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FIT2003 IT professional practice - Semester 1, 2015

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FIT2003 IT professional practice - Semester 1, 2015

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; mindfulness; 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)
- Clayton (Online)
- 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 tutorial and assignment work, private study and revision.

See also Unit timetable information

Unit Relationships

Prohibitions

FIT2035

Prerequisites

Completion of 24 points of Information Technology units
Chief Examiner

Dr Kirsten Ellis

Campus Lecturer

Clayton

Dr Kirsten Ellis

Consultation hours: To be advised - see Moodle

Malaysia

Nik Nailah Abdullah

Consultation hours: To be advised - see Moodle

Tutors

Clayton

Pam Spink
Rebecca Fleming
Damian Gleeson
Daniel Scott
Noriaki Sato
Kirsten Ellis
Angela Pym

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 should be able to:

1. describe a variety of roles for IT professional and the personal, social, ethical and legal impacts arising from their work;
2. analyse and describe how the ACS Code of Professional Conduct applies to IT professionals in a variety of scenarios. In this context discuss what professional associations are available to IT professionals and why they are important;
3. effectively participate in a range of two way oral and written communication forms using appropriate intrapersonal and interpersonal communication skills and technologies.
4. use a variety of techniques to enhance working co-operatively and managing conflict as part of a team;
5. gather information, critically evaluate the material and use correct citation techniques when writing the material into an appropriate format.
# Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>Note: a more detailed summary of the Unit Schedule will be available on Moodle</td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Introduction to FIT2003: Introduction to IT professions and practice (Tutorial Part 1 Starts this week)</td>
<td>Work on eFolio assessment task begins, to be completed throughout semester</td>
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<tr>
<td>2</td>
<td>Interpersonal Communication; Inter-cultural Communications (Tutorial Part 2 Starts this week)</td>
<td>Efolio including Mindfulness Journal</td>
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<td>3</td>
<td>Research Skills: Information gathering, writing &amp; citations</td>
<td>Assignment 1: (Assessment tasks 2 and 3) handed out. Efolio including Mindfulness Journal</td>
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<tr>
<td>4</td>
<td>Oral Presentations</td>
<td>Efolio including Mindfulness Journal</td>
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<tr>
<td>5</td>
<td>Structured Communications: Meetings and Interviews</td>
<td>Efolio including Mindfulness Journal</td>
</tr>
<tr>
<td>6</td>
<td>Teams</td>
<td>Assignment 1: Oral Presentation (Assessment task 2) assessed during tutorial; Report (Assessment task 3) Due Friday 17 April 2015. Efolio including Mindfulness Journal</td>
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<tr>
<td>7</td>
<td>Professional Ethics</td>
<td>Assignment 2: (Assessment tasks 4, 5 and 6) - handed out. eFolio</td>
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<td>8</td>
<td>Professional Issues I: Intellectual Property and Law</td>
<td>eFolio</td>
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<td>9</td>
<td>Modes of Communication I: Traditional</td>
<td>eFolio</td>
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<td>10</td>
<td>Modes of Communication II: New</td>
<td>eFolio</td>
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<tr>
<td>11</td>
<td>Professional Issues II</td>
<td>eFolio: (Assessment task 1) Due Friday 22 May 2015</td>
</tr>
<tr>
<td>12</td>
<td>Professional Issues III</td>
<td>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 29 May 2014</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken in SWOT VAC</td>
</tr>
</tbody>
</table>

*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%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>eFolio and Participation</td>
<td>30%</td>
<td>Throughout semester, but finalised by Friday 22 May 2015 (end of Week 11)</td>
</tr>
<tr>
<td>Assignment 1 - Article Analysis: Part A - Individual Oral Presentation</td>
<td>10%</td>
<td>Presentations will be made and assessed during Week 6 tutorials</td>
</tr>
<tr>
<td>Assignment 1 - Article Analysis: Part B - Individual Written Report</td>
<td>10%</td>
<td>Week 6, Friday 17 April 2015</td>
</tr>
<tr>
<td>Assignment 2 - Organisational and Social Impacts of Information Technology: Part A - Resource Kit</td>
<td>5%</td>
<td>Week 12, Friday 29 May 2015</td>
</tr>
<tr>
<td>Assignment 2 - Organisational and Social Impacts of Information Technology: Part B - Team Oral Presentation</td>
<td>10%</td>
<td>Presentations will be made and assessed during Week 12 tutorials</td>
</tr>
<tr>
<td>Assignment 2 - Organisational and Social Impacts of Information Technology: Part C - Individual Written Report</td>
<td>10%</td>
<td>Week 12, Friday 29 May 2015</td>
</tr>
<tr>
<td>Examination 1</td>
<td>25%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>
Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

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

Assessment Tasks

Participation

Participation in the unit is critical to achieving the required learning outcomes. The eFolio can only be completed by attending classes including mindfulness sessions.

