FIT5122
Professional practice

Unit Guide

Semester 1, 2015
FIT5122 Professional practice - Semester 1, 2015

This unit provides a practical and theoretical understanding to what it means to be an IT professional today. Students will encounter a range of issues relevant to professional practice in the workplace, including ethical and legal challenges caused by technology use. Students will research established theories and concepts and critically evaluate their practical use (taking into account many international aspects) in organisations today, as well as reviewing and understanding the wider responsibilities that IT 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.

It is highly recommended that students enrol in FIT5122 in conjunction with FIT5120 where possible. Students therefore should take FIT5120 in the last semester of their course.

Mode of Delivery

- Caulfield (Day)
- Caulfield (Online)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

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

- One 1-hour lecture
- One 3-hour laboratory

(b.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

See also Unit timetable information

Unit Relationships

Co-requisites

Full-time students must enrol in FIT5122 or FIT5104 in conjunction with FIT5120 in their final semester. Part-time students must complete FIT5122 or FIT5104 prior to enrolling in FIT5120, in their final semester. Only students completing the Archives and recordkeeping or Library and information science specialisations in the Master of Business Information Systems and Master of Business Information Systems (Professional) will enrol in FIT5104 in place of FIT5122.
Chief Examiner

Ms Gail Bourne

Campus Lecturer

Caulfield

Gail Bourne

Tutors

Caulfield

Gail Bourne

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

This unit is running for the first time in semester 1, therefore there are no previous student evaluations available.

If you wish to view how previous students rated this unit, please go to
Academic Overview

Learning Outcomes

On successful completion of this unit, students should be able to:

• compare and contrast the variety of roles available to IT professionals;

analyse the role and function of professional associations;

• identify and analyse the ethical dimensions associated with IT-related decisions and use and their possible impacts on organisations and society;
• reflect on the need for a code of ethics in IT development and use, including the rights and responsibilities of IT professionals, and interpret meaningfully the ACS code of ethics;
• research and apply effective and appropriate communication theories analysing and evaluating the importance of intercultural communication;
• compare, select and apply strategies for effective and efficient productive or active (speaking and writing) and receptive (reading and listening) communications, making effective use of technology where appropriate;
• appraise and justify the purpose of various protocols, roles and procedures for meetings and interviews, and be able to apply them;
• analyse, from current literature, appropriateness of various teamwork skills for different situations and demonstrate the ability to apply these skills by working co-operatively and managing conflict;
• develop and apply appropriate information gathering, critical evaluation (information and sources) and problem solving skills.
## Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Refer to the Moodle website for this unit for current weekly requirements.</td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Students will be advised of specific activities to be held each week via Moodle.</td>
<td>Students will be advised of all specific delivery dates and deliverables via Moodle for Assessment tasks 1 and 2.</td>
</tr>
<tr>
<td>6</td>
<td>Critical Review due Week 6. Presentations in Week 6 studio</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Presentations in Week 7 studio</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken during SWOT VAC</td>
</tr>
</tbody>
</table>

*Unit Schedule details will be maintained and communicated to you via your learning system.

## Teaching Approach

### Studio teaching

Learning is encouraged through enquiry based and peer assisted approaches, student presentations and hands-on learning within teams. EPortfolios will be used to conceptualise, document and understand the learning.

Issues will be critically examined through discussions based on reading materials, case studies, research and some online lectures.

To maximise the concepts and knowledge learnt through self-study, the students are expected

1. To watch any specified online lectures (available on Moodle) or read particular given material prior to attending class. This is CRUCIAL to the successful participation of students during the lecture sessions. Online quizzes may be used with reference to this material.

2. Read specific assigned reading material (for review) (available on Moodle) in advance of the
scheduled peer discussion in the studio.

**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>Participation Assessment - Studio reviews/self guided quizzes/lecture participation</td>
<td>25%</td>
<td>Part 1 Peer Review studios - (5 of them) - will be held throughout the semester. Specific dates and requirements will be posted on Moodle. Part 2 Online quizzes will be held throughout the semester. Specific dates and requirements will be posted on Moodle. Part 3 Participation during lectures, will be weekly: weeks 2-11</td>
</tr>
<tr>
<td>Practical Case Study Component consisting of various deliverables</td>
<td>30%</td>
<td>Each deliverable has a different due date throughout the semester. Please refer to specific information for each deliverable on the Moodle website.</td>
</tr>
<tr>
<td>Critical Review and presentation of findings</td>
<td>20%</td>
<td>Assignment due Week 6. Presentation in Week 6 and 7 studios.</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 and is assessed in various ways.

You will be expected to read assigned reading material and/or watch online lectures before attending the lecture in order to participate in lecture discussions. There may also be self-guided online quizzes referring to this material.

You will also be expected to read other assigned reading material which will then be reviewed by you and your peers in particular studios (dates on Moodle).

There will also be team based case study deliverables worked on in and outside of studios and therefore your participation is essential for your team.

All this is outlined in the assessment descriptions below.

• Assessment task 1

Title:
Participation Assessment - Studio reviews/self guided quizzes/ lecture participation

Description:
The participation assessment is made up of three parts, all of which will continue throughout the semester.

Part 1 Peer review discussion in studios
Students will individually review and comment on 5 set journal papers. In the tutorials, students will discuss the paper, already read and reviewed individually, in small groups and present the group's review to the tutorial class. Assessment will be based on both tutor observations and peer assessment.

