



MONASH University
Information Technology

FIT2003
IT professional practice

Unit Guide

Semester 1, 2011

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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FIT2003 IT professional practice - Semester 1, 2011

This unit provides a practical and theoretical introduction to what it means to be an IT professional today. Students will encounter a range of issues relevant to professional practice in the workplace, as well as an understanding of the wider responsibilities that professionals are called upon to uphold in society. Topics addressed include: organisational and professional communication; teamwork; the nature of the IT professions; the role of professional associations; problem solving and information use; cross-cultural awareness; personal and professional ethics and codes of practice.

Mode of Delivery

- Clayton (Day)
- Gippsland (Day)
- Gippsland (Off-campus)
- Sunway (Day)
- South Africa (Day)

Contact Hours

2hrs lectures/wk, 2 hrs tutorials/wk, 1 hr meeting/wk

Workload

For on campus students, workload commitments are:

- two hrs of lectures
- one two-hour tutorial (requiring advance preparation)
- one hour meeting (when working on group projects)
- approximately 7-8 hours of personal study in order to satisfy the reading and assignment expectations.

Off-campus students generally do not attend lecture and tutorial sessions, however, you should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week.

Unit Relationships

Prohibitions

FIT2035

Prerequisites

Completion of 24 points of Information Technology units

Chief Examiner

Ann Nicholson

Campus Lecturer

Clayton

A/Prof Ann Nicholson

Contact hours: Monday 1.30-2.30; Tuesday 11.30-12.30; or email for appointment

Gippsland

Dr. Shyh Wei Teng

Contact hours: TBA

South Africa

Dr Braam Van Der Vyver

Contact hours: TBA

Sunway

Dr Jayantha Rajapakse

Contact hours: TBA

Tutors

Clayton

Mr Noriaki Sato

Dr Kirsten Ellis

Mrs Pamela Spinks

Mr Josh Akerstein

A/Prof Ann Nicholson

Learning Objectives

On completion of this unit, students will understand and demonstrate what it means to be an IT professional. They will:

- be familiar with the variety of roles available to IT professionals;
- understand the role and function of professional associations;
- demonstrate an understanding of the ACS code of ethics and the rights and responsibilities of IT professionals;
- identify and discuss the organisational and social impacts arising from the use of IT, and the ethical dimensions associated with IT-related decisions;
- be able to explain and demonstrate the elements of effective communication and interpersonal communication skills;
- be sensitive to and demonstrate understanding of cultural differences to improve intercultural communication;
- be able to select and use strategies for effective and efficient productive (speaking and writing) and receptive (reading and listening) communications;
- describe the purpose, protocols, roles and procedures for meetings and interviews;

understand the need to and demonstrate the ability to work co-operatively and manage conflict;

- demonstrate the ability to make effective use of technology in oral and written communication; and
- develop information gathering, critical evaluation (information and sources) and problem solving skills.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

- a. engage in an internationalised world
- b. exhibit cross-cultural competence
- c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

Assessment Summary

Examination (2 hours): 25%; In-semester assessment: 75%

Assessment Task	Value	Due Date
Peerwise Assessment Tool	10%	Throughout semester
eFolio	10%	Friday 27 May 2011 (end of Week 12)

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Assignment 1 - Individual Presentation	10%	Week 8 (during tutorial class)
Assignment 1 - Individual Report	10%	Thursday 21 April 2011 (Week 8)
Assignment 2 - Team presentation	10%	Week 12 (during tutorial class)
Assignment 2 - Written Report	15%	Friday 27 May 2011 (end of Week 12)
Assignment 2 - Resource Kit Summary	5%	Friday 27 May 2011 (end of Week 12)
Tutorial preparation and participation	5%	Throughout semester
Examination 1	25%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- Quiz results
- Other: Feedback during tutor HELP and lecturer consultation sessions

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Recommended Resources

All teaching material will be provided on the unit Moodle site. Students will be expected to make their assignment work available online (via Google Documents, or other such sites). They will also use the PeerWise assessment tool.

Examination material or equipment

No materials or equipment will be permitted in an examination room other than standard writing implements.

Unit Schedule

Week	Date*	Activities	Assessment
0	21/02/11	(Note: Activities describe lecture topics; related tutorial activities may take place in subsequent week. See detailed unit schedule on the FIT2003 website on Moodle.)	No formal assessment or activities are undertaken in week 0
1	28/02/11	Introduction to FIT2003: Introduction to IT professions and practice (TUTORIAL THIS WEEK)	Tutorials commence Week 1
2	07/03/11	Interpersonal communications	
3	14/03/11	Oral presentations	
4	21/03/11	Structured communications (e.g. meetings, interviews)	
5	28/03/11	Research and information gathering	
6	04/04/11	Teams	
7	11/04/11	Professional Issues 1: Professional bodies, codes of ethics	
8	18/04/11	Professional Issues 2: Legal Issues - Privacy, IP and copyright	Assignment 1: (a) Individual Presentation (during tutorial class); (b) Individual Report - Thurs 21 April 2011
Mid semester break			
9	02/05/11	Written communication 1: organisation structure, introduction to professional writing	
10	09/05/11	Written communication 2: email, memo, cover letter, letter, proposal, progress report, report	
11	16/05/11	Written communication 3: blogs, wikis, Google sites; SMS, Twitter, Facebook, LinkedIn	
12	23/05/11	Professional Issues 3: IT security management	Assignment 2: (a) eFolio - Friday 27 May 2011 (b) Team Presentation (during tutorial class); (c) Written Report - Friday 27 May 2011 ; (d) Online Resource kit summary - Friday 27 May 2011.

	30/05/11	SWOT VAC	No formal assessment is undertaken SWOT VAC
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*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

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

Assessment Tasks

Participation

Students will be assessed on preparation and participation in tutorial activities (5%).

