



MONASH University

**MMS2401
Studio 2**

Unit guide

Semester 2, 2008

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MMS2401 Studio 2 - Semester 2 , 2008

Unit leader :

Matthew Butler

Lecturer(s) :

Berwick

- Matthew Butler
- Mark Power
- Mark Power

Introduction

Welcome to MMS2401 - 2nd Year Studio. This unit is designed for you to put into practice some of the multimedia methodologies and technologies you have covered in the previous year. In small teams you are required to develop database driven web product, or a CD-Rom based product.

Please note that this unit will run in conjunction with the units FIT3039 and FIT3040.

Unit synopsis

This unit builds on the basic concepts from the second year first semester units by continuing an on-going studio based theme leading to an enhanced understanding of the multimedia development process and the tools and techniques used to manage and control it. This second studio concentrates on the development of multimedia related database applications and CD ROM authoring.

At the completion of this unit students will have knowledge of the multimedia development process, hardware and computer limitations in delivering cross platform products and the team working environment of multimedia developers. Knowledge of important concepts e.g., importance of research, planning, scheduling and team work to produce a product that is technically robust, aesthetically appealing, on time and within budget.

Students will be able to demonstrate advanced programming and graphic design skills applied from the tools and techniques learnt in the core units. The multimedia products will incorporate and exemplify an understanding of human cognition associated with interactive design and learning theory developed through research.

Learning outcomes

Knowledge and Understanding

- the nature of the multimedia system development process, and the tasks and management processes associated with it
- the characteristics of computer hardware and software which are used in the development of multimedia systems especially related to authoring
- the working environment in which multimedia systems are developed and the tools and techniques which are used to manage the development process
- the need for management and control of the multimedia development process and the contribution which management tools and techniques can make to this process

Attitudes, Values and Beliefs

- a positive approach to teamwork, allowing them to work as part of a project team

Practical Skills

- preparing a project plan for carrying out the development and implementation of a database based multimedia system or CD authored system
- manipulating and integrating elements of computer hardware and software to develop a multimedia system
- creatively combining and applying the tools and techniques learnt in the core units in the development of multimedia products and systems components

Relationships, Communication and TeamWork

- through the group nature of this unit develop students communication skills, teamwork skills, leadership

and management skills.

Workload

Studio has specific workload and attendance requirements. In class requirements include:

- One-hour lecture (compulsory)
- Three-hour studio session (compulsory)

You will also be required to put in hours outside the allocated in class studio time. This time is needed for:

- Team meetings
- Client meetings
- Product development
- Preparation of project deliverables
- Process diary upkeep

Unit relationships

Prerequisites

Before attempting this unit you must have satisfactorily completed MMS2402 and MMS2801 and MMS1401 or equivalent.

Relationships

MMS2401 is a core unit in the Multimedia stream of the Bachelor of Multimedia Systems degree.

It is a prerequisite for MMS3407. You may not study this unit and MMS2407, MMS2408, MMS2409, VSA3020 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>

Unit staff - contact details

Unit leader

Mr Matthew Butler

Lecturer

Phone +61 3 990 47163

Lecturer(s) :

Mr Matthew Butler

Lecturer

Phone +61 3 990 47163

Mr Mark Power

Assistant Lecturer

Phone +61 3 990 47123

Teaching and learning method

This unit uses the Studio mode of teaching.

Lectures are provided to guide students through the requirements of the unit as well as the expected deliverables. These lectures are also intended to provide an insight into the multimedia industry and other practical "real-world" elements.

Studio sessions are designed to provide an environment where your team can collaborate with access to staff and requisite technologies. Studio sessions should not just be about development... they should be a time where your team can discuss the product, team progress, administrative matters, and collaborate with your team staff mentor.

Expected activities outside of class include product development, team meetings, client meetings, preparation of project deliverables, and process diary upkeep.

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	Unit overview and expectations	
2	Project Feasibility and Project Concept Documents	
3	Project Planning Process	
4	Project / System design process - Web and IT Systems	Project Plan
5	Project / System design process - Video	
6	Preliminary Project Presentations	Preliminary Project Presentations
7	Intellectual Property	First Diary and Workbook Submission
8	Monash Careers Services	
9	System and Prototype Testing	
10	Delivering a Project, Hand-over	
11	Presentations - aims and expectations	
Mid semester break		
12	Project Handover	
13	Presentations	

		Project Presentations, Final Project, Second Diaries Submission
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Unit Resources

Prescribed text(s) and readings

There is no required textbook for this subject but it is expected that you utilise the library resources such as books, video, CDs, DVDs and undertake your own research.

A broad range of text books relating to this subject are also held at Berwick library.

Recommended text(s) and readings

There are no required texts. Individuals may need to purchase texts relating to thier specific project

Required software and/or hardware

- Adobe Photoshop CS3
- Adobe Illustrator CS3
- Adobe After Effectcts CS3
- Final Cut Pro Suite
- Audacity
- Adobe Flash CS3 and Video Encoder
- Garage Band

Software relating to this subject may be accessed from several of the on-campus student PC labs.

