



**MONASH** University

**FIT3040  
Studio 2**

**Unit guide**

**Semester 1, 2009**

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# **FIT3040 Studio 2 - Semester 1, 2009**

## **Unit leader :**

Matthew Butler

## **Lecturer(s) :**

### **Berwick**

- Matthew Butler
- Mark Power

## **Introduction**

Welcome to FIT3040 - 3rd Year Studio. This unit is designed for you to put into practice many of the multimedia methodologies and technologies you have covered over the last few years. In small teams you are required to develop an industry standard multimedia product. This may be a continuation of a project from FIT3039 or a new semester long project. This product will ideally be a highly creative and technical achievement, serving a specific industry or artistic purpose.

## **Unit synopsis**

Students will work in teams on the development of an application/exhibition for a client who may be either internal or external to Monash. Using project planning/management skills along with other development procedures, students must then deliver a functional system, along with all requisite documentation. Students will integrate multimedia, programming, business and technical knowledge in the development process. Requirements are fulfilled by the team producing an identified set of deliverables, usually a progress report, full system documentation, and functional project. The team must ensure that each deliverable is completed on schedule. Each member of the team must demonstrate a significant contribution to the team effort, and display a sense of responsibility for the project outcome.

## **Learning outcomes**

At the completion of this unit students will have a theoretical and conceptual understanding of:

- The roles and responsibilities of clients and developers in a software development project;
- The methodologies, tools and techniques required for delivering a functional system.

Students will have developed attitudes that enable them to:

- Approach the development process ethically and professionally.

Students will have the skills to:

- Develop a significant multimedia/computing application, including design, development, testing, evaluation, finalisation, documentation, and delivery;
- Apply project management techniques to a software development project;
- Integrate multimedia, programming, business and technical skills in the testing and evaluation of a system

- prototype;
- Develop effective user and system documentation;
- Evaluate personal performance and performance of a development team.

Students will have further developed the teamwork skills needed to:

- Communicate effectively with clients and members of the development team.
- Work effectively in a team.

## 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 FIT3039 or MMS3407, or equivalent.

### Relationships

Before attempting this unit you must have satisfactorily completed FIT3039 or MMS3407, or equivalent.

You may not study this unit and MMS3408 in your degree.

## Continuous improvement

Monash is committed to 'Excellence in education' (Monash Directions 2025 - <http://www.monash.edu.au/about/monash-directions/directions.html>) 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. One of the key formal ways students have to provide feedback is through Unit Evaluation Surveys. The University's Unit Evaluation policy (<http://www.policy.monash.edu/policy-bank/academic/education/quality/unit-evaluation-policy.html>) requires that every unit offered is 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.

Faculties have the option of administering the Unit Evaluation survey online through the my.monash portal or in class. Lecturers will inform students of the method being used for this unit towards the end of the semester.

## Student Evaluations

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

## Improvements to this unit

Consideration has again been given to the individual component of assessment, namely the role of the Process Diary. In this semester, students will also be expected to develop a personal Folio, that will incorporate elements of their design and development process. More information regarding this can be found in discussion of the assessment items.

## 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

## Additional communication information

Contact hours can be found on the door of each Studio team member

## Teaching and learning method

This unit uses primarily 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, career preparation, multimedia exhibitions, 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.

## Tutorial allocation

Only one Studio session is offered each week. All students are expected to attend this session.

## 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 Expectation, Group Formation and Project Selection	
2	Review of the project planning process, including the Project Plan document and Prototype evaluation	
3	Workbooks and Folios	Project Concept
4	IT Careers	Project Plan
5	Exhibition	
6	Preliminary Project Presentations	Preliminary Project Presentation
Mid semester break		
7	Guest Lecture	Blog and Workbook #1
8	IT Careers	
9	Detailed System Testing, Testing Process, Testing Documents	
10	Delivering a Project, Hand-over	
11	Presentation Skills	
12	Project Hand-Over	
13	Student Presentations	Project Presentations, Final Project, Blog and Workbook #2 and Folio

## Unit Resources

### Prescribed text(s) and readings

There is no required textbook for this unit. After choosing your project you may be required to obtain texts relating to the topic or development technologies.

