

FIT2003
IT professional practice

Unit Guide

Semester 1, 2014

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Last updated: 26 Feb 2014

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FIT2003 IT professional practice - Semester 1, 2014

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

- Clayton (Day)
- Gippsland (Off-campus)
- Malaysia (Day)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- One 2-hour lecture
- One 2-hour tutorial
- One 1-hour meeting

(b.) Study schedule for off-campus students:

- Off-campus students generally do not attend lecture and tutorial sessions, however should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week.

(c.) Additional requirements (all students):

- a minimum of 7 hours of personal study in some weeks for completing lab and project work, private study and revision.

Unit Relationships

Prohibitions

FIT2035

Prerequisites

Completion of 24 points of Information Technology units

Chief Examiner

Professor Ann Nicholson

Campus Lecturer

Clayton

Joshua Akerstein

Consultation hours: To be advised - see Moodle

Malaysia

Anushia Inthiran

Consultation hours: Monday 10 - 11 AM

Tutors

Clayton

Noriaki Sato

Pamela Spink

Rebecca Fleming

Hiran Ganegedara

Upuli Gunasinghe

Damian Gleeson

Mohammad Shamsur Rahman

Malaysia

Anushia Inthiran

Consultation hours: Monday 10 - 11 AM

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

Student feedback has highlighted the following strength(s) in this unit:

- Students find the tutorial exercises both engaging and relevant.

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

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	Note: a more detailed summary of the Unit Schedule will be available on Moodle	No formal assessment or activities are undertaken in week 0
1	Introduction to FIT2003: Introduction to IT professions and practice (TUTORIAL THIS WEEK)	On-line Quizzes (Assessment task 8) to be completed Weekly, Sunday, beginning Week 2
2	Interpersonal Communication; Inter-cultural Communications	Work on eFolio assessment task begins, to be completed throughout semester
3	Research & Information Gathering	Assignment 1: (Assessment tasks 2 and 3) handed out
4	Oral Presentations	
5	Structured Communications	
6	Teams	Assignment 1: Oral Presentation (Assessment task 2) assessed during tutorial; Report (Assessment task 3) due Friday 11 April 2014
7	Professional Ethics	Assignment 2: (Assessment tasks 4, 5 and 6) - handed out
8	Professional Issues I	
9	Modes of Communication I	
10	Modes of Communication II	eFolio: (Assessment task 1) due Friday 16 May 2014
11	Professional Issues II	Assignment 2: Team Oral Presentation (Assessment task 5) assessed during tutorial; Online Resource Kit (Assessment task 4) and Individual Written Report (Assessment task 6) due Friday 23 May 2014
12	Professional Issues III	
	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.

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Assessment Summary

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

Assessment Task	Value	Due Date
eFolio	10%	Throughout semester, but finalised by Friday 16 May 2014 (end of Week 10)
Assignment 1 - Article Analysis: Part A - Individual Oral Presentation	10%	Presentations will be made and assessed during Week 6 tutorials
Assignment 1 - Article Analysis: Part B - Individual Written Report	10%	Week 6, Friday 11 April 2014
Assignment 2 - Organisational and Social Impacts of Information Technology: Part A - Resource Kit	5%	Week 11, Friday 23 May 2014
Assignment 2 - Organisational and Social Impacts of Information Technology: Part B - Team Oral Presentation	10%	Presentations will be made and assessed during Week 11 tutorials
Assignment 2 - Organisational and Social Impacts of Information Technology: Part C - Individual Written Report	15%	Week 11, Friday 23 May 2014
Class Participation	10%	Throughout semester
On-line Quizzes	5%	Weekly, Sunday, beginning Week 2
Examination 1	25%	To be advised

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurdles>)

Academic Integrity - Please see resources and tutorials at

<http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/>

Assessment Tasks

Participation

See Assessment task 7 below which is a Class Participation requirement.

• Assessment task 1

Title:

eFolio

Description:

Students must produce a range of written documents from tutorial activities. These will be collected in a Google Documents folder that will form an "eFolio".

Weighting:

10%

Criteria for assessment:

Criteria for assessing the folio are:

1. Inclusion of all specified documents
2. Appropriateness of document contents
3. Quality of writing
4. Quality of presentation

Due date:

Throughout semester, but finalised by Friday 16 May 2014 (end of Week 10)

Remarks:

Students should complete their eFolio throughout the semester after the relevant tutorial activities. They may also seek feedback during the semester on drafts during consultation with tutors.