Preparation will be assessed in terms of thoroughness. Participation will be assessed in terms of contributions to group discussions and level of engagement in tutorial activities.

• Assessment task 1

Title:

Peerwise Assessment Tool

Description:

Students will use the Peerwise Assessment tool throughout semester. They will be required to contribute 2 questions on designated topics at specified times throughout the semester, which must also be submitted as Moodle Assignments for marking and feedback. Students must also answer questions contributed by other students and provide feedback on those questions.

Weighting:

10%

Criteria for assessment:

Criteria for assessing this assignment are:

1. Relevance of submitted questions
2. Quality of writing in submitted questions
3. Correctness of answers given
4. Amount and quality of feedback provided

Due date:

Throughout semester

• **Assessment task 2**

Title:

eFolio

Description:

Students must produce a range of written documents from tutorial activities. These will be collected in a Google Documents folder that will form an "eFolio".

Weighting:

10%

Criteria for assessment:

Criteria for assessing the folio are:

1. Inclusion of all specified documents
2. Appropriateness of contents
3. Quality of writing
4. Quality of presentation

Due date:

Friday 27 May 2011 (end of Week 12)

Remarks:

Students should complete this throughout the semester after the relevant tutorial activities. They may also seek feedback during the semester on drafts at the scheduled tutor HELP sessions.

• **Assessment task 3**

Title:

Assignment 1 - Individual Presentation

Description:

Students must analyse and verify an article in the media on an IT related topic, then give a 5 minute oral presentation to their tutorial class, supported by a visual presentation.

Weighting:

10%

Criteria for assessment:

Criteria for assessment are:

1. Selection and organisation of content
2. Voice (e.g., audibility, intonation, variation)
3. Use of language (e.g., vocabulary, appropriate level, use of jargon)
4. Timing
5. Non-verbal communication (e.g., body language, eye contact)
6. Quality of visual aids

Due date:

Week 8 (during tutorial class)

Remarks:

Students will also be expected to fill in feedback forms on other students' presentations.

• **Assessment task 4**

Title:

Assignment 1 - Individual Report

Description:

The students must produce a written report (500 words) on the IT article they have researched and presented for the first part of this assignment.

Weighting:

10%

Criteria for assessment:

Criteria for assessment are:

1. Depth of analysis of the chosen article and its sources
2. Extent of research done to verify articles content (i.e. own sources)
3. Organisation of report
4. Quality of writing (including spelling and grammar)
5. Quality of presentation
6. Appropriate citation of sources

Due date:

Thursday 21 April 2011 (Week 8)

Remarks:

Students must also submit to Damocles, the plagiarism detection software.

• **Assessment task 5**

Title:

Assignment 2 - Team presentation

Description:

Students will do a 15 minute team research project on a topic related to the Professional Issues aspects of this unit and then give a group presentation on that topic.

Weighting:

10%

Criteria for assessment:

All students in a team will get the same mark for the following assessment criteria:

1. Selection and organisation of content
2. Co-ordination of multiple speakers

Each student will receive an individual mark for the following assessment criteria:

1. Voice (audibility, intonation, variation)
2. Use of language (e.g., vocabulary, appropriate level, use of jargon)
3. Timing
4. Non-verbal communication (e.g., body language, eye contact)
5. Quality of visual aids

Due date:

Week 12 (during tutorial class)

• **Assessment task 6**

Title:

Assignment 2 - Written Report

Description:

Students must produce a 2000 word written report on the resources they have contributed to the Resource kit team project.

Weighting:

15%

Criteria for assessment:

Each student in a team will write an individual report, so this component of the project does not involve any assessment of the team project as a whole.

Criteria for assessment are:

1. Appropriateness of resources selected
2. Content of report (e.g. analysis of resources, reflections on team dynamics)
3. Organisation of report
4. Quality of writing
5. Quality of presentation
6. Accuracy of the bibliographical details

Due date:

Friday 27 May 2011 (end of Week 12)

Remarks:

Students must also submit to Damocles, the plagiarism detection software.

• **Assessment task 7**

Title:

Assignment 2 - Resource Kit Summary

Description:

Each team should produce an online summary (on the Moodle Wiki) of the resource kit they have compiled on the nominated topic related IT Profession practice, as well as an email announcement. There is no specific word requirement for this assessment.

Weighting:

5%

Criteria for assessment:

Criteria for assessment are:

1. Selection of resources (e.g. complementary, no duplication)
2. Organisation and presentation of summary

All team members will receive the same group mark for this component.

Due date:

Friday 27 May 2011 (end of Week 12)

• **Assessment task 8**

Title:

Tutorial preparation and participation

Description:

Students will be assessed on preparation and participation in tutorial activities (5%).

Weighting:

5%

Criteria for assessment:

Preparation will be assessed in terms of thoroughness. Participation will be assessed in terms of contributions to group discussions and level of engagement in tutorial activities.

Due date:

Throughout semester

Examinations

• **Examination 1**

Weighting:

25%

Length:

2 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Assignment submission

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.

Extensions and penalties

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>.

Returning assignments

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

Resubmission of assignments

No resubmissions allowed.

Referencing requirements

In line with Faculty policy, students must follow American Psychological Association (APA) Style Guide:

<http://www.lib.monash.edu.au/tutorials/citing/apa.html>

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)

- Grading Scale (<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy (<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>); and
- Academic and Administrative Complaints and Grievances Policy (<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students. The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: <http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html>;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

READING LIST

Recommended texts:

- Eunson, B., C21 Communicating in the 21st Century (2nd Edition), Wiley, 2008
- Michael J. Quinn. Ethics for the Information Age, 4th ed. Boston, MA: Addison-Wesley, 2011

Other readings may also be set for weekly topics.