FIT2032
Industry-based learning

Unit Guide

Semester 1, 2014

Last updated: 07 Feb 2014

Table of Contents

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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 industry based learning program (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)

Workload Requirements

Students on placement are employed full-time for 22 weeks by the partners of the industry based learning program in a graduate level role within the company.

Unit Relationships

Prohibitions

BUS2000

Prerequisites

Available to students accepted into the Bachelor of Business Information Systems industry based learning stream at Clayton campus and students in all undergraduate degrees of the Faculty of Information Technology 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: (FIT1040 or FIT1002), FIT1013 and FIT2003.
Prerequisite units for BSE, BCS and BITS students: (FIT1040 or FIT1002) and FIT2003.

Chief Examiner

Dr Sue Bedingfield

Campus Lecturer

Clayton

Sue Bedingfield

Stephen Huxford

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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

Academic Overview

Learning Outcomes

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

- set achievable and measurable goals;
- apply what was learnt in prior 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; and
- practice information technology, oral and written skills in a complex, corporate business environment including local and international business phone calls, business emails, business process modelling, operating software applications quickly and accurately, performance enhancement of installed software, updating current software and the development of new software.

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	
	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

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.

Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Mid-placement evaluation	20%	Due at the time of the mid-placement meeting, April/May 2014
End-placement evaluation	30%	Due at the time of the final presentation, 2-6 June 2014
Oral presentation	20%	2-6 June 2014
Written reports	25%	Due at the time of the final presentation, 2-6 June 2014
Visit preparation	5%	Assessed at time of visit

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles
(http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurd

Academic Integrity - Please see resources and tutorials at
http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/

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, April/May 2014

  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, 2-6 June 2014

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:
2-6 June 2014

- **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)
- ♦ 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, 2-6 June 2014

- **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

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:

- Other: Formal evaluations from industry supervisor/s. Feedback from presentation and folder - these must be collected from the chief examiner.

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/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.

Software is supplied by industry partners in the workplace.

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 Commuity 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