MONASH University

FIT3127
Industry-based learning

Unit guide

Semester 1, 2009

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FIT3127 Industry-based learning - Semester 1, 2009

Unit leader :

Ann Nicholson

Lecturer(s) :

Clayton

- Ann Nicholson
- Kim Marriott

Introduction

Unit synopsis

ASCED Discipline Group classification: 029999 Information Technology not elsewhere classified.

Students on placement work full time in a defined, graduate level role during a 22 week placement period at industry partners of the Bachelor of Computer Science and Bachelor of Software Engineering industry based learning program. The students on placement are able to apply the knowledge and skills developed in their academic units, improve their communication, time management and customer service skills in an industry environment, experience an IT development environment and obtain feedback from experienced supervisors on their performance.

Learning outcomes

At the end of this unit students will have a good understanding ofthe application of technical computing knowledge and skills indeveloping IT systems. They will appreciate the role of effectivecommunication, and the importance of measurable deliverables, meetingtarget dates and producing quality output in real world IT developmentenvironments.

At the completion of this unit, students will be able to:

K1. Apply their technical computing skills in an industry IT development environment.

K2. Analyse a technical problem and design and implement an acceptable solution.

K3. Evaluate both the project they have worked on and their own contribution.

At the completion of this unit, students will have attitudes that enable them to:

A1. Complete technical computing tasks,

A2. Participate in work teams and cooperate within groups,

A3. Comply with the norms and rules of the industry partner,

A4. Recognise personal strengths and weaknesses particularly after feedback from industry supervisors,

A5. Adopt and practise professional ethics that influence work behaviour.

At the completion of this unit, students will be able to:

P1. Set achievable and measurable goals for technical computing tasks.

P2. Apply technical computing knowledge and skills obtained in prior course learning in real work situations.

P3. Develop technical IT solutions to real-world business and industry applications.

P4. Prepare documentation and written reports of a professional standard.

P5. Prepare and deliver a technical presentation of a professional standard.

P6. Address performance improvement opportunities identified by industry supervisors.

Upon completion of this unit, students will be able to:

S1. Work productively individually and in a team in an IT development environment.

S2. Communicate appropriately and effectively with clients, co-workers and managers.

Workload

Students must undertake a 22-week placement (from July 14), excluding a week's leave, with an industry partner. Standard working hours apply (typically 9-5, but may vary according to the organisation).

Students will also have to attend Monash for their final presentation in early December.

Unit relationships

Prerequisites

Before attempting this unit you must have satisfactorily completed FIT2004 and FIT2043, or equivalent.

Only available to local students accepted into the Bachelor of Computer Science, Bachelor of Software Engineering, and BSci/BCS industry based learning stream at Clayton campus with at least 72 credit points of study accumulated towards their degree.

Students undertaking this placement should also have completed the FIT2035 Business Communication for IBL during the Winter teaching term. Students who have not completed FIT2035 must attend communications workshops at Clayton during their placement.

Relationships

FIT3127 is an elective unit in the Bachelor of Computer Science, the Bachelor of Software Engineering degrees, and the Bachelor of Science / Bachelor of Computer Science, for those in the Industry-based learning program.

Only available to local students accepted into the Bachelor of ComputerScience, Bachelor of Software Engineering and Bachelor of Science / Bachelor of Computer Science industry based learning stream at Clayton campus with at least 72 credit points of study accumulated towards their 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

Minor adjustments to assessment have been made based on feedback from 2008.

Unit staff - contact details

Unit leader

Associate Professor Ann Nicholson
Associate Professor
Phone +61 3 990 55211
Fax +61 3 990 55146

Lecturer(s) :

Associate Professor Ann Nicholson
Associate Professor
Phone +61 3 990 55211
Fax +61 3 990 55146
Contact hours : Appointments via email.

Professor Kimbal Marriott
Professor
Phone +61 3 990 55525
Fax +61 3 990 32745

Teaching and learning method

Teaching and learning will be via supervised placement at industry partner location.

This unit involves on the job learning, formal and informal training as determined in collaboration with industry partners.

The students develop goals for the placement prior to the start of the placement. After the mid-placement evaluation of performance, and as a result of the identification of areas for improvement by the industry supervisors, the students revise the goals for the balance of the placement.

