FIT3048
Industry experience project 2

Unit Guide

Semester 2, 2014

Last updated: 21 Jul 2014

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In their final year of study, students are given the opportunity to develop new skills and apply the knowledge and skills they have gained, in the development of an IT application for a real world client. In teams, students design, develop and deliver an IT applications for a client, manage the project through all its development stages, communicate effectively with all project stakeholders and develop project documentation to a professional standard. Students also present their project work to academics and other groups, attend unit seminars, and contribute in a professional and committed manner to the work of their team.

FIT3048 is the second of two industry experience units for most majors in the Bachelor of Information Technology and Systems, Bachelor of Computer and Information Sciences and the Bachelor of Business Information Systems. Students must enrol in and pass FIT3048 after successful completion of FIT3047 to complete their industry experience project requirements.

Mode of Delivery

- Caulfield (Day)
- Clayton (Day)
- Gippsland (Day)
- Gippsland (Off-campus)
- Malaysia (Day)
- South Africa (Day)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

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

- 4-5 hours of seminars, studios, laboratories or supervisor meetings (depending on campus location)

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

- Off-campus students generally do not attend seminar and lab 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 8 hours independent study and team work per week for completing a range of systems development activities.

Additional workload requirements

Students will be expected to spend the following hours per week during the semester. As there is a variation for each campus the following applies:

For on-campus students at the **Caulfield campus (summer offering)** workload commitments are, each week:

- 2 x 3 hour studio sessions.
- 2 x 1.5 hour seminars.
- Approximately 15 hours of additional work which will include a range of systems development activities, and personal reflection which includes: writing a reflection about project activities, keeping records of time spent on this unit and generally reflecting on what you have learned.

Malaysia: This may vary as determined by supervisor and will require approximately 144 hours of work during the semester.

Unit Relationships

Prohibitions

CPE3200, CPE3300, CSE3200, CSE3301, FIT2032, FIT3015, FIT3016, FIT3017, FIT3025, FIT3026, FIT3038, FIT3039, FIT3040, FIT3045, GCO3819, GCO3700, GCO3800, GCO3900, GCO3800A, IMS3000, IMS3501, IMS3502

Prerequisites

FIT3047

The off-campus offering of FIT3048 is only available to BITS Gippsland DE students.

Chief Examiner

Mr Peter O'Donnell

Campus Lecturer

Caulfield

Peter O'Donnell

Janet Fraser

Clayton

Stephen Huxford

Marc Cheong

Gippsland

Shane Moore

South Africa

Paula Murray

Malaysia

Simon Egerton

Tutors

Caulfield

Greg Rolan

Dora He

Clayton

David Grant

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

Based on student and client feedback at the Caulfield campus for the summer offering:

- There will be three weeks intense mode followed by a non-teaching break (four weeks) and then the final three weeks intensive mode. This ensures client commitment over the Christmas break.
- Various activities will be carried out early in the semester to ensure that the client has enough time to view and use the project over that break in order to give detailed feedback.
- The iterative development approach will be continued.

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

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

- understand how IT applications are developed, including all aspects of the development process;
- understand the roles and responsibilities of clients, system users, management and developers in a development project;
- apply, in a practical setting, aspects of the theoretical work covered in their course;
- develop an IT application using a prescribed methodology, conducting all activities associated with the development methodology;
- work with clients or client representatives, communicating effectively with them to meet their requirements;
- operate effectively as a member of a development team.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Each campus runs their version of the unit independently. Students will be advised of campus specific activities to be held each week.	Each campus runs their version of the unit independently. Students will be advised of campus specific delivery dates and deliverables.
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	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

Work-integrated learning or industry-based learning

In this unit we try to simulate a real systems development experience. Groups of students work as a team with support from tutors and academic staff to develop a system for a real client. This 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
Practical Assessment - Project	75%	Varied throughout the semester. Please refer to campus specific information on unit website. Dates to be negotiated with Project Director.

Unit Schedule

Reflective Diary   12.5%   Varied across campuses

Peer Assessment   12.5%   3 times during the semester - actual dates vary across campuses.

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:
   > Practical Assessment - Project

   Description:
   > A range of system development deliverables related to the project, details to be
   > negotiated in the early stages of the development process.
   >
   > Detailed information about assessment, deliverables and due dates will be provided at
   > each campus.

   Weighting:
   > 75%

   Criteria for assessment:
   > How well the project meets the client's system requirements, and how well the team
   > manages their project.
   >
   > The supervisor will monitor contributions by individual team members. An individual team
   > member's final mark for the 'Project Deliverables' can vary based on their individual
   > contribution across the semester. This variation can be plus/minus up to 100% of the
   > group mark for the 'Project Deliverables'.
   >
   > Detailed information about criteria for assessment for each of the project deliverables will
   > be provided for each campus specific offering.

   Due date:
   > Varied throughout the semester. Please refer to campus specific information on unit
   > website. Dates to be negotiated with Project Director.

- **Assessment task 2**

   Title:
   > Reflective Diary

   Description:
   > The Reflective Diary gives students the opportunity to reflect upon, analyse, and learn
   > from their experiences, and constructively review their practices, with a view to improving
   > future practice.

   Weighting:
   > 12.5%

   Criteria for assessment:

Reflection of learning experience, includes description, evaluation, analysis of the learning experiences, together with an action plan, and reporting back of previous action plans.

Due date:
Varied across campuses

- **Assessment task 3**

Title:
Peer Assessment
Description:
Assessment of self and team members across a range of criteria.
Weighting:
12.5%
Criteria for assessment:
A rating ranging from Unsatisfactory to Exceeds Expectations across a range of criteria.
Due date:
3 times during the semester - actual dates vary across campuses.

Learning resources

Reading list

There are no recommended texts, however students are expected to have developed their own collection of texts, URLs and other reference materials during the course of their studies, and will be required to carry out research related to their specific project.

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
- Interviews

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.

The studio environment provides a large array of software and hardware for students to use within the studios, and some items are available for overnight loan. Please see the unit website for up-to-date listing. Anything additional is to be negotiated between the student teams and their clients. FIT will not normally provide additional hardware or software.

Recommended Resources

Please review the unit website regularly for a list of resources.

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