



**MONASH** University

**FIT3127**  
**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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# **FIT3127 Industry-based learning - Semester 2, 2009**

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## **Lecturer(s) / Leader(s):**

### **Clayton**

### **Associate Professor Ann Nicholson**

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Contact hours: Appointments via email.

## Unit synopsis

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 completion of this unit, students will be able to:

1. apply their technical computing skills in an industry IT development environment;
2. analyse a technical problem and design and implement an acceptable solution;
3. 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:

1. complete technical computing tasks;
2. participate in work teams and cooperate within groups;
3. comply with the norms and rules of the industry partner;
4. recognise personal strengths and weaknesses particularly after feedback from industry supervisors;
5. adopt and practise professional ethics that influence work behaviour.

At the completion of this unit students will have the skills to:

1. set achievable and measurable goals for technical computing tasks;
2. apply technical computing knowledge and skills obtained in prior course learning in real work situations;
3. develop technical IT solutions to real-world business and industry applications;
4. prepare documentation and written reports of a professional standard;
5. prepare and deliver a technical presentation of a professional standard;
6. address performance improvement opportunities identified by industry supervisors;
7. work productively individually and in a team in an IT development environment;
8. communicate appropriately and effectively with clients, co-workers and managers.

## Contact hours

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

## 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**

Only available to local students accepted into the Bachelor of Computer Science and Bachelor of Software Engineering industry based learning stream at Clayton campus with at least 72 credit points of study accumulated towards their degree. [FIT2004](#) and [FIT2043](#).

### **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 Computer Science, 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.

## **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.

## **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 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.

## Assessment

### Overview

Practical and Placement Assessment: 100%

### 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.

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 must achieve no less than 50% of possible marks.

### 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:**

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

**Due date:**

Approximately one week after the initial placement visit.



## • Assignment task 2

**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.

- ◆ Updated 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:**

10

**Due date:**

End of placement (exact date TBA)

## • Assignment task 3

**Title:**

Written report - "Handover"

**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

**Due date:**

End of placement (with IBL folder - exact date TBA)

## • Assignment task 4

**Title:**

Oral presentation - "Handover"

**Description:**

Students make a presentation about the work they have done during their placement, at the placement site to their industry supervisor and work group/team. Typically the presentation will be 15-30 minutes plus questions. (Exact length to be agreed with industry supervisor prior to presentation). Monash staff will attend.

**Weighting:**

10

**Due date:**

This will take place at the end-placement meeting (early December)

## • Assignment task 5

**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:**

15

**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 6**

**Title:**

Final 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:**

25

**Due date:**

This is due at the end-placement meeting (early Dec)

**Remarks:**

Each criteria is scored by the industry supervisor on a 1-5 scale

• **Assignment task 7**

**Title:**

Oral presentation - overview of placement

**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:**

10

**Due date:**

Second week of December

• **Assignment task 8**

**Title:**

Written report - overview of placement

**Description:**

This is a written report (approx 5 pages). General sections to include in this final placement report (and the presentation at Monash) are: a write-up about the organisation and where you fitted in, the nature of the tasks undertaken, any training provided (informal as well as formal), the skills developed, knowledge acquired and a general overview of your IBL experience.

**Weighting:**

10

**Due date:**

End of placement (with IBL folder - exact date TBA)

## • Assignment task 9

**Title:**

Visit preparation

**Description:**

Organization and preparation for the 3 placement visits by Monash staff (first, mid-placement, end-placement)

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

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.

## 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