FIT3047
Industrial experience project

Unit guide

Semester 1, 2009

Table of Contents

FIT3047 Industrial experience project - Semester 1, 2009

Unit leader :

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Lecturer(s) :

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- Shyh Wei Teng

South Africa

- Jacques Steyn

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- Thomas O'Daniel

Tutors(s) :

Caulfield

- Dora Constantinidis
- David Grant
- Jacob Zhivov

South Africa

- Gerald Omachar

Introduction

Welcome to FIT3047 - Industrial Experience Project for Semester 1, 2009. This 6 point unit is core in the Bachelor of Information Technology and Systems. This unit has been designed to give you the opportunity to apply the knowledge and skills you have gained throughout the degree in a real-world context.

Unit synopsis

In their final year of study, students are given the opportunity to apply the knowledge and skills they have gained, in the development of an information system for a real world client. Students work in groups and will:

- design, develop and deliver an information system for a client
- manage the project through all its development stages
- communicate effectively with all project stakeholders, primarily via studios and meetings
- develop project documentation to a professional standard
- present their project work to academics and other groups
- attend unit seminars
- contribute in a professional and committed manner to the work of the group

Learning outcomes

Students will have knowledge of

- The environment in which a client operates
- Eliciting information from a client
- The project management process to measure and control development of a system
- The scope and size of a system
- The processes involved in the design, development and delivery of an information system
- The effective management of clients, groups and individuals within groups
- The roles and responsibilities of all project stakeholders

Attitudes, Values and Beliefs

- Students will exhibit a professional attitude to the production and delivery of their work as an individual and as a member of a group.
- Students will appreciate the importance of involvement and commitment in group work, and its fundamental contribution to the systems process.
- Students will appreciate the need for professional behaviour in their dealings with a real world client.

Students will exhibit skills in

- Presentation
- Project management
- Interacting with clients
- Group integration
- Designing, developing and delivering on time, a computer system that meets agreed specifications.
- Evaluating, then using the most appropriate tools and techniques

Relationships, Communication and TeamWork

- Students will learn how to establish and maintain effective communication between group members, and between the group and their client
- Students will respect the input and contribution of all project stakeholders
- The roles and responsibilities of all group members will be agreed and understood
- Effective conflict resolution will be employed as part of group management
- Students will appreciate that the final outcome of the group's work relies on the integrated and committed behaviour of all group members

Workload

Your workload commitment to this unit are:

- three hour tutorial
- 1 hour seminar
- half hour personal reflection which include: writing a blog about the weeks activities, keeping records of time spent on this unit and generally reflecting on what you have learned.
- approximately 7 1/2 hours of additional work which may include the following: developing code, doing research about different aspects of systems development, development of documentation

Unit relationships

Prerequisites

FIT Undergraduate Common Core Units (FIT1001 + FIT1002 + FIT1003 + FIT1004 + FIT1005 + FIT2001 + FIT2002) and any 3 FIT 2nd year units.

For BComp (2330) and associated double degree students only: (CSE2132 or FIT1004) and (CSE2203 or FIT2002). The student should also have completed at least 84 credit points towards their Bachelor of Computing or associated double degrees.

For BIS (3323) and associated double degree students only: IMS2502 or equivalent

For BNetComp and associated double degree students only: (FIT1002 or CPE1001) and (FIT1001 or CPE1002) and (FIT1011 or CPE1003) and (FIT2034 or CPE1004) and (FIT1003 or CPE1006) and (FIT1005 or CPE1007) and (CPE2006 or FIT2002) and 2 of ?(FIT2001 or CPE2003) or (FIT1004 or CPE2005) or (FIT3031 or CPE2007)

Relationships

You may not study this unit and CSE3301, GCO2819, GCO3819, CSE3200, FIT3015, FIT3039, FIT3040, FIT3038, FIT3025, FIT3026, FIT3016, FIT3017 (Translation for CSE3200), FIT3114, FIT3115, FIT3116, FIT3117, IMS3000, IMS3501, IMS3502 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/

Unit staff - contact details

Unit leader

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Dr Dora Constantinidis

Gerald Omachar

Mr Jacob Zhivov

Teaching and learning method

In this unit we try to simulate a real systems development experience. Groups of students work as a team with support from tutors and academic staff to develop a system for a real client. The seminars are developed to address specific issues during system development and we also include speakers from industry. The studio sessions are there for students to work on their project and to receive help from tutors and academic staff.

Tutorial allocation

On-campus students should register for tutorials/laboratories/studios using Allocate+.

Off-campus distributed learning or flexible delivery

Project teams consisting of Off-Campus Learning (OCL) students from similar areas will be formed. To facilitate better communication in such teams, a discussion group will be created in MUSO for each OCL project team. Using this discussion group, members in each OCL team is expected to discuss various issues related to its project. Each project team must also communicate regularly with its allocated supervisor to acquire guidance in the development of its project.

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	Campus specific seminars will be held	
2	Campus specific seminars will be held	
3	Campus specific seminars will be held	
4	Campus specific seminars will be held	
5	Campus specific seminars will be held	
6	Campus specific seminars will be held	
Mid semester break		
7	Campus specific seminars will be held	
8	Campus specific seminars will be held	
9	Campus specific seminars will be held	
10	Campus specific seminars will be held	
11	Campus specific seminars will be held	
12	Campus specific seminars will be held	
13	Campus specific seminars will be held	

Unit Resources

Prescribed text(s) and readings

There are no set texts, however students are expected to have developed their own collection of texts, urls and other reference materials during the course of their studies. Resources related to the seminar series will be distributed during the seminar or listed on the unit web site.

Recommended text(s) and readings

There are no recommended texts, however students are expected to have developed their own collection of texts, urls and other reference materials during the course of their studies.

Required software and/or hardware

The studio environment provides a large array of software and hardware for students to use within the studios, and some items are available for overnight loan. Please see the unit web site for up-to-date listing. Anything additional is to be negotiated between the student team and their clients. FIT will not normally provide additional hardware or software.

Equipment and consumables required or provided

Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook.

The Studio environment is well equipped with computers and peripherals. Studio computer peripherals (cameras, scanners, laptops, zip drives etc.) are available for student use. This equipment is accessible via the FIT loan system - ask the Caulfield FIT technical staff for more information, or log a request via their web site:

http://www1.infotech.monash.edu.au/webservices/servicedesk/requestform/index.cfm

Study resources

Study resources we will provide for your study are:

- Resource Guide

- Documentation Guide

- MUSO/Moodle Website (this web site contains information for FIT3015, FIT3047 and FIT3048)

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

FIT3047 Industrial experience project - Semester 1, 2009

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

Gain at least 50% of the total marks for the unit. The deliverables outlined below in the Assignment Task Section can vary depending on the specific requirement of the project but need to be negotiated and approved by the tutor and/or academic.

All the deliverables are produced as a result of the work conducted by the group. Individual marks can differ from the group mark based on peer assessment, weekly reflections (blog) and the performance review. Your mark can be adjusted with up to 40% (up or down).

Students enrolled at the Caulfield Campus:

The deliverables outlined in the Assignment Task section below are all based on the effort of the group. However, to ensure that all students contribute towards the project and to monitor individual experience a number of deliverables are required:

- A weekly blog on the Server provided for this purpose. The quality and number of the blogs will be evaluated on a weekly basis by the tutor and can affect your project performance review mark. The goal of the blog is to record your individual reflection on the project and the group work. Furthermore, the tutor and academics utilise the blogs to monitor the group work and progress of the project.

- A weekly timesheet outlining the hours and type of work conducted during the week by each student. An Individual monthly review will be conducted by the tutor every four weeks. This review will influence the evaluation of the peer assessment and ultimately lead to a 40% variation of each individual mark.

Assignment tasks

- **Assignment Task**

  Title : Project interpretation, standards and Governance

  Description :

  Weighting : 10%

  Criteria for assessment :

  Due date : Campus specific dates will be set
- **Assignment Task**

  Title : Business Case including Risk Report

  Description :

  Weighting : 20%

  Criteria for assessment :

  Due date : Campus specific dates will be set
- **Assignment Task**

  Title : Functional requirements Specification

  Description :

  Weighting : 30%

  Criteria for assessment :

  Due date : Campus specific dates will be set
- **Assignment Task**

  Title : Functional requirements Specification and presentation

  Description :

  Weighting : 30%

  Criteria for assessment :

  Due date : Campus specific dates will be set
- **Assignment Task**

  Title : Performance Review

  Description :

  Weighting : 10%

  Criteria for assessment :

Due date : Campus specific dates will be set

Assignment submission

Assignments will be submitted by paper submission to the Studio Tutor, with the appropriate cover sheet correctly filled out, signed and attached.

Assignment coversheets

Assignment coversheets can be found via the "Student assignment coversheets" (http://infotech.monash.edu.au/resources/student/assignments/) page on the faculty website

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 extentions must be made to the tutor before the due date. You will be asked to forward original medical certificates in cases of illness, and may be asked to provide other forms of documentation where necessary.

Late assignment

Assignments received after the due date will be subject to a penalty of 10% per day, 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 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.