

**FIT2003**  
**IT professional practice**

**Unit Guide**

**Semester 2, 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.

*Last updated: 22 Aug 2011*

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# **FIT2003 IT professional practice - Semester 2, 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**

- Berwick (Day)
- Caulfield (Day)

## **Contact Hours**

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

## **Workload**

Students will be expected to spend a total of 12 hours per week during semester on this unit as follows:

*For on-campus students:*

- Lectures: two hours per week
  - Tutorial: one two-hour per week (requiring advance preparation)
  - Meeting: one hour per week (when working on group projects)
- and up to an additional 7 hours in some weeks for completing lab and project work, private study and revision.

*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**

**Associate Professor Ann Nicholson**

## **Campus Lecturer**

### **Berwick**

Kirsten Ellis

### **Caulfield**

Gail Bourne

Dora Constantinidis

## **Tutors**

### **Berwick**

Kirsten Ellis

### **Caulfield**

Gail Bourne

Pamela Spink

Dora Constantinidis

# Academic Overview

## 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 (3 hours): 25%; In-semester assessment: 75%

Assessment Task	Value	Due Date
Peerwise Assessment Tool	10%	Throughout semester

## Academic Overview

eFolio	10%	Throughout semester but finalised Friday 23 September 2011 (finalised by end of Week 9)
Assignment 1 - Individual Presentation	10%	Week 6 (during tutorial class)
Assignment 1 - Individual Report	10%	Week 6, 2 September 2011
Assignment 2 - Organisational and Social impacts of Information Technology - Team presentation	10%	Week 11 (during tutorial class)
Assignment 2 - Organisational and Social impacts of Information Technology - Written Report	15%	Friday 14 October 2011 (end of Week 11)
Assignment 2 - Organisational and Social impacts of Information Technology - Resource Kit Summary	5%	Friday 14 October 2011 (end of Week 11)
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>

## **Required Resources**

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.

PeerWise Assessment Tool is freely available through the following link:  
[http://peerwise.cs.auckland.ac.nz/at/?monash\\_au](http://peerwise.cs.auckland.ac.nz/at/?monash_au)

Prescribed text:

Eunson, B., C21 Communicating in the 21st Century (2nd Edition), Wiley, 2008

## **Recommended Resources**

Teaching material will be provided on the unit Moodle site.

## **Examination material or equipment**

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

## Unit Schedule

Week	Activities	Assessment
0	Activities describe lecture topics; This schedule may change. See detailed unit schedule on the FIT2003 website on Moodle for up to date information on lectures, tutorials and assignments.)	No formal assessment or activities are undertaken in week 0
1	Introduction to FIT2003: Introduction to IT professions and practice (TUTORIAL THIS WEEK)	
2	Interpersonal communications	
3	Research and information gathering	Assignment 1 handed out
4	Oral presentations	
5	Structured communications (e.g. meetings, interviews)	
6	Teams	Assignment 1 due during tutorial class - 2 September 2011
7	Professional Issues 1: Professional bodies, codes of ethics	Assignment 2 handed out
8	Professional Issues 2: Legal Issues - Privacy, IP and copyright	
9	Written communication 1: organisation structure, introduction to professional writing	Assessment task 2: eFolio finalised Friday 23 September 2011
10	Written communication 2: email, memo, cover letter, letter, proposal, progress report, report	
11	Written communication 3: blogs, wikis, Google sites; SMS, Twitter, Facebook, LinkedIn	Assignment 2 (Online summary, Report and Presentation) due Friday 14 October 2011 during tutorial class
12	Professional Issues 3: IT security management . Overview of unit and exam information	PeerWise answers/feedback finalised
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

\*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.



# Assessment Requirements

## 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 attendance with contributions to group discussions and level of engagement in tutorial activities. Tutorial activities will also contribute to the eFolio part of the assessment tasks.

As such, There is an expectation that attendance will exceed 70% and as such, attendance will be taken at tutorials and at lectures. Failure to do so may result in difficulties with passing the unit. For applying for special consideration refer to the link provided under 'Extensions and penalties' at the end of this section.

#### • Assessment task 1

**Title:**

Peerwise Assessment Tool

**Description:**

Students will use the Peerwise Assessment tool throughout semester. They will be required to contribute 1 question 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. These questions will form a bank of questions to assist in exam preparation.

**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 to other students' questions

**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:**

Throughout semester but finalised Friday 23 September 2011 (finalised by end of Week 9)

**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 6 (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:**

## Assessment Requirements

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:**

Week 6, 2 September 2011

### **Remarks:**

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

## • **Assessment task 5**

### **Title:**

Assignment 2 - Organisational and Social impacts of Information Technology -Team presentation

### **Description:**

Students will present a 15 minute team research project on a topic related to the Professional Issues aspects of this unit.

### **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
3. Quality of visual aids
4. Timing

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. Non-verbal communication (e.g., body language, eye contact)

### **Due date:**

Week 11 (during tutorial class)

## • **Assessment task 6**

### **Title:**

Assignment 2 - Organisational and Social impacts of Information Technology - 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.

## Assessment Requirements

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 14 October 2011 (end of Week 11)

**Remarks:**

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

### • Assessment task 7

**Title:**

Assignment 2 - Organisational and Social impacts of Information Technology - 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 14 October 2011 (end of Week 11)

### • 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:**

3 hours

**Type (open/closed book):**

Closed book

**Electronic devices allowed in the exam:**

None

## Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

## 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>

## Other Information

### 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-policy.html>)
- Special Consideration  
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html>)
- 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.html>)
- Codes of Practice for Teaching and Learning  
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching-and-learning.html>)

### 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](http://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](mailto:dlu@monash.edu)
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

### READING LIST

Recommended text:

Michael J. Quinn. Ethics for the Information Age, 4th ed. Boston, MA: Addison-Wesley, 2011

Other readings may also be set for weekly topics.