This assignment will encourage you to demonstrate your understanding and knowledge of Professional Practice issues by reflecting on the relevant literature and engaging with other students to draw meaningful conclusions from your individual and collective reflections. (15% of the 25%)

Part 2 Online quizzes
There will be some weekly online quizzes posted on Moodle throughout the semester. The due dates and times will be posted on Moodle in week 1. These quizzes will reflect your understanding of online lectures and/or assigned reading for that week prior to the formal lecture. (5% of the 25%)

Part 3 Participation during the lecture
Active participation and discussion in lecture sessions (using the response systems) is expected. The mark will be allocated based on the percentage of attended lecture sessions from week 2 to 11 (10 weeks). A student is considered attending and participating in the lecture if he/she provided responses to at least 50% of the available questions in that lecture. (5% of the 25%)

**Weighting:**
25%

**Criteria for assessment:**

**Part 1 Peer review discussion in studios**
You are expected to have read the paper specified for that tutorial, prepare some notes that summarise your understanding of the given paper, and identify questions and issues that, in your opinion, the paper raises related Professional Practice both practically and theoretically, and be prepared to discuss this in a review group.

The assessment for this item is based on the peer evaluation and tutor observation of your performance in the tutorial, including preparation, participation and contribution, the ability to allow and encourage others to contribute, the ability to share your understanding of ISD with other students and the ability to use the University library resources. The marks from the four highest reviews will be used. (15% of the 25% participation marks).

**Part 2 Online quizzes**
These will reflect assigned readings and/or online lectures for that particular week. The assessment is based on correctness of the answers. The average mark of all the quizzes will be taken at the end of the semester. (5% of the 25% participation marks).

**Part 3 Participation during the lecture**
Active participation and discussion in lecture sessions (using the response systems) is expected.

Students’ answers during the lecture sessions will not be graded based on correctly answering questions. The grade will be based on participation. A percentage of total attendance and participation of the lecture sessions as recorded by the system and will be counted at the end of the semester. (5% of the 25% participation marks).

**Due date:**
Part 1 Peer Review studios - (5 of them) - will be held throughout the semester. Specific dates and requirements will be posted on Moodle. Part 2 Online quizzes will be held throughout the semester. Specific dates and requirements will be posted on Moodle. Part 3 Participation during lectures, will be weekly: weeks 2-11

**Assessment task 2**

**Title:**
Practical Case Study Component consisting of various deliverables

**Description:**
The assignment will use a team industry-based case study to evaluate practical professional practice issues discussed throughout the unit. This will be a team assignment and will involve reports and presentations throughout the semester. Some deliverables will be worked on during studios. Specific tasks, marking criteria and due dates will be posted on Moodle. These documents will be collected and organised by the team using specific ePortfolio software. The portfolio gives students the opportunity to document their team experiences and their case study, and reflect, review and learn, personally, from their individual experiences.

**Weighting:**
30%

**Criteria for assessment:**
The submission and presentation will be assessed on completeness, quality, process and professional practice observed during, and of, the assessment tasks documented on the portfolio, together with the team's and individual's reflections on the learning and experience. Detailed criteria for assessment will be posted on Moodle. As a group activity assessment will include peer reviews, tutor observation, meetings and interviews in order to assess different contributions of group members, both quantitative and qualitative.

An individual team member’s final mark for the 'Practical Case Study' can vary based on these individual criteria across the semester. Feedback and constructive criticism will also be assessed on other groups' work observed during their presentations.

Due date:
Each deliverable has a different due date throughout the semester. Please refer to specific information for each deliverable on the Moodle website.

**Assessment task 3**

**Title:** Critical Review and presentation of findings

**Description:**
This is an individual assignment. The assignment is a critical review of a published journal article that explores aspects of Professional Practice issues in the information technology discipline. Detailed specifications will be provided on the assignment sheet, posted on Moodle. You will present your review in tutorials in Week 6 and 7 studios (to be confirmed).

**Weighting:**
20%

**Criteria for assessment:**
This assignment will be assessed on:

♦ Originality and clarity of the argument and the development argument
♦ Ability to synthesise and reflect on relevant issues in professional Practice and the depth and breadth of those reflections
♦ Understanding of current issues concerning Professional Practice in information technology.
♦ Use of current and relevant literature
♦ Layout, structure, spelling, etc. and adherence to style guides including citation and reference standards
♦ Presentation of finding

Detailed specifications will be provided on the assignment sheet, posted on moodle together with the marking guide.

**Due date:**
Assignment due Week 6. Presentation in Week 6 and 7 studios.

**Examinations**

**Examination 1**

**Weighting:**
25%

**Length:**
3 hours
Assessment Requirements

Type (open/closed book):
Closed book

Electronic devices allowed in the exam:
None

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
- Interviews
- Quiz results

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 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.
Assessment Requirements

**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 must use the online facilities available through the unit Moodle website. Information regarding references, schedules, assessment tasks and so on will be available there. Students will also be expected to access and use the discussion forums. Students are also expected to use Library resources to support their assignment and tutorial work.

Students are required to word process their assignments for submission. Handwritten assignments will not be accepted.

**Recommended Resources**

Teaching material will be provided on the unit Moodle site.

**Additional subject costs**

Turning Point clickers or Polling apps may be used during lectures, however this will be discussed during week 1 lecture.

**Examination material or equipment**

NO materials or equipment will be permitted in the examination room other than standard writing implements.
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