



MONASH University
Information Technology

FIT2003
IT professional practice

Unit Guide

Semester 2, 2015

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Table of Contents

<u>FIT2003 IT professional practice - Semester 2, 2015</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>	2
<u>Campus Lecturer</u>	2
<u>Caulfield</u>	2
<u>South Africa</u>	2
<u>Tutors</u>	2
<u>Caulfield</u>	2
<u>Your feedback to Us</u>	2
<u>Previous Student Evaluations of this Unit</u>	2
<u>Academic Overview</u>	3
<u>Learning Outcomes</u>	3
<u>Unit Schedule</u>	4
<u>Teaching Approach</u>	5
<u>Assessment Summary</u>	5
<u>Assessment Requirements</u>	6
<u>Assessment Policy</u>	6
<u>Assessment Tasks</u>	6
<u>Participation</u>	6
<u>Examinations</u>	10
<u>Examination 1</u>	10
<u>Learning resources</u>	10
<u>Feedback to you</u>	10
<u>Extensions and penalties</u>	10
<u>Returning assignments</u>	11
<u>Resubmission of assignments</u>	11
<u>Referencing requirements</u>	11
<u>Assignment submission</u>	11
<u>Online submission</u>	11
<u>Required Resources</u>	11
<u>Recommended Resources</u>	11
<u>Additional subject costs</u>	11
<u>Examination material or equipment</u>	12
<u>Other Information</u>	13
<u>Policies</u>	13
<u>Faculty resources and policies</u>	13
<u>Graduate Attributes Policy</u>	13
<u>Student Charter</u>	13
<u>Student services</u>	13
<u>Monash University Library</u>	13
<u>Disability Liaison Unit</u>	13
<u>Other</u>	14
<u>Engineers Australia Stage 1 competencies</u>	14
<u>Relationship between Unit Learning Outcomes and BSE Course Outcomes</u>	15
<u>Relationship between Unit Learning Outcomes and Assessments</u>	15

FIT2003 IT professional practice - Semester 2, 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

- Caulfield (Day)
- South Africa (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

Caulfield

Dr Kirsten Ellis

Consultation hours: To be advised - see Moodle

South Africa

Abraham Van Der Vyver

Consultation hours: To be advised - see Moodle

Tutors

Caulfield

See Moodle

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

Week	Activities	Assessment
0	Note: a more detailed summary of the Unit Schedule will be available on Moodle	No formal assessment or activities are undertaken in week 0
1	Introduction to FIT2003: Introduction to IT professions and practice (Tutorial Part 1 Starts this week)	Work on Assignment 3 Part D Lecture Interaction begins, Weeks 1-12.
2	Interpersonal Communication; Inter-cultural Communications (Tutorial Part 2 Starts this week)	Assignment 3: Part C - Mindfulness: Participation due weeks 2-6.
3	Research Skills: Information gathering, writing & citations	Assignment 1: Part A & B handed out. Assignment 3: Part C - Mindfulness: Participation due weeks 2-6. Assignment 3: Part C - Mindfulness: Journal 1 due
4	Oral Presentations	Assignment 3 Part A - eFolio weeks 1 - 4 due Friday 21 August 2015. Assignment 3: Part C - Mindfulness: Participation due weeks 2-6. Assignment 3 Part C - Mindfulness: Journal 2 due
5	Structured Communications: Meetings and Interviews	Assignment 3: Part C - Mindfulness: Participation due weeks 2-6. Assignment 3 Part C - Mindfulness: Journal 3 due
6	Teams	Assignment 1: Part A - Individual Oral Presentation due (Orals will also occur in week 7). Assignment 1: Part B due Friday 4 September 2015. Assignment 3: Part C - Mindfulness: Participation due weeks 2-6.
7	Professional Ethics	Assignment 1: Part A - Individual Oral Presentation due & Assignment 2: Part A, B & C handed out.
8	Professional Issues I: Intellectual Property and Law	
9	Modes of Communication I: Traditional	
10	Modes of Communication II: New	
11	Professional Issues II	Assignment 2: Part A - Resource Kit and Assignment 2: Part C - Individual Written Report due Friday 16 October 2015. Assignment 2: Part B - Team Oral Presentation will be made and assessed during Week 11 tutorials.
12	Professional Issues III	Assignment 3: Part B - eFolio due Friday 23 October 2015
	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

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%

Assessment Task	Value	Due Date
Assignment 1: Part A - Individual Oral Presentation	10%	Presentations will be made and assessed during Week 6 and 7 tutorials
Assignment 1: Part B - Individual Written Report	10%	Week 6, Friday 4 September 2015
Assignment 2: Part A - Resource Kit	5%	Week 11, Friday 16 October 2015
Assignment 2: Part B - Team Oral Presentation	10%	Presentations will be made and assessed during Week 11 tutorials
Assignment 2: Part C - Individual Written Report	10%	Week 11, Friday 16 October 2015
Assignment 3: Part A - eFolio - Weeks 1 - 4	6%	Week 4 - Friday 21 August 2015
Assignment 3: Part B - eFolio - Weeks 5 - 12	12%	Week 12 - Friday 23 October 2015
Assignment 3: Part C - Mindfulness	6%	Participation Weeks 2 - 6 and Journals Week 3, 4 and 5
Assignment 3: Part D - Lecture Interaction	6%	Weeks 1 - 12 during the lecture
Examination 1	25%	To be advised

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

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:

Assignment 1: Part A - Individual Oral Presentation

Description:

Learning Outcome: 3, 5.

