MONASH University
Information Technology

**FIT2032
Industry-based learning**

Unit Guide

Semester 1, 2011

Last updated: 27 Feb 2011

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FIT2032 Industry-based learning - Semester 1, 2011

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.

Mode of Delivery

Clayton (Day)

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

Prohibitions

BUS2000

Prerequisites

Available to local students accepted into the Bachelor of Business Information Systems industry based learning stream at Clayton campus and local students in all undergraduate degrees of the Faculty of IT who have been accepted into the Industry-based learning Placement program with at least 72 credit points of study accumulated towards a Faculty of Information Technology undergraduate degree.
Prerequisite units for BBIS students: FIT1002, FIT1013 and one of FIT2035 or FIT2003.
Prerequisite units for BSE, BCS and BITS students: FIT1002 and one of FIT2035 or FIT2003.

Chief Examiner

Sue Bedingfield

Campus Lecturer

Clayton

Sue Bedingfield

Yen Cheung

Learning Objectives

At the completion of this unit students will have -
A knowledge and 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.

Developed the ability to:

- set achievable and measurable goals;
- apply what was learnt in prior classroom studies in real work situations;
- develop initiative, communication, interpersonal and teamwork skills in a business environment;
- develop solutions to business problems using information technology and other techniques;
- prepare documentation and written reports of a professional standard;
- address performance improvement opportunities identified by industry supervisors particularly in the mid-placement evaluation;
- 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
- 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.

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

Mid placement performance: 20%; End placement performance: 30%; Oral presentation: 20%; Written reports: 25%; Evaluation meeting preparation and participation: 5%.

Assessment Task	Value	Due Date
Mid-placement evaluation	20%	This is due at the time of the mid-placement meeting, May/April
End-placement evaluation	30%	This is due on the day of the final presentation - late May/early June
Oral Presentation	20%	late May/early June
Written reports	25%	On the day of the presentation
Visit preparation	5%	This is assessed at the time of each meeting.

Teaching Approach

Work-integrated learning or industry-based learning

This teaching approach is experiential learning with active learner involvement in a practical environment. Reflection is used to conceptualise the experience.

Feedback

Our feedback to You

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

- Other: Formal evaluations from industry supervisors. Feedback for presentation and folder - these must be collected from the Chief examiner for FIT2032.

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

Required Resources

Software is supplied by industry partners in the workplace.

Unit Schedule

Week	Date*	Activities	Assessment
0	21/02/11		No formal assessment or activities are undertaken in week 0
1	28/02/11	Not applicable	
2	07/03/11	Not applicable	
3	14/03/11	Not applicable	
4	21/03/11	Not applicable	
5	28/03/11	Not applicable	
6	04/04/11	Not applicable	
7	11/04/11	Not applicable	
8	18/04/11	Not applicable	
		Mid semester break	
9	02/05/11	Not applicable	
10	09/05/11	Not applicable	
11	16/05/11	Not applicable	
12	23/05/11	Not applicable	
	30/05/11	SWOT VAC	No formal assessment is undertaken SWOT VAC

*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

- **Assessment 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%
   Criteria for assessment:

   ♦ Interest and Energy
   ♦ Dependability and Work Output
   ♦ Organisation and Planning
   ♦ Communications
   ♦ Initiative
   ♦ Team Work
   ♦ Problem Solving

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

- **Assessment 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%
   Criteria for assessment:

   ♦ Interest and Energy
   ♦ Dependability and Work Output
   ♦ Organisation and Planning
   ♦ Communications
   ♦ Initiative
   ♦ Team Work
   ♦ Problem Solving
   ♦ Personal development and response to mid-placement evaluation

   Due date:

This is due on the day of the final presentation - late May/early June

Remarks:

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

- **Assessment 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%

Criteria for assessment:

- **Voice:** Projection, speed, clarity, confidence, control, variation.
- **Body Language:** Posture, movement, animation, use of hands.
- **Eye Contact:** Maintaining contact with all the audience.
- **Content:** Explanation of role in organisation, tasks undertaken, evaluation of learnings from placement.
- **Time:** Adherence to time limit
- **Use of Visual Aids:** Quality, imagination, sophistication.
- **Reliance on Notes:** As little as possible.

Due date:

late May/early June

- **Assessment 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%

Criteria for assessment:

- Content
- Presentation
- Structure
- Sequence
- Insights

Due date:

On the day of the presentation

- **Assessment task 5**

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

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

Examinations

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

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-po
- 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.