MONASH University
Information Technology

**FIT3039
Studio 1**

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.

Last updated: 12 Jul 2013

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The principal development process focus of the unit will be on the social, legal and business context in which multimedia and games development companies must operate. Students will work actively in teams on the development of a multimedia or games application or exhibit. Project teams will use project planning/management skills, and design and build a prototype of the project using appropriate software processes and methodologies. Students will integrate multimedia, programming and technical knowledge in the development process. Requirements are fulfilled by the team producing an identified set of deliverables. The team must ensure that each deliverable is completed on schedule.

Mode of Delivery

Caulfield (Day)

Contact Hours

1 hr lecture/wk, 3 hrs tutorials/wk

Workload requirements

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

Studio has specific workload and attendance requirements. In class requirements include:

- One-hour lecture
- Three-hour studio session

You will also be required to put in eight hours outside the allocated in class studio time. This time is needed for:

- Team meetings
- Client meetings
- Product development
- Preparation of project deliverables
- Process Journal upkeep

Unit Relationships

Prohibitions

MMS3404, MMS3407

Prerequisites

For students in course 3334: ((FIT1040 or FIT1002) and FIT1004 and FIT1031 and FIT2001 and FIT2002 and (FIT1003 or FIT2003) and ((FIT2026 and FIT2072) or FIT2049)
Systems analysis and design, Project management, and the fundamental multimedia and/or games development tools.
For students in course 3806: FIT2017, FIT3003 and FIT3020
For students in course 3750: FIT2017, FIT3003 and FIT3020

Chief Examiner

Mr Mark Power

Campus Lecturer

Caulfield

Mark Power

Consultation hours: Thursday 11AM to 2PM

Tutors

Caulfield

Derrick Martin

Consultation hours: Wednesday 11AM to 2PM

Mark Power

Consultation hours: Thursday 11AM to 2PM

Academic Overview

Learning Outcomes

At the completion of this unit students will have -A theoretical and conceptual understanding of:

- the roles and responsibilities of clients and developers in a multimedia or games development project;
- the methodologies, tools and techniques required for delivering a functional multimedia system or game.

Developed attitudes that enable them to:

- approach the development process ethically and professionally.

Developed the skills to:

- develop a significant multimedia/game application, primarily project definition, design, and prototyping;
- apply project management techniques to a multimedia/game development project;
- integrate multimedia, programming, and technical skills in the design and development of a system prototype;
- develop effective user and system documentation;
- evaluate personal performance and performance of a development team.

Demonstrated the teamwork skills necessary to:

- communicate effectively with clients and members of the development team;
- work effectively in a team.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Unit Expectation, Project Outline, Process Journals	
2	Assessing Project Feasibility, Project Concept Development	
3	Finalising the Project Concept	
4	Project Documentation Development	
5	Presentation of Project Concept	Assessment task 1: Project Plan due Week 5, 30 August 2013, 5PM
6	Project Prototyping	
7	Project Development and Research	Assessment task 2: Process Journal Submission 1 due Week 7, 13 September 2013, 5PM
8	Intellectual Property	
9	Folios and Careers	
10	Multimedia and Game Testing	
11	Presentation Skills	
12	Presentations	Assessment task 3: Formal Product Presentation due Week 12 (in Studio)
	SWOT VAC	No formal assessment is undertaken in SWOT VAC. Assessment task 4: Final Product Delivery and Process Journal Submission 2 due Week 14, 8 November 2013, 4PM
	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

Practical assignments: 100%. Assignments will include group and individual components.

Assessment Task	Value	Due Date
Project Plan	20%	Week 5, 30 August 2013, 5PM
Process Journal Submission 1	20%	Week 7, 13 September 2013, 5PM
Formal Product Presentation	10%	Week 12 (in Studio)
Final Product Delivery and Process Journal Submission 2	50%	Week 14, 8 November 2013, 4PM

Teaching Approach

Studio teaching

Studio teaching is a facilitated active, participatory, peer learning approach.

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

Hurdle Requirements

This unit has a group based assessment component of 60% and an individual component of 40%

To pass in this unit a student must obtain:

- 40% or more in the individual assessment, and
- 40% or more in the group assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit group assessment or the unit individual assessment 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.

Participation

Due to the nature of group work in this subject, it is expected that all students will attend 100% of classes. Failure to do so may result in difficulties with passing the unit.

If you are absent for more than two tutorial sessions you must supply a medical certificate or other appropriate documentation. For applying for special consideration refer to the link provided under 'Extensions and penalties' at the end of this section.

If you are finding problems with this requirement please ensure you speak to your unit adviser as early as possible. It is your responsibility to ensure that you can make this commitment before you embark on this subject.

Please note that attendance at tutorials without any study outside of allocated class times will not be sufficient to complete the work required.

