FIT3045
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.

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Students on placement work full time in a defined, graduate level role during a 22 week placement period at established partners of the Faculty of IT industry based learning program including 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 deployed full-time for 22 weeks with the industry partners of the Faculty of IT 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

BUS3000

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 or equivalent.

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 IT 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;
- develop information technology skills (including business process modelling, performance enhancement of installed software, updating current software and developing new software) oral and written skills (including local and international business phone calls, and business emails) in a complex, corporate business environment; and
- develop communication skills, teamwork skills and leadership and management including time management 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

Organisation and preparation for Monash visits: 5%
Mid placement evaluation: 20%
End placement evaluation: 30%
Oral presentation: 20%

Academic Overview

Written reports: 25%

Assessment Task	Value	Due Date
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.

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: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*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:

> ♦ 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-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.
- 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. 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
- 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 Commuity Services at 03 55146018 at Sunway