



**MONASH** University  
Information Technology

**FIT2032**  
**Industry-based learning**

**Unit Guide**

**Semester 2, 2012**

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: 15 Jun 2012*

# Table of Contents

<b><u>FIT2032 Industry-based learning - Semester 2, 2012</u></b> .....	<b>1</b>
<u>Mode of Delivery</u> .....	1
<u>Contact Hours</u> .....	1
<u>Workload</u> .....	1
<u>Unit Relationships</u> .....	1
<u>Prohibitions</u> .....	1
<u>Prerequisites</u> .....	1
<u>Chief Examiner</u> .....	1
<u>Campus Lecturer</u> .....	1
<u>Clayton</u> .....	2
<b><u>Academic Overview</u></b> .....	<b>3</b>
<u>Outcomes</u> .....	3
<u>Graduate Attributes</u> .....	3
<u>Assessment Summary</u> .....	3
<u>Teaching Approach</u> .....	4
<u>Feedback</u> .....	4
<u>Our feedback to You</u> .....	4
<u>Your feedback to Us</u> .....	4
<u>Previous Student Evaluations of this unit</u> .....	4
<u>Required Resources</u> .....	4
<b><u>Unit Schedule</u></b> .....	<b>6</b>
<b><u>Assessment Requirements</u></b> .....	<b>7</b>
<u>Assessment Policy</u> .....	7
<u>Assessment Tasks</u> .....	7
<u>Participation</u> .....	7
<u>Assignment submission</u> .....	9
<u>Online submission</u> .....	9
<u>Extensions and penalties</u> .....	9
<u>Returning assignments</u> .....	9
<b><u>Other Information</u></b> .....	<b>10</b>
<u>Policies</u> .....	10
<u>Student services</u> .....	10

# **FIT2032 Industry-based learning - Semester 2, 2012**

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.

## **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**

Dr Sue Bedingfield

## **Campus Lecturer**

**Clayton**

**Sue Bedingfield**

**Stephen Huxford**

**David Albrecht**

# Academic Overview

## Outcomes

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**

## Academic Overview

Mid-placement evaluation	20%	Due at the time of the mid-placement meeting September/October 2012
End-placement evaluation	30%	Due at the time of the final presentation, 3-7 December 2012
Oral presentation	20%	3-7 December 2012
Written reports	25%	Due at the time of the final presentation, 3-7 December 2012
Visit preparation	5%	Assessed at time of visit.

## Teaching Approach

### Work-integrated learning or industry-based learning

The 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 supervisor/s. Feedback from presentation and folder - these must be collected from the chief examiner.

### 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

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

## Academic Overview

Software is supplied by industry partners in the workplace.

## Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Not applicable	
2	Not applicable	
3	Not applicable	
4	Not applicable	
5	Not applicable	
6	Not applicable	
7	Not applicable	
8	Not applicable	
9	Not applicable	
10	Not applicable	
11	Not applicable	
12	Not applicable	
	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

Faculty Policy - Unit Assessment Hurdles

(<http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu>)

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at

<http://lib.monash.edu/tutorials/citing/>

## Assessment Tasks

### Participation

#### • Assessment 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:**

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

**Due date:**

Due at the time of the mid-placement meeting September/October 2012

**Remarks:**

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

#### • Assessment task 2

**Title:**

End-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:**

- ◆ 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:**

Due at the time of the final presentation, 3-7 December 2012

**Remarks:**

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

• **Assessment task 3**

**Title:**

Oral presentation

**Description:**

Students make a 10-12 minute presentation about the placement at Monash Clayton in front of their peers, academic and general staff, industry partners 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 eye 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:**

3-7 December 2012

• **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:**

## Assessment Requirements

- ◆ Content
- ◆ Presentation
- ◆ Structure
- ◆ Sequence
- ◆ Insights

**Due date:**

Due at the time of the final presentation, 3-7 December 2012

• **Assessment task 5**

**Title:**

Visit preparation

**Description:**

Organisation and preparation for, and conduct of, Monash visits.

**Weighting:**

5%

**Criteria for assessment:**

Assessed by director of IBL program or nominee.

**Due date:**

Assessed at time of visit.

## 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).

## Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

## 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.

## 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-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>)
- Codes of Practice for Teaching and Learning  
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

### 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). For Sunway see <http://www.monash.edu.my/Student-services>, and for South Africa see <http://www.monash.ac.za/current/>

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. At Sunway, visit the Library and Learning Commons at <http://www.lib.monash.edu.my/>. At South Africa visit <http://www.lib.monash.ac.za/>.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: <http://monash.edu/equity-diversity/disability/index.html>;
- Email: [dlu@monash.edu](mailto:dlu@monash.edu)
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway