FIT3124
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.

Last updated: 25 Jul 2013

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FIT3124 Professional practice - Semester 2, 2013

This unit prepares students for the professional workplace, through a professional placement in a library, archives, registry or other information agency; and a lecture/seminar series on professional issues within the information industry. The placement enables students to link theory with professional practice, and develops understanding of the role of information agencies within their environment. Lectures/seminars draw on current professional literature and key players in the field to explore a range of topical issues within the profession, the role of professional ethics and professional associations, and career opportunities within the industry.

Mode of Delivery

Caulfield (Day)

Contact Hours

3 hrs lecture/wk

Workload requirements

For on-campus students, workload commitments per week are:

- three-hour seminar (requiring advance preparation)
- a minimum of 3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

- You will need to allocate up to 5 hours per week in some weeks for assessed tasks in newsgroups/discussion groups.

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

LAR3654, LAR3634, IMS3615, FIT5104, IMS5015

Prerequisites

FIT3122 or FIT3123 or equivalent
Only available to students enrolled in the Bachelor of Information Systems, or the IM major of the Bachelor of Information Technology & Systems.

Chief Examiner

Professor Sue McKemmish

Campus Lecturer

Caulfield

Judith Ellis

Consultation hours: Available by appointment only. Email to arrange a meeting or a time to talk via telephone or skype

Academic Overview

Learning Outcomes

At the completion of this unit students will be able to:

- evaluate professional literature and knowledge in relation to practice;
- analyse current issues relating to the information industry;
- apply theories and practice of their selected specialisation to the workplace;
- demonstrate practical skills at a professional level in an information agency or information-related functional area, as well as an ability to interact effectively with work colleagues and clients;
- assess career opportunities within the information industry and develop a personal career plan;
- evaluate the role in professional practice of ethical codes, professional literature, professional networks and professional associations.

Unit Schedule

Week	Activities	Assessment
0	NOTE: This schedule is not accurate and subject to updating. Please check Moodle unit pages for actual schedule.	No formal assessment or activities are undertaken in week 0
1	Introduction to FIT5104/FIT3124 Professional Practice and the seminar program. Discussion re professional placement options and requirements. Discussion on reflective practice.	Details of Assessment tasks provided including Weekly Participation in Seminars and Discussion Forum, Professional Placement and Presentation, and Parts of Professional Practice Research Report due throughout the semester.
2	Career planning and professional development workshop	
3	Organisational and community contexts of information work	
4	Organisational and community contexts of information work	
5	No Seminar	
6	Professional ethics	
7	No Seminar	
8	Topical issues 1	
9	Topical Issues 2	
10	No Seminar	
11	Topical issues 3	Professional Practice Research Final Report due (to be scheduled)
12	Topical issues 4	Professional Practice Research Final Report due (to be scheduled)
	SWOT VAC; Please note there will be a one-day Seminar in December (Assignment 1 Professional Placement Presentations), date to be confirmed.	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

Presentation on Professional Placement: 25%; Participation in Seminar and Discussion Forum: 25%; Professional Practice Research Project: 50%; Supervised professional placement and host supervisor's report (PGO grade)

Assessment Task	Value	Due Date

Assignment 1: Professional Placement Presentation	25%	December 2013, date to be confirmed.
Assignment 2: Participation in Seminars and Discussion Forum	25%	Weekly according to timetable advised on Unit Moodle website.
Professional Placement	PGO	As arranged for individual placements.
Professional Practice Research Report	50%	Parts of Report will be due throughout the semester as per the timetable on Moodle. Final Report due Week 11 or Week 12 (to be scheduled).

Teaching Approach

- **Seminars**
  Seminars will involve presentations by unit lecturers, guest speakers and students. Students will be actively involved in the seminars which will address a range of professional issues.

  All students undertake professional placements (see below). A one-day seminar will be held in early December for students to discuss their placement experiences and identify related professional issues. This seminar will replace three of the usual weekly seminars. Special arrangements will be made for off campus students if they are unable to attend the December seminar. More information on this seminar will be circulated at the start of the semester.
- **Work-integrated learning or industry-based learning**
  This teaching approach is experiential learning with active learner involvement in a practical environment. Reflection is used to conceptualise the experience.

  Professional placement

  This unit involves a 15 day placement supervised by an information professional in a library, archive, records or information management and systems workplace. This teaching approach involves experiential learning with active learner involvement in a practical environment. Reflection and reporting back to a one-day seminar in early December (see above) are used to conceptualise the experience. Off campus students are encouraged to attend this seminar if they live locally. If this is not possible, they will develop presentations about their professional placement which will be presented to the seminar on their behalf.