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.

The Monash academic coordinator will make 3 placement visits, which will provide an opportunity for feedback to the student.

The industry supervisor does two evaluations, one mid-placement and one towards the end. This evaluation follows a student's self-evaluation.

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

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

Equipment and consumables required or provided

Students undertaking this unit are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. However the expectation is that the work for this unit will be done using the industry placement computing facilities.

Study resources

Study resources we will provide for your study are:

- Information about placements and how they are conducted.
- Specifications for the various assessment.
- This Unit Guide outlining the administrative information for the unit;
- The unit web site on MUSO, where resources outlined above will be made available.

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

The unit is assessed by a combination of

- evaluations by industry supervisors
- assessment of pieces of written work
- assessment of oral presentations.

To pass the unit you much achieve no less than 50% of possible marks.

Assignment tasks

- ### Assignment Task

  Title : Placement introduction

  Description :

  This preliminary report will describe: the organisation and where you fit in; the induction provided when you started your placement; the tasks or projects that you will work on during the placement; the technical knowledge that you are expected to have for the work allocated; new technical knowledge or skills that you will be expected to acquire, and how you will acquire them ("on-the-job", training sessions, etc). A draft of this report will form the basis of the discussion at the initial placement visit.
  Weighting : 5

  Criteria for assessment :

  Due date : Approximately one week after the initial placement visit.
- ### Assignment Task

  Title : IBL Folder

  Description :

  This will assess the following elements of your IBL folder: Daily log, weekly reports, task list, goals, updated resume, evaluation of placement.
  Weighting : 10

  Criteria for assessment :

  Due date : End of placement (exact date TBA)
- ### Assignment Task

  Title : Technical Final Report

  Description :

  A final technical report on the work you have undertaken during the placement (20 plus pages). Written with industry supervisor as the intended audience.

  Weighting : 10

Criteria for assessment :

Due date : End of placement (exact date TBA)

- **Assignment Task**

Title : "Handover" Report

Description :

A final "handover" report on the work you have undertaken during the placement (20 plus pages). Written with industry supervisor as the intended audience.

Weighting : 10

Criteria for assessment :

Due date : End of placement (exact date TBA)

- **Assignment Task**

Title : Technical presentation

Description :

To take place at placement site. 20 minutes plus questions.
Weighting : 15

Criteria for assessment :

Due date : TBA

- **Assignment Task**

Title : "Handover" presentation

Description :

To take place at placement site. 15-30 minutes plus questions. (Exact length to be agreed with industry supervisor prior to presentation).
Weighting : 10

Criteria for assessment :

Due date :

- **Assignment Task**

Title : Mid-placement evaluation

Description :

Evaluation by supervisor across a range of criteria.
Weighting : 15

Criteria for assessment :

Criteria for assessment of IBL students:

1. Interest & Energy
2. Dependability & Work Output
3. Organisation & Planning
4. Communication skills
5. Initiative
6. Teamwork
7. Problem Solving
8. Technical Skills
9. Additional - stipulated by the supervisor.

Due date : TBA (approx week 11)

- **Assignment Task**

Title : Final placement evaluation

Description :

Evaluation by supervisor across a range of criteria.
Weighting : 25

Criteria for assessment :

Criteria for assessment of IBL students:

1. Interest & Energy
2. Dependability & Work Output
3. Organisation & Planning
4. Communication skills
5. Initiative
6. Teamwork
7. Problem Solving
8. Technical Skills
9. Additional - stipulated by the supervisor.

Due date : TBA (Approx week 21)

Assignment submission

Some assignments will be submitted by paper submission to the Monash staff member undertaking the placement visits:

- Mid-placement evaluation
- Final placement evaluation

Other assignments will be submitted by paper submission to the Clayton School of IT Enquiries Office:

- IBL Folder
- Placement overview final report
- "Handover"report

Other assignments may be submitted electronically via Blackboard (assignment):

- Placement introduction

Do not email submissions. The due date is the date by which the submission must be received. Late submissions may be allowed electronically in special circumstances.

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 IBL academic coordinator.

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 **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.