



**MONASH** University

**GCO3500  
Project**

**Unit guide**

**Semester 2, 2008**

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# **GCO3500 Project - Semester 2 , 2008**

## **Unit leader :**

Shyh Wei Teng

## **Lecturer(s) :**

### **Gippsland**

- Shyh Wei Teng

## **Tutors(s) :**

### **Gippsland**

- Shyh Wei Teng

## Introduction

Welcome to GCO3500 Project for semester 2, 2008. This 6 point unit is an elective to the Master of Applied Information Technology degree program in the Faculty of IT. The unit has been designed to provide you with an opportunity to develop a small scale IT system by applying the system analysis, design and programming knowledge you have acquired in units you have already completed in the course.

## Unit synopsis

Each student will select a suitable project approved by the subject adviser, involving systems analysis and design, programming, and implementation of a solution to user problems. Students may work independently or in groups under a supervising staff member. Requirements include oral presentation of work and written reports of a feasibility study, systems analysis, design specifications, programming, implementation and evaluation. For students on campus, there will be weekly meetings with their academic supervisor, fellow project team members, system-user representatives or some combination of these. Formal presentations for reporting and assessment purposes will be required. For distance education students, attendance at weekend schools for presentations will be required unless satisfactory alternatives can be arranged between supervisor and system users.

## Learning outcomes

This subject aims to develop in students:

- the capacity to apply in a practical setting the theoretical work covered in the course
- the ability to develop a significant computing application, from the analysis and design stages, through coding and implementation to evaluation
- the ability to define a problem, and gather data, facts, opinions and information needed to analyse and solve it
- skills in outlining and evaluating alternative solutions to a system development problem
- knowledge and skill to perform a feasibility study that includes estimates of costs, time requirements, a schedule for the development, and the benefits expected from the system
- ability to identify hardware and software requirements for a system
- skill in documenting a system design using industry standard documentation tools and procedures
- knowledge, understanding and skill to implement a system, including testing and debugging
- knowledge and skill in evaluating a system, identifying any weakness or possible enhancements

Relationships, Communication and TeamWork

- the abilities and attitudes required to operate effectively as a member of a development team.
- skills and knowledge to work with clients and communicate effectively with them

## Workload

Students are required to spend a minimum of 12 hours per week working on their projects. Regular meetings with the supervisor are also required.

## Unit relationships

## **Prerequisites**

Before attempting this unit you must have satisfactorily completed all core units, or equivalent.

## **Relationships**

GCO3500 is an elective unit in the Master of Applied Information Technology degree. You may not study this unit and FIT3025, GCO2819, GCO9800, GCO3700, GCO3800, GCO3819, GCO3900, SYS3030, SYS3550, SYS3500 in your 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>

## Improvements to this unit

To assist what is expected from students for each deliverables, detailed report templates, description of each deliverables, as well as expectation of requirements for various grades are developed.

## **Unit staff - contact details**

### **Unit leader**

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Lecturer

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**Lecturer(s) :**

**Dr Shyh Teng**

Lecturer

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**Tutor(s) :**

**Dr Shyh Teng**

Lecturer

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## Teaching and learning method

When developing the small scale IT system, students are expected to put knowledge and skills acquired from units previously completed in the course into practise. A supervisor will be allocated to each student to assist the student during the system development.

## Off-campus distributed learning or flexible delivery

Once a supervisor is allocated to an Off-campus learning (OCL) student, the student should establish with the supervisor the best methods of communication to facilitate the weekly meetings and various discussions. Some examples of communication methods are email, newsgroup, video conferencing, and chat room.

## 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
1	Weekly activities are determined by the student's project plan	
2	As per plan	
3	As per plan	Report 1 due and Presentation
4	As per plan	
5	As per plan	Report 2 due
6	As per plan	
7	As per plan	
8	As per plan	
9	As per plan	Report 3 due
10	As per plan	
11	As per plan	
Mid semester break		
12	As per plan	
13	As per plan	Report 4 & End Product due and Presentation



## Unit Resources

### Prescribed text(s) and readings

There is no prescribed text for this unit.

However, all prescribed texts and recommended readings from other units in your major can be used as references. Monash Bookshop and Library.

### Recommended text(s) and readings

All prescribed texts and recommended readings from other units in your major can be used as references.

### Required software and/or hardware

There is no software requirement. However, students must discuss with their allocated supervisors on what software the university can or cannot support. If the software the client or student would like to use for system development are not available in the university, the client or student is expected to provide the university with the software licenses in order for the supervisor to assess the system.

### 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 12 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:

A printed Unit Book containing information on the structure of this unit. It also contains the unit information outlining the administrative information for the unit.

The GCO3500 Website is on <http://muso.monash.edu.au>, where lecture slides, sample structure of assignments/reports and sample materials will be posted.

Newsgroups/discussion groups that can be linked to from the Unit Homepage.

### 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

1. Attempt all assignment tasks.
2. Score 50% or more overall in the unit.

### Assignment tasks

- **Assignment Task**

**Title :** Progress Report 1

**Description :**

System specifications

**Weighting :** 8%

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date :** 1/8/08

- **Assignment Task**

**Title :** Presentation 1

**Description :**

System specifications presentation

**Weighting :** 2%

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date :** 1/8/08

- **Assignment Task**

**Title :** Progress Report 2

**Description :**

System analysis

**Weighting :** 12%

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date :** 15/8/08

• **Assignment Task**

**Title :** Progress Report 3

**Description :**

System design

**Weighting :** 8%

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date :** 12/9/08

• **Assignment Task**

**Title :** Progress Report 4

**Description :**

System implementation

**Weighting :** 17%

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date :** 17/10/08

• **Assignment Task**

**Title :** End Product

**Description :**

Final working system to be delivered to client.

**Weighting :** 50%

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date :** 17/10/08

• **Assignment Task**

**Title :** Final Presentation

**Description :**

Final presentation on the system developed.

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**Weighting : 3%**

**Criteria for assessment :**

Available on unit Blackboard site.

**Due date : 17/10/08**

## **Assignment submission**

The method to submit the assignments/reports is to be negotiated with the supervisor allocated to you.

## 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.

### Late assignment

Assignments received after the due date will be subject to a penalty of 5% for every day after the due date.

Assignments received later than one week 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/>

We will aim to have assignment results made available to you within two weeks after assignment receipt.

### 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.