarism, not as a record of allegations; and no provision of appeals in relation to the register is necessary or applicable.

Non-discriminatory language

The Faculty of Information Technology is committed to the use of non-discriminatory language in all forms of communication. Discriminatory language is that which refers in abusive terms to gender, race, age, sexual orientation, citizenship or nationality, ethnic or language background, physical or mental ability, or political or religious views, or which stereotypes groups in an adverse manner. This is not meant to preclude or inhibit legitimate academic debate on any issue; however, the language used in such debate should be non-discriminatory and sensitive to these matters. It is important to avoid the use of discriminatory language in your communications and written work. The most common form of discriminatory language in academic work tends to be in the area of gender inclusiveness. You are, therefore, requested to check for this and to ensure your work and communications are non-discriminatory in all respects.

Students with disabilities

Students with disabilities that may disadvantage them in assessment should seek advice from one of the following before completing assessment tasks and examinations:

- Faculty of Information Technology Student Service staff, and / or
- your Unit Coordinator, or
- [Disabilities Liaison Unit](#)

Deferred assessment and special consideration

Deferred assessment (not to be confused with an extension for submission of an assignment) may be granted in cases of extenuating personal circumstances such as serious personal illness or bereavement. Information and forms for Special Consideration and deferred assessment applications are available at <http://www.monash.edu.au/exams/special-consideration.html>. Contact the Faculty's Student Services staff at your campus for further information and advice.