Make sure you have a copy of the project you are working on with you when you attend classes.

Assessment procedures for a non–performing team member

If the unit assessor, or one or more team members, becomes concerned regarding the contribution of one or more members of a group then the unit assessor will determine, using the project documentation, examination of Process Journals and discussion with the students concerned whether the student or students are making an equitable contribution to the work of the group.

Assessment Requirements

If it is determined that the student or students are not making an equitable contribution to the work of the group they may be deemed to be a non-performing team member.

In the event of this determination being made the group component of their assessment will be multiplied by a factor of up to 0.5 to arrive at a raw score.

• Assessment task 1

Title:
Project Plan
Description:
The project plan lays the foundation for your entire project. In this document you must present the project you are tackling and prepare a plan for development of the product. The plan should cover such areas as specific requirements, task breakdown, scheduling, quality issues, and the like. This document will also include your concept ideas as an appendix. Explicit detail will be provided on the unit website.
Weighting:
20%
Criteria for assessment:

♦ Attention to technical detail and scope of project
♦ Clarity & design of layout / inclusion of relevant sections
♦ Innovation in application and originality of concept
♦ Evidence of research undertaken and testing strategies

Due date:
Week 5, 30 August 2013, 5PM
Remarks:
Full assignment details will be posted on MOODLE

• Assessment task 2

Title:
Process Journal Submission 1
Description:
This is the first submission of your individual project documentation. This consists a journal that should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role on the project. This first submission should place inherent focus on the research and design elements of the project.
Weighting:
20%
Criteria for assessment:
Research

♦ Detailed evidence of individual research being undertaken and reflection on your findings in this area
♦ Evidence of a process/methodology

Development

♦ Discussion of individual ideas designs, brainstorming
♦ Discussion of implementation and planning

Learning

⬥Discussion of individual/group achievements successes and problems.
⬥Discussion of problem-solving and reflection on this process

Production

⬥Discussion of new skills developed/used.
⬥Discussion of your contributions made to the project each week in relation to your project timeline.

Due date:
Week 7, 13 September 2013, 5PM
Remarks:
Full assignment details will be posted on MOODLE

• **Assessment task 3**

Title:
Formal Product Presentation
Description:
This is a formal presentation / demonstration of the product, including discussion of the process undertaken.
Weighting:
10%
Criteria for assessment:

⬥Clarity of presentation
⬥Demonstrated development in skills
⬥Demonstrated understanding of key processes undertaken
⬥Discussion of problems encountered and solutions implemented

Due date:
Week 12 (in Studio)
Remarks:
Full assignment details will be posted on MOODLE

• **Assessment task 4**

Title:
Final Product Delivery and Process Journal Submission 2
Description:
This is the delivery of the final product or prototype. Delivery includes formal handover of all product content, as well as a second submission of your individual project journal. The journal should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role on the project.
Weighting:
50%
Criteria for assessment:

⬥**Overall design quality**

◊ Intuitive/transparent design implementation
⬥**Functionality/Technical ability**

◊ Key technical issues addressed
◊ Overall quality of the product in technical and creative terms

♦ **Innovation & originality of content**

◊ Suited to the purpose of the product
◊ Creative solutions implemented

Research

♦ Detailed evidence of individual research being undertaken and reflection on your findings in this area
♦ Evidence of a process/methodology

Development

♦ Discussion of individual ideas designs, brainstorming
♦ Discussion of implementation and planning

Learning

♦ Discussion of individual/group achievements successes and problems.
♦ Discussion of problem-solving and reflection on this process

Production

♦ Discussion of new skills developed/used.
♦ Discussion of your contributions made to the project each week in relation to your project timeline.

Due date:
Week 14, 8 November 2013, 4PM
Remarks:
Full assignment details will be posted on MOODLE

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

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.

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.

There are no specific software requirements for this unit due to the varying nature of the projects chosen. After choosing your project you will be required to use the most appropriate development software.

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

Previous feedback has highlighted the unit is strong in its flexible learning, structure and assessment items.

Joint classes with multimedia and games stream students has provided opportunities and exposure between students with a wide range of skill sets. This exposure will be encouraged with structural elements of teaching and peer review.

Lecture content was added specifically outlining the rationale for journals and the benefits that students obtain through the use of reflective journals.

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

Other

Responsibility for student work

Students should note that they are, at all times, responsible for their work. All relevant material should be backed up on a regular basis to DVD or portable drives. The university has DVD burners in the computer labs and blank CDs/DVDs may be purchased through the on-campus bookstore.

Loss of assignment work due to hardware failure, virus or theft will not be accepted as reasons for late or non-submission of work. Students must hold an exact copy of all work which they submit for assessment, this copy should be held until your final result for the unit is released.