MONASH University

**FIT2032
Industry-based learning**

Unit Guide

Semester 2, 2009

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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Chief Examiner:

Mrs Sue Bedingfield
Lecturer
Phone: +61 3 990 55807
Fax: 61 3 990 55159

Lecturer(s) / Leader(s):

Clayton

Mrs Sue Bedingfield
Lecturer
Phone: +61 3 990 55807
Fax: 61 3 990 55159

Dr John Betts
Senior Lecturer
Phone: +61 3 990 55804
Fax: +61 3 990 58731

Introduction

Welcome to FIT2032 Industry based learning. This 18 point unit is core to the industry based learning stream of the Bachelor of Business Information Systems in the Faculty of IT.

Unit synopsis

Students on placement work full time in a defined, graduate level role during a 22 week placement period at established partners of the industry based learning program (major global companies, leading Australian companies and worldwide consultancies). The students on placement are able to apply the knowledge and skills developed in their academic units, develop their communication, time management and customer service skills in business situations, experience the corporate environment and obtain feedback from experienced supervisors on their performance.

Learning outcomes

At the end of this unit students will have a basic understanding of the application of information technology in meeting business needs in terms of effective communication, measurable deliverables, meeting target dates and producing quality output.

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

1. set achievable and measurable goals;
2. apply what was learnt in prior Bachelor of Business Information Systems classroom studies in real work situations;
3. develop initiative, communication, interpersonal and teamwork skills in a business environment;
4. develop solutions to business problems using information technology and other techniques;
5. prepare documentation and written reports of a professional standard;
6. address performance improvement opportunities identified by industry supervisors particularly in the mid-placement evaluation;
7. complete business tasks, participate in work teams, comply with the norms and rules of the industry partner, recognise personal strengths and weaknesses particularly after feedback from industry supervisors, cooperate within groups, and adopt and practise professional ethics that influence work behaviour; and
8. practice information technology, oral and written skills in a complex, corporate business environment including local and international business phone calls, business emails, business process modelling, operating software applications quickly and accurately, performance enhancement of installed software, updating current software and the development of new software.

Contact hours

Students on placement are employed full-time for 22 weeks by the partners of the industry based learning program in a graduate level role within the company.

Workload

- Students are required to work full-time normal business hours for 22 weeks at the placement location at the direction of their industry supervisor.
- Students are required to prepare placement goals before the placement, revise the goals mid-placement, keep a daily log of activities during the placement, prepare a weekly report for their placement supervisor, and complete a major tasks list.

- Students are required a prepare and make an oral presentation about their placement, write a placement report, a placement company report and update their resume towards the end of the placement.

Unit relationships

Prerequisites

Only available to local students accepted into the Bachelor of Business Information Systems industry based learning stream at Clayton campus. At least 72 credit points of study accumulated towards a Bachelor of Business Information Systems Degree.

FIT1002, FIT1013 and FIT2035.

Prohibitions

BUS2000

Relationships

FIT2032 is a second year core unit in the industry based learning stream of the Bachelor of Business Information Systems. Before attempting this unit, students must have satisfactorily completed at least 72 credit points of study accumulated towards a Bachelor of Business Information Systems Degree including FIT1013 and FIT2035. Students may not study this unit and BUS2000 in their degree.

Teaching and learning method

- Students learn by doing and from their co-workers, supervisors and managers.
- Students actively participate in projects, customer service activities and training programs, which confirm and improve technical skills, and develop business skills.
- Students are exposed to a supportive professional environment, which develops confidence and skills, such as attention to detail, problem solving, communication and time management.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, http://mutts.monash.edu.au/MUTTS/

Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system:
http://allocate.cc.monash.edu.au/

Unit Schedule

Week	Topic	Key dates
1	Not applicable	
2	Not applicable	
3	Not applicable	
4	Not applicable	
5	Not applicable	
6	Not applicable	
7	Not applicable	
8	Not applicable	
9	Not applicable	
10	Not applicable	
Mid semester break		
11	Not applicable	
12	Not applicable	
13	Not applicable	

Unit Resources

Prescribed text(s) and readings

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

Recommended text(s) and readings

Required software and/or hardware

Software is supplied by industry partners in the workplace.

Equipment and consumables required or provided

Students on an industry based learning placement will have access to a computer system, including Internet access, supplied by the industry partner hosting the placement . You will use the computer supplied up to **40+** hours per week as required by the industry partner.

Study resources

Study resources we will provide for your study are:

An industry based learning folder will be provided containing:

- Placement dates
- Monash staff & contact numbers
- Important websites
- IBL folder guidelines
- Assessment criteria
- The five phases of a placement
- Hints for success on the placement
- IBL visit objectives
- Daily log guidelines
- Weekly report guidelines
- Mid-placement evaluation guidelines
- End-placement evaluation guidelines
- Placement evaluation guidelines

Assessment

Overview

Mid placement performance: 20%
End placement performance: 30%
Oral presentation: 25%
Written reports: 25%

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 44% then a mark of no greater than 44-N will be recorded for the unit.

This unit is assessed via

- A performance evaluation in the middle of the placement completed by the student's industry supervisor.
- A performance evaluation at the end of the placement completed by the student's industry supervisor.
- Organization and preparation for Monash visits
- An an oral presentation of the placement.
- A written report of the placement.
- A daily log, weekly reports and major task list.
- An updated resume.
- A written description of the placement company.

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

- **Assignment task 1**

  Title:
    Mid-placement evaluation
  Description:

    ♦ A self evaluation by the student, including supporting data and performance comments, on a preformatted and scored performance evaluation.

♦ A preformatted and scored performance evaluation, including performance comments, completed by the student's industry supervisor.

Weighting:
20%
Due date:
This is due at the time of the mid-placement meeting, Sept/October
Remarks:
Each criteria is scored by the industry supervisor on a 1-5 scale

- **Assignment task 2**

Title:
End-placement evaluation
Description:

♦ A self evaluation by the student, including supporting data and performance comments, on a preformatted and scored performance evaluation.
♦ A preformatted and scored performance evaluation, including performance comments, completed by the student's industry supervisor.

Weighting:
30%
Due date:
This is due on the day of the final presentation - early December
Remarks:
Each criteria is scored by the supervisor on a 1-5 scale

- **Assignment task 3**

Title:
Oral Presentation
Description:
Students make a 15 minute presentation about the placement at Monash Clayton in front of their peers, academic and general staff, and assessors.
Weighting:
20%
Due date:
Second week of December

- **Assignment task 4**

Title:
Written reports
Description:

♦ Placement company report (one or more pages)
♦ Placement report (five pages)
♦ Resume (up to four pages)
♦ Placement goals (two pages)
♦ Daily log (one page per week)
♦ Weekly reports (one page per week)
♦ Task list (one to three pages)
♦ Placement evaluation (five pages preformatted)

Weighting:
25%

Due date:
Second week of December

- **Assignment task 5**

Title:
Visit preparation
Description:
Organization and preparation for Monash visits.

Assessed by director of IBL program or nominee.
Weighting:
5%
Due date:
This is assessed at the time of each meeting.

Due dates and extensions

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 not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms:
http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html

Late assignment

Assessment submitted after the due date will be subject to a penalty of 5% per day, excluding weekends.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Appendix

Please visit the following URL: http://www.infotech.monash.edu.au/units/appendix.html for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams