



MONASH University
Information Technology

FIT3045
Industry-based learning

Unit Guide

Semester 2, 2014

Copyright © Monash University 2014. All rights reserved. Except as provided in the Copyright Act 1968, this work may not be reproduced in any form without the written permission of the host Faculty and School/Department.

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: 02 Jul 2014

Table of Contents

<u>FIT3045 Industry-based learning - Semester 2, 2014</u>	1
<u>Mode of Delivery</u>	1
<u>Workload Requirements</u>	1
<u>Unit Relationships</u>	1
<u>Prohibitions</u>	1
<u>Prerequisites</u>	1
<u>Chief Examiner</u>	1
<u>Campus Lecturer</u>	1
<u>Clayton</u>	1
<u>Your feedback to Us</u>	2
<u>Academic Overview</u>	3
<u>Learning Outcomes</u>	3
<u>Unit Schedule</u>	4
<u>Teaching Approach</u>	4
<u>Assessment Summary</u>	4
<u>Assessment Requirements</u>	5
<u>Assessment Policy</u>	5
<u>Assessment Tasks</u>	5
<u>Participation</u>	5
<u>Learning resources</u>	7
<u>Feedback to you</u>	7
<u>Extensions and penalties</u>	7
<u>Returning assignments</u>	8
<u>Assignment submission</u>	8
<u>Online submission</u>	8
<u>Required Resources</u>	8
<u>Other Information</u>	9
<u>Policies</u>	9
<u>Faculty resources and policies</u>	9
<u>Graduate Attributes Policy</u>	9
<u>Student Charter</u>	9
<u>Student services</u>	9
<u>Monash University Library</u>	10
<u>Disability Liaison Unit</u>	10

FIT3045 Industry-based learning - Semester 2, 2014

Students on placement work full time in a defined, graduate level role during a 22 week placement period at established partners of the Faculty of IT industry based learning program including 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 deployed full-time for 22 weeks with the industry partners of the Faculty of IT industry-based learning program in a graduate level role within the company.

Unit Relationships

Prohibitions

BUS3000

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](#)) and [FIT1013](#) and [FIT2003](#).

Prerequisite units for BSE, BCS and BITS students: ([FIT1040](#) or [FIT1002](#)) and [FIT2003](#) or equivalent.

Chief Examiner

[Dr Sue Bedingfield](#)

Campus Lecturer

Clayton

Sue Bedingfield

Stephen Huxford

Yen Cheung

John Betts

Kerri Morgan

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 IT classroom studies in real work situations;
- identify where approaches consistent with theory, or contrary to theory, were used;
- identify any useful theoretical knowledge that has not so far been covered in the course;
- 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;
- develop information technology skills (including business process modelling, performance enhancement of installed software, updating current software and developing new software) oral and written skills (including local and international business phone calls, and business emails) in a complex, corporate business environment; and
- develop communication skills, teamwork skills and leadership and management including time management skills.

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, Sept/Oct 2014
End-placement evaluation	30%	Due at the time of the final presentation, 1-5 Dec 2014
Oral presentation	20%	1-5 Dec 2014
Written reports	25%	Due at the time of the final presentation, 1-5 Dec 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-hurdles>)

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, Sept/Oct 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, 1-5 Dec 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:

1-5 Dec 2014

• **Assessment task 4**

Title:

Written reports

Description:

- ◆ Reports (these can be combined into one single report):
 - ◇ Placement company report (one or more pages)
 - ◇ Placement report (five pages)
 - ◇ A report (2000 words) detailing a major project or activity that you have been involved in during your placement
- ◆ 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)

Assessment Requirements

Weighting:

25%

Criteria for assessment:

- ◆ Content
- ◆ Presentation
- ◆ Structure
- ◆ Sequence
- ◆ Insights

Due date:

Due at the time of the final presentation, 1-5 Dec 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 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