  Setting up placements

  Placements are made following negotiations between Monash staff and appropriate institutions with qualified supervisors. In 2013 Marita Keenan is our Professional Placement Coordinator. Placements and their timing depend on the availability of placements at the times required (see below) with due consideration of the student's interest and level of study achieved at the time of placement. Students can discuss possible placements with host organisations, but the final arrangements must be made by Monash staff.

  Objectives

  The aim of the placement is to provide an opportunity for students to gain a broad knowledge of the organisation, systems and services of an institution and to gain general work experience. In addition, in some instances, students undertake specific tasks or projects.

  Timing

The placement usually occurs in the two periods between: June and July, or at the end of Semester 2, i.e., late November- early December. Placements can be deferred until January-February 2013, if necessary, but this delays assessment. Part-time students may have a special need for a different schedule, e.g., during school holidays, but they must try to work within these broad dates. Flexible arrangements involving part-time work to make up the 15 days are possible if host organisations can accommodate this.

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:
    Assignment 1: Professional Placement Presentation
    Description:
    Students will report and reflect on their professional placement in the form of a
    presentation. You should provide a brief overview of the role of your host organisation, the
    services it provides, its organisational structure, staff numbers (including type of staff),
    style of management, and opportunities for professional development. You should also
    provide a brief overview of the various activities and projects that you were engaged in.
    The main focus of your presentation should be on identifying 3-4 core professional
    contemporary issues, based on your observations and work experience. Presentations will
    be made during the end of year one-day seminar, which will be no later than
    mid-December 2013, date to be confirmed. Alternative arrangements will be made for off
    campus students where necessary. Note that the host supervisor also completes a report
    on the professional placement – PGO (Pass Grade Only).
    Weighting:
    25%
    Criteria for assessment:
    Assessment will be based on how well information is presented and the professional
    placement is reflected upon.

    More details will be provided via the Unit Moodle website.
    Due date:
    December 2013, date to be confirmed.

- **Assessment task 2**

    Title:
    Assignment 2: Participation in Seminars and Discussion Forum
    Description:
    Students will be expected to contribute to seminar and online discussions of the topics
    covered in the weekly seminars, including Q&A sessions with guest speakers. On campus
    students are expected to attend and participate in all seminars. Off campus students will
    contribute questions and commentaries online. A unit blog will be established to
    facilitate the discussions. More details will be provided on the Unit Moodle website.
    Weighting:
    25%

Criteria for assessment:
>Assessment will be based on how well students contribute to discussions.

>More details will be provided via the Unit Moodle website.

Due date:
>Weekly according to timetable advised on Unit Moodle website.

• **Assessment task 3**

Title:
>Professional Placement

Description:
>This unit involves a professional placement equivalent to 15 working days, supervised by an information professional in a host organisation. It is assessed at Pass Grade Only (PGO) and is a required component of the unit. The basis of the assessment is a report by the host organisation. Details of placement requirements and the report pro-forma are available via the Unit Moodle website.

Weighting:
>PGO

Criteria for assessment:
>Assessment is based on completion of the placement, undertaking the work progam negotiated by Monash staff with the host organisation, and the host organisation's report. Monash staff monitor the placement, including site visits as needed.

Due date:
>As arranged for individual placements.

• **Assessment task 4**

Title:
>Professional Practice Research Report

Description:
>The Research Report will include:

>>♦evaluations of the professional literature and knowledge in relation to practice;
>>♦analyses of topical issues relating to the information industry;
>>♦evaluations of the role in professional practice of ethical codes, professional literature, professional networks and professional associations;
>>♦reflections on professional practice and engagements.

Weighting:
>50%

Criteria for assessment:
>Assessment will be based on how well students demonstrate their ability to:

>>♦evaluate professional literature and knowledge in relation to practice;
>>♦analyse current issues relating to the information industry;
>>♦ evaluate the role in professional practice of ethical codes, professional literature, professional networks and professional associations;
>>♦engage in reflective practice.

>Criteria for assessing FIT3124 student assignments will be differentiated from FIT5104 criteria by differentiating depth of evaluation and analysis, and extent of engagement required.

>Details will be provided via the Moodle unit site.

Due date:

Parts of Report will be due throughout the semester as per the timetable on Moodle. Final Report due Week 11 or Week 12 (to be scheduled).

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:

• Graded assignments with comments
• Other: Informal feedback on progress in seminars and via email for OCL students.

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.

Referencing requirements

Referencing requirements will be advised via the Unit Moodle website.

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 VLE site for this unit, which you can access via links in the my.monash portal.

Recommended Resources

Current journals, newsletters, professional listservs and websites appropriate to the student's professional specialisation.

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

In response to student feedback the examination in this unit has been replaced by a Professional Practice Research Project. More guest speakers have been included and students are engaged in helping to organise and chair sessions.

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