As mentioned above no explicit textbooks are required

## Recommended text(s) and readings

A list of recommended readings will be made available on the unit website. Due to the wide variety of projects, a definitive list will not be available, however some general books that may help include:

Nicholas, "Project Management for Business and Technology", Prentice Hall

Satzinger et. al, "Systems Analysis and Design in a Changing World", Thomson

## Required software and/or hardware

There are no specific software requirements for this unit. After choosing your project you will be required to use the most appropriate development software. Some packages that will be of primary use include:

Microsoft Project

Microsoft Visio

Adobe Photoshop and Illustrator

\*\* Please note that this unit requires access to other Multimedia software as used in all other Multimedia units at Berwick. It is not required in each lab, however access to the software in at least one lab is required.

## Equipment and consumables required or provided

On-campus students 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.

## Study resources

Study resources we will provide for your study are:

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 FIT3040 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>.

The Educational Library and Media Resources (LMR) is also a very resourceful place to visit at <http://www.education.monash.edu.au/library/>

## 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

In order to pass the unit, students must pass both the group and individual components and attend 80% of studio classes.

Note that in the event of concern over the contribution of a team member, staff will review their contribution using project documentation, examination of Process Diaries and discussions with the students concerned. If it is deemed that contribution is significantly lacking, then that individuals group component may be multiplied by a factor of 0.5. This includes non-attendance in Studio sessions and will be strictly enforced

### Assignment tasks

- **Assignment Task**

**Title :** Project Concept

**Description :**

This is a compulsory, non-assessed, task. The purpose of the Project Concept is for your group to begin to explicitly define the nature of your project so it can be approved. This document will be discussed with your group mentor.



**Weighting : 0%**

**Criteria for assessment :**

N/A

**Due date : 11th March**

• **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 assessment will be placed on the unit website

**Due date : 25th March**

• **Assignment Task**

**Title :** Blog and Workbook Submission #1

**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 : 15%**

**Criteria for assessment :**

Criteria for assessment will be placed on the unit website

**Due date : 22nd April**

• **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 assessment will be placed on the unit website

**Due date : 3rd June**

- **Assignment Task**

**Title :** Final Product

**Description :**

This is delivery of the groups final product

**Weighting :** 35%

**Criteria for assessment :**

Criteria for assessment will be placed on the unit website

**Due date :** 3rd June

- **Assignment Task**

**Title :** Blog and Folio Submission #2

**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 :** 15%

**Criteria for assessment :**

Criteria for assessment will be placed on the unit website

**Due date :** 3rd June

- **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 assessment will be placed on the unit website

**Due date :** 8th April

- **Assignment Task**

**Title :** Folio

**Description :**

Your personal folio is an important part of your overall university and career development, as well as being an integral component of your participation in the final exhibition. This first submission of your folio will present your basic folio design, as well as content from your previous years of study and work outside the

university. Explicit expectations will be discussed in class and on the unit website

**Weighting : 10%**

**Criteria for assessment :**

Criteria for assessment will be placed on the unit website.

**Due date : 3rd June**

## **Assignment submission**

Assignments will be submitted by paper submission to your supervising staff member. On-campus Students submit the assignment to the staff member with the appropriate cover sheet correctly filled out and attached.

The due date is the date by which the submission must be received.

## **Assignment coversheets**

Cover sheets must be provided with all group and individual assignments and can be found via the "Student assignment coversheets" section on the faculty website:

<http://infotech.monash.edu.au/resources/student/assignments/>

## **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 your group staff mentor at least one week before the due date. You may be asked to forward supporting documentation to validate why the extension is required. A copy of the email or other written communication of an extension must be attached to the assignment submission.

### **Late assignment**

Both Individual and Group work received after the due date will be subject to a penalty of 10% per day. Work received later than one week after the due date may not 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 the University Plagiarism policy and procedure (<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) which applies to students detected plagiarising.

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.