MONASH University
Information Technology

**FIT3127
Industry-based learning**

Unit Guide

Semester 2, 2010

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FIT3127 Industry-based learning - Semester 2, 2010

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Lecturer(s) / Leader(s):

Clayton

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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 have -
A knowledge and understanding of:

- the application of technical computing knowledge and skills in developing IT systems;
- the role of effective communication, and the importance of measurable deliverables, meeting target dates and producing quality output in real world IT development environments.

Developed the ability to:

- apply their technical computing skills in an industry IT development environment;
- analyse a technical problem and design and implement an acceptable solution;
- evaluate both the project they have worked on and their own contribution.

Developed attitudes that enable them to:

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

Developed the skills to:

- set achievable and measurable goals for technical computing tasks;
- apply technical computing knowledge and skills obtained in prior course learning in real work situations;
- develop technical IT solutions to real-world business and industry applications;
- prepare documentation and written reports of a professional standard;
- prepare and deliver a technical presentation of a professional standard;
- address performance improvement opportunities identified by industry supervisors.

Demonstrated the communication and teamwork skills necessary to:

- work productively individually and in a team in an IT development environment;
- 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 January 11), 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 be required to attend Monash University 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.

Teaching and learning method

Teaching approach

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.its.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 <u>Monash University Book Shops</u>. 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 50% then a mark of no greater than 49-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 much 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 submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:
http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html.

- **Assignment task 1**

    Title:
    Mid-placement evaluation
    Description:

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

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

Weighting:
20

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:
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:
Final placement evaluation

Description:

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

Weighting:
30%

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:
Due at the time of the final presentation, early December

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

- **Assignment task 3**

    Title:
    Oral presentation - overview of placement
    Description:
    Students make a 12-15 minute presentation about the placement at Monash Clayton in front of their peers, academic and general staff, and assessors.
    Weighting:
    20%
    Criteria for assessment:
    Due date:
    Early June. Students will be notified by email of the exact date.

- **Assignment task 4**

    Title:
    Written report - overview of placement
    Description:
    This is a written report (approx 6 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:
    25%
    Criteria for assessment:
    Due date:
    Due at the time of the final presentation, early June.

- **Assignment task 5**

    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%
    Criteria for assessment:
    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