• Assessment task 1

Title: eFolio and Participation

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". In addition, students participation in lectures, tutorials and meetings will be assessed.

Weighting: 30%

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
5. Quality of participation

Due date: Throughout semester, but finalised by Friday 22 May 2015 (end of Week 11)

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%
Assessment Requirements

Criteria for assessment:
Criteria for assessment are:

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 17 April 2015

• 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 12, Friday 29 May 2015
Assessment Requirements

• 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 12 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:
10%

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 12, Friday 29 May 2015
Assessment Requirements

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

Feedback to you

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- 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 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 electronic submission). 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).

Recommended Resources

Teaching material will be provided on the unit Moodle site.

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

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.html

Student Charter


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
Other Information

Other

Engineers Australia Stage 1 competencies

This unit is a core unit in the Bachelor of Software Engineering accredited by Engineers Australia. Engineers Australia Accreditation Policy of Professional Engineering Programs requires that programs demonstrate how engineering graduates are prepared for entry to the profession and achieve Stage 1 competencies. The following information describes how this unit contributes to the development of these competencies for the Bachelor of Software Engineering. (Note: not all competencies may be emphasised in this unit).

<table>
<thead>
<tr>
<th>Stage 1 competency</th>
<th>How the compency is developed in this unit</th>
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<tbody>
<tr>
<td>1. Knowledge and Skills base</td>
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</tr>
<tr>
<td>1.1. Comprehension, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline.</td>
<td>Not covered in this unit.</td>
</tr>
<tr>
<td>1.2. Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences, which underpin the engineering discipline.</td>
<td>Some aspects on the application of communication theories, tools and techniques (information sciences) are covered in the unit.</td>
</tr>
<tr>
<td>1.3. In-depth understanding of specialist bodies of knowledge within the engineering discipline.</td>
<td>Not covered in this unit.</td>
</tr>
<tr>
<td>1.4. Discernment of knowledge development and research directions within th engineering discipline.</td>
<td>Lectures, tutorial and assignments cover fundamental research skills including gathering of information, analysis of information validity and referencing techniques.</td>
</tr>
<tr>
<td>1.5. Knowledge of engineering design practice and contextual factors impacting the engineering discipline.</td>
<td>Lecture and tutorial cover the roles and functions of IT workforce impacting on the software engineering projects. Lectures and tutorials cover professional roles and responsibilities.</td>
</tr>
<tr>
<td>1.6. Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline.</td>
<td>Lectures and tutorials discuss the ACS Code of Ethics and the software engineering code of ethics and ensure that student are able to articulate how they are applicable in case studies.</td>
</tr>
</tbody>
</table>

2. Engineering application ability

2.1. Application of established engineering methods to complex engineering problem solving. | Not covered in this unit. |
| 2.2 Fluent application of engineering techniques, tools and resources. | Not covered in this unit. |
| 2.3. Application of systematic engineering synthesis and design processes. | Not covered in this unit. |
| 2.4. Application of systematic approaches to the conduct and management of engineering projects. | Not covered in this unit. |

3. Professional and personal attributes

3.1. Ethical conduct and professional accountability.
Lectures and tutorials discuss the ACS Code of Ethics and the software engineering code of ethics and its applicability to case studies. Intellectual property and legal responsibilities are also covered in Lectures. Students have to express themselves clearly and effectively for their assessment components of the unit, which includes individual and group oral presentations and written assignments. Some creativity is encouraged to develop solutions for the assessment components. This is covered in lectures and is highlighted in a number of tutorial exercises. Team structures and roles are discussed in lectures and put into practice in tutorial and assessments.

3.2. **Effective** oral and written communication in professional and lay domains.

3.3. **Creative**, innovative and proactive demeanour.

3.4. **Professional** use and management of information.

3.5. **Orderly** management of self, and professional conduct.

3.6. **Effective** team membership and team leadership.

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### Relationship between Unit Learning Outcomes and BSE Course Outcomes

<table>
<thead>
<tr>
<th>No.</th>
<th>CO 1</th>
<th>CO 2</th>
<th>CO 3</th>
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### Relationship between Unit Learning Outcomes and Assessments

<table>
<thead>
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<th>No.</th>
<th>Assignments</th>
<th>Tests</th>
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