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%

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 and 7 tutorials

• Assessment task 2

Title:

Assignment 1: Part B - Individual Written Report

Description:

Learning Outcomes: 3, 5.

Students must produce a written report (800-1200 words) on the IT article they have researched and presented for the first part of this assignment (Oral Presentation).

Weighting:

10%

Criteria for assessment:

Assessment Requirements

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 4 September 2015

• Assessment task 3

Title:

Assignment 2: Part A - Resource Kit

Description:

Learning Outcomes: 1, 3, 4, 5.

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 11, Friday 16 October 2015

• Assessment task 4

Title:

Assignment 2: Part B - Team Oral Presentation

Description:

Learning Outcomes: 1, 3, 4, 5.

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 11 tutorials

• **Assessment task 5**

Title:

Assignment 2: Part C - Individual Written Report

Description:

Learning Outcomes: 1, 3, 4, 5.

Students must submit an approximately 2000 word written report on the resources they have individually contributed to their team's Resource Kit (Assignment 2 - Part A). 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 11, Friday 16 October 2015

• **Assessment task 6**

Title:

Assignment 3: Part A - eFolio - Weeks 1 - 4

Description:

Learning Outcomes: 1, 2, 3, 4, 5.

Students must produce a range of written documents from Lecture and Tutorial part 1 activities. These will be collected in a Google Documents folder that will form an "eFolio".

Weighting:

6%

Criteria for assessment:

1. Inclusion of all specified documents
2. Appropriateness of document contents
3. Quality of writing
4. Quality of presentation

Due date:

Week 4 - Friday 21 August 2015

Remarks:

Students should complete their eFolio after the relevant tutorial activities.

• **Assessment task 7**

Title:

Assignment 3: Part B - eFolio - Weeks 5 - 12

Description:

Learning Outcomes: 1, 2, 3, 4, 5.

Students must produce a range of written documents from Lecture and Tutorial part 1 activities. These will be collected in a Google Documents folder that will form an "eFolio".

Weighting:

12%

Criteria for assessment:

1. Inclusion of all specified documents
2. Appropriateness of document contents
3. Quality of writing
4. Quality of presentation

Due date:

Week 12 - Friday 23 October 2015

• **Assessment task 8**

Title:

Assignment 3: Part C - Mindfulness

Description:

Learning Outcomes: 1, 3.

Students will participate in five Mindfulness sessions in the Tutorial part 2 from weeks 2 - 6. Marks will be for participation and journals. The Journals are due week 3, 4 and 5. There are handed to the tutor during the relevant session.

Weighting:

6%

Criteria for assessment:

1. Quality of Participation
2. Quality of Journal

Due date:

Participation Weeks 2 - 6 and Journals Week 3, 4 and 5

• **Assessment task 9**

Title:

Assignment 3: Part D - Lecture Interaction

Description:

Learning Outcomes: 1, 2, 3, 4, 5.

Student will interact during lectures using personal response systems (Turning Point clicker).

Weighting:

6%

Assessment Requirements

Criteria for assessment:

1. Consistency of interactions
2. Quality of interactions

Due date:

Weeks 1 - 12 during the lecture

Examinations

• Examination 1

Weighting:

25%

Length:

3 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Remarks:

Learning Outcomes: 1, 2, 3, 4, 5.

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>

A penalty of 10% per day for late submission will be enforced.

All special consideration will require written documentation.

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

(<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 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

Caulfield 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.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

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).

Stage 1 competency	How the competency is developed in this unit
1. Knowledge and Skills base	
1.1. Comprehension, theory based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline.	Not covered in this unit.
1.2. Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences, which underpin the engineering discipline.	Some aspects on the application of communication theories, tools and techniques (information sciences) are covered in the unit.
1.3. In-depth understanding of specialist bodies of knowledge within the engineering discipline.	Not covered in this unit.
1.4. Discernment of knowledge development and research directions within the engineering discipline.	Lectures, tutorial and assignments cover fundamental research skills including gathering of information, analysis of information validity and referencing techniques.
1.5. Knowledge of engineering design practice and contextual factors impacting the engineering discipline.	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.
1.6. Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline.	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.
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.	

Other Information

<p>3.2. Effective oral and written communication in professional and lay domains.</p> <p>3.3. Creative, innovative and proactive demeanour.</p> <p>3.4. Professional use and management of information.</p> <p>3.5. Orderly management of self, and professional conduct.</p> <p>3.6. Effective team membership and team leadership.</p>	<p>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.</p> <p>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.</p> <p>Some creativity is encouraged to develop solutions for the assessment components.</p> <p>This is covered in lectures and is highlighted in a number of tutorial exercises.</p> <p>This is covered in the unit through the delivery of solutions to exercises and assignments.</p> <p>Team structures and roles are discussed in lectures and put into practice in tutorial and assessments.</p>
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Relationship between Unit Learning Outcomes and BSE Course Outcomes

No.	CO 1	CO 2	CO 3	CO 4	CO 5	CO 6	CO 7	CO 8	CO 9	CO 10	CO 11	CO 12	CO 13
1						X	X					X	
2												X	
3						X	X	X			X	X	
4										X	X		
5						X							

Relationship between Unit Learning Outcomes and Assessments

No.	Assignments	Tests	Practical Exercises	Exam
1			X	X
2			X	X
3	X		X	X
4	X		X	
5	X		X	