Software may be:

- purchased at academic price at good software retailers

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:

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This unit has a certain key resources that must be reviewed by all students. This includes:

- The Unit Information, outlining the administrative information for the unit
- The MMS2401 web site where materials for this unit will also be contained. Lecture slides, weekly studio requirements, assignment/deliverable specifications, sample work and supplementary material will be posted here.

- Newsgroups/discussion groups will be linked 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

To be eligible to pass and maintain your enrolment in MMS2401 you must attend **80%** of your studio sessions. If you are absent for more than two studio sessions you must supply a medical certificate or other appropriate documentation otherwise you will be excluded from the unit. If you are finding problems with this requirement please ensure you speak to your unit adviser as early as possible.

Due to the nature of group work in Studio, it is expected that all students will attend 100% of classes.

This unit, like all Monash units, is built on the assumption that you will spend twelve hours a week attending Studio and working on your assignments. **PLEASE READ THIS POINT CAREFULLY – TWELVE (12) HOURS PER WEEK IS REQUIRED** for success in this unit, attendance at Studio without any work outside of this allocated class time will not be sufficient. You should ensure that you can make this commitment before you embark on this subject

There will be one one-hour lecture and a three-hour Studio each week. To get the most out of Studio you should make sure you have with you a copy of the project you are working on with you.

Responsibility for student work

Students should note that they are, at all times, responsible for their work. All relevant material should be backed up on a regular basis to CD, DVD or Flash disks. The university has CD & DVD burners in the computer labs and blank CDs/DVDs may be purchased through the on campus bookstore. Loss of assignment work due to hardware failure, virus or theft will not be accepted as reasons for late or non-submission of work. Students must hold an exact copy of all work which they submit for assessment, this copy should be held until your final result for the unit is released.

Assessment procedures for a non – performing team member

If the unit assessor, or one or more team members, becomes concerned regarding the contribution of one or more members of a group then the unit assessor will determine, using the project documentation, examination of Visual Process diaries and discussion with the students concerned whether the student or students are making an equitable contribution to the work of the group.

If it is determined that the student or students are not making an equitable Contribution to the work of the group they may be deemed to be a non-performing team member.

In the event of this determination being made the group component of their assessment will be multiplied by a factor of up to 0.5 to arrive at a raw score

Assignment tasks

- **Assignment Task**

Title : Project Plan

Description :

The project plan lays the foundation for your project during the semester. In this document you must analyse the problem you are solving and prepare a plan for development of the product. The plan should cover such areas as user requirement, task breakdown, scheduling, quality issues, and the like.

Weighting : 10%

Criteria for assessment :

Criteria for this assessment will be placed on the unit website.

Due date : 6th August

• **Assignment Task**

Title : Diary 1 and Workbook Submission

Description :

This is the first submission of your individual project documentation. This consists of two components, a blog and a workbook, and should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role in the project. This first submission should place inherent focus on the research and design elements of the project.

Weighting : 20%

Criteria for assessment :

Criteria for this assessment will be placed on the unit website.

Due date : 27th August

• **Assignment Task**

Title : Diary 2 and Folio Submission

Description :

This is the second submission of your individual project diaries. The diaries consist of a blog and folio and should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role in the project. This second submission should inherently focus on reflection of the project and your team, as well as a folio presenting your work from the year.

Weighting : 20%

Criteria for assessment :

Criteria for this assessment will be placed on the unit website.

Due date : 15th October

• **Assignment Task**

Title : Final Product

Description :

This is submission of your final product

Weighting : 35%

Criteria for assessment :

Criteria for this assessment will be placed on the unit website.

Due date : 15th October

• **Assignment Task**

Title : Final Group Presentation

Description :

The group presentation provides you the opportunity to present your project to other members of the Studio teaching team as well as your peers. You should provide an insight into your project, the development process and the finished product.

Weighting : 10%

Criteria for assessment :

Criteria for this assessment will be placed on the unit website.

Due date : 15th October

• **Assignment Task**

Title : Preliminary Project Presentation

Description :

This preliminary presentation will give you the opportunity to present your project and initial work to the Studio group. It is intended that these presentations are brief but will share your work with the rest of the class for input and ideas.

Weighting : 5%

Criteria for assessment :

Criteria for this assessment will be placed on the unit website

Due date : 20th August

Assignment submission

Individual written Assignments will be submitted directly to your supervising staff member.

Group assignments will be handed in with the appropriate cover sheet correctly filled out and attached

Presentations will be made in person at the designated times

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 must be submitted by the due date. Details of the assignments submission procedure will be supplied via the unit on-line pages.

Where assignments are submitted in person (eg. hard copy or disk) an Berwick FIT 'Assignment Cover Sheet' with appropriate identification and signatures must be attached. All work must be presented in an A4 plastic cover. If multiple written pages, must be stapled or bound.

It is your responsibility to keep track of and manage your assignment due dates

Penalties are incurred from the due date at the rate of a 10 % reduction in grade for each day (including weekends) the assignment is late.

If you are having difficulty with assignment submission, please advise your Unit Adviser immediately so that any problems can be addressed.

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.