• Assessment task 2

Title:

Assignment 1 - Article Analysis: Part A - Individual Oral Presentation

Description:

Students must analyse and verify a chosen article in the media on an IT related topic, then give a 5 minute oral presentation to their tutorial class on that article, supported by visual aides.

Weighting:

10%

Criteria for assessment:

Criteria for assessment are:

Assessment Requirements

1. Selection and organisation of content
2. Voice and language
3. Timing
4. Non-verbal communication (e.g., body language, eye contact)
5. Quality of visual aids

Due date:

Presentations will be made and assessed during Week 6 tutorials

• Assessment task 3

Title:

Assignment 1 - Article Analysis: Part B - Individual Written Report

Description:

Students must produce a written report (500-1200 words) on the IT article they have researched and presented for the first part of this assignment (Assessment task 2).

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
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 11 April 2014

• Assessment task 4

Title:

Assignment 2 - Organisational and Social Impacts of Information Technology: Part A - Resource Kit

Description:

Students must work in teams to produce a Resource Kit on a selected topic related to IT Professional practice. There is no specific word requirement for this assessment.

Weighting:

5%

Criteria for assessment:

Criteria for assessment are:

1. Selection of resources
2. Organisation and presentation of content

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

Due date:

Week 11, Friday 23 May 2014

• Assessment task 5

Title:

Assignment 2 - Organisational and Social Impacts of Information Technology: Part B - Team Oral Presentation

Description:

Students must make a 15 minute team presentation with accompanying visual aides on the topic researched for their Assignment 2 Resource Kit (Assessment task 4).

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

Each student will receive an individual mark for the following assessment criteria:

1. Voice and language
2. Non-verbal communication
3. Presentation of content

Due date:

Presentations will be made and assessed during Week 11 tutorials

• **Assessment task 6**

Title:

Assignment 2 - Organisational and Social Impacts of Information Technology: Part C - Individual Written Report

Description:

Students must submit a 2000 word written report on the resources they have individually contributed to their team's Resource Kit (Assessment task 4). A 500 word appendix reflecting on the dynamics of their Assignment 2 team must also be included.

Weighting:

15%

Criteria for assessment:

Each student will write an individual report and this component of Assignment 2 will be assessed separately for each student.

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 23 May 2014

• **Assessment task 7**

Title:

Class Participation

Description:

Clayton campus: Students will be assessed on their participation in lectures based on their use of clickers in peer assisted learning activities. Students will also be assessed on their preparation and participation in tutorial activities.

Malaysia campus: Students will also be assessed on their preparation and participation in tutorial activities.

Off-campus: Students will be assessed on their interactions with peers in tutorial activities, including contributions to learning forums.

Weighting:

10%

Criteria for assessment:

Clayton campus: For lecture participation, clicker responses will be recorded, and students will be assessed on their level of participation (5%). For tutorials, students will be assessed on their contributions to group discussions and level of engagement in tutorial activities (5%).

Malaysia campus: Students will be assessed on their contributions to group discussions and level of engagement in tutorial activities.

Off-campus: Students will be assessed on the quality of their contributions to discussions and level of engagement in tutorial activities and online learning forums.

Due date:

Throughout semester

• **Assessment task 8**

Title:

On-line Quizzes

Description:

Weekly, on-line multiple choice quizzes. These will be open on-line each week and must be completed before midnight on Sunday each week.

Weighting:

5%

Criteria for assessment:

Correct answers demonstrating basic knowledge and understanding of course material.

Due date:

Weekly, Sunday, beginning Week 2

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 (if applicable to the unit)

<http://readinglists.lib.monash.edu/index.html>

Faculty of Information Technology [Style Guide](#)

Feedback to you

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback after official results have been published. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see <http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html>

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/student-academic-integrity-managing-pla>
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.

Additional subject costs

Clayton students are required to purchase a Turning Point clicker from the Campus Bookstore or directly from the Australian Distributor.

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:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;
<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>

Faculty resources and policies

Important student resources including Faculty policies are located at

<http://intranet.monash.edu.au/infotech/resources/students/>

Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h>

Student Charter

www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html

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 Malaysia 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 Malaysia, 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.html>
- Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Malaysia
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Malaysia Campus