MONASH University
Information Technology

FIT2003
IT professional practice

Unit Guide

Semester 2, 2013

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 2, 2013

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

- Caulfield (Day)
- South Africa (Day)

Contact Hours

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

Workload requirements

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
- Tutorials: two hours per week (requiring advance preparation)
- Meetings: one hour per week (when working on group projects)

and up to an additional 8 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

Caulfield

Ann Nicholson

Consultation hours: Monday 10-11; other times by appointment

South Africa

Abraham Van Der Vyver

Consultation hours: To be advised (see Moodle)

Tutors

Caulfield

Pamela Spink

Josh Akerstein

Rebecca Fleming

Morgan Priestnall

Academic Overview

Learning Outcomes

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.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to FIT2003: Introduction to IT professions and practice (TUTORIAL THIS WEEK)	Tutorial preparation and participation to be assessed and eFolio to be worked on, both throughout semester
2	Interpersonal communications: listening, questioning, feedback. Inter-cultural communications	
3	Research and information gathering	Assignment 1: - (Assessment tasks 2 and 3) - handed out
4	Oral presentations: verbal & non-verbal communications	
5	Structured communications (e.g. meeting, interview)	
6	Teams: structures, formation, communication	Assignment 1: Oral Presentation (Assessment task 2) in tutorial; Report (Assessment task 2) due Friday 6 Sept
7	Professional Issues 1: Professional bodies, ethical frameworks, codes of ethics	Assignment 2 - (Assessment tasks 4, 5 and 6) - handed out
8	Professional Issues 2: Legal Issues - Intellectual property and copyright	
9	Written communication 1: Traditional modes of written communication - report, proposal, memo, email	
10	Written communication 2: Online communications - blogs, wikis, web sites, SMS, Twitter, Facebook, LinkedIn	eFolio - (Assessment Task 1) - due Friday 11 October, 2013
11	Professional Issues 3: Privacy, Sustainability, Workplace issues - discrimination, bullying, sexual harassment	Assignment 2 - (Assessment task 4) -: Team Presentation due during tutorial class; Written Report - (Assessment task 5) and Online Resource Kit (Assessment task 6) - Friday 18 October, 2013
12	Professional Issues 4: IT security management, reliability. Overview of unit and exam information	Question from Week 12 tutorial - (part of Assessment task 7)
	SWOT VAC	No formal assessment is undertaken in 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 learning system.

Assessment Summary

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

Assessment Task	Value	Due Date
eFolio	15%	Throughout semester, but finalised Friday October 11, end of Week 10
Assignment 1 - Individual Presentation	10%	Week 6 (during tutorial class)
Assignment 1 - Individual Report	10%	Week 6, Friday 6 September 2013
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%	Week 11, Friday 18 October 2013
Assignment 2 - Organisational and Social Impacts of Information Technology - Resource Kit Summary	5%	Week 11, Friday 18 October 2013
Tutorial preparation and participation	10%	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.

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

Students will be assessed on preparation and participation in tutorial activities (10%).

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, as well as questions produced in Week 12 tutorial. 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. 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:
  eFolio
  Description:
  Students must produce a range of written documents from tutorial activities. These will be collected in a Google-Drive folder that will form an "eFolio".
  Weighting:
  15%
  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 October 11, end of Week 10
  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 sessions.

- **Assessment task 2**

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 3**

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:
>Week 6, Friday 6 September 2013

- **Assessment task 4**

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 5**

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.

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:
Week 11, Friday 18 October 2013

- **Assessment task 6**

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 for their tutorial group) of the resource kit they have compiled on the nominated topic related to IT Professional 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
3. Quality of the email, in terms of content, layout, tone and grammar

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

Due date:
Week 11, Friday 18 October 2013

- **Assessment task 7**

Title:
Tutorial preparation and participation
Description:
Students will be assessed on preparation and participation in tutorial activities, including the questions to be given in the final 2 hours of the Week 12 tutorial.
Weighting:
10%
Criteria for assessment:
Criteria for assessment are:

1. Preparation will be assessed in terms of thoroughness
2. Participation will be assessed in terms of contributions to group discussions and level of engagement in tutorial activities
3. Relevance and quality of submitted questions from the Week 12 tutorial

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
Remarks:
Dictionaries are allowed.

Learning resources

Monash Library Unit Reading List
http://readinglists.lib.monash.edu/index.html

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 and lecturer consultation sessions

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.monash.edu.au/exams/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 the American Psychological Association (APA) Style Guide: http://www.lib.monash.edu.au/tutorials/citing/apa.html

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). Please note that it is your responsibility to retain copies of your assessments.

Online submission

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

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.

Students will be expected to make their assignment work available online (via Google Documents, or other such sites).

Prescribed text(s)

Limited copies of prescribed texts are available for you to borrow in the library.

Eunson, B. (2011). *C21 Communicating in the 21st Century*. (3rd Edition) Wiley.

Recommended Resources

Teaching material will be provided on the unit Moodle site.

Recommended text(s)

Michael J. Quinn. (2011). *Ethics for the Information Age*. (4th Edition) Addison-Wesley.

Examination material or equipment

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

Dictionaries are allowed.

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:
www.policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Aademic integrity;
  http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h
- Assessment in Coursework Programs;
  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.ht
- 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/dates/
- Orientation and Transition; http://intranet.monash.edu.au/infotech/resources/students/orientation/
- Academic and Administrative Complaints and Grievances Policy;
  http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h
- Code of Practice for Teaching and Learning;
  http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.ht

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 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/.

Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to 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/.

Disability Liaison Unit

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://www.monash.edu/equity-diversity/disability/index.htmlTelephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Commuity Services at 03 55146018 at SunwayEmail: dlu@monash.eduDrop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions and on student evaluations, see:
www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this Unit

Based on student feedback, in this offering we are not including the English Proficiency Test as part of the assessment this semester.

If you wish to view how previous students rated this unit, please go to
https://emuapps.monash.edu.au/unitevaluations/index.jsp