



MONASH University
Information Technology

FIT3153
Research placement

Unit Guide

Semester 2, 2015

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FIT3153 Research placement - Semester 2, 2015

Students on placement work full time in a defined, graduate level research and development role during a 22-week placement period at established partners of the Faculty of Information Technology research based learning program including major global companies, and leading Australian Research and Development institutions. The students on placement are able to apply the knowledge and research skills developed in their academic units, develop their communication, time management and teamwork skills, experience a professional research and development environment and obtain feedback from experienced supervisors on their performance.

Students will be supervised by an external placement supervisor with a Monash supervisor visiting twice in the placement to ensure that the placement is running smoothly. There will be both a mid- and end-placement evaluation based on written reports and oral presentations.

Mode of Delivery

Clayton (Day)

Workload Requirements

Students on placement are deployed full-time for 22 weeks with research partners of the Faculty in a graduate-level research and development role within the company.

See also Unit timetable information

Unit Relationships

Prerequisites

FIT2083 or FIT2084

Chief Examiner

Dr Kerri Morgan

Campus Lecturer

Clayton

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

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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

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

- participate as a member of a possibly multi-disciplinary research team;
- design and conduct information technology research projects;
- communicate research findings both orally and in writing;
- demonstrate ethical and professional practice in research;
- critically analyse and assess information technology literature.

Unit Schedule

Week	Activities	Assessment
0	N/A (This is a 22 week placement with exact dates for assessment tasks arranged to coincide with industry partner requirements and CE/academic visits.)	No formal assessment or activities are undertaken in week 0
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	SWOT VAC	No formal assessment is undertaken during 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

Research activities

Each student will conduct a research project under supervision in Industry or at a Research and Development Institute. This provides the student with hands on experience in how research is conducted.

Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Mid-placement evaluation	20%	Due at the mid-placement meeting, September/October, 2015.
Organisation and Preparation for Visits	5%	Assessed at time of visit.
End-placement Evaluation	30%	To be completed prior to end-placement visit

Unit Schedule

(November, 2015) and submitted with final report at the time of the final presentation, 30 November - 4 December, 2015.

Placement documentation	25%	Due at the time of the final presentation, 30 November - 4 December, 2015.
Oral Presentation	20%	30 November - 4 December, 2015.

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 research placement supervisor.

A self evaluation by the student, including supporting data and performance comments, on a preformatted and scored performance evaluation.

Student and supervisor are to meet before the mid-placement visit and discuss the evaluations and address any issues raised.

Weighting:

20%

Criteria for assessment:

Assessment is based on the supervisors assessment in the mid-placement evaluation form. Criteria include:

Demonstrate effective communication in a professional research environment.

Demonstrate effective organisation and planning skills.

Participate as an interested, active member of a possibly multi-disciplinary research team.

Ability to communicate research findings orally and in writing.

Demonstrate analytical and problem solving skills.

Demonstrate team work and initiative.

Due date:

Due at the mid-placement meeting, September/October, 2015.

Remarks:

This assessment relates to Learning Outcomes 1, 3 and 4.

• **Assessment task 2**

Title:

Organisation and Preparation for Visits

Description:

Organisation and preparation for for three visits and conduct during those visits as assessed by visiting Monash representative. The first visit usually is scheduled July/August, the second visit September/October and the third visit in October/November.

Weighting:

5%

Criteria for assessment:

Demonstrate effective communication in a professional research environment.

Demonstrate effective organisation skills in arranging meeting.

Participate as an interested, active member of a possibly multi-disciplinary research team.

Due date:

Assessed at time of visit.

Remarks:

This assessment relates to Learning Outcome 1.

• **Assessment task 3**

Title:

End-placement Evaluation

Description:

End of placement evaluation is a preformatted and scored performance evaluation performed by the research supervisor.

A preformatted and scored performance self-evaluation by the student, including supporting data and performance comments.

Student and supervisor are to meet before the end-placement visit and discuss the evaluations and address any issues raised.

Weighting:

30%

Criteria for assessment:

Assessment is based on the supervisors assessment in the end-placement evaluation form. Criteria include:

Demonstrate effective communication in a professional research environment.

Demonstrate effective organisation and planning skills.

Participate as an interested, active member of a possibly multi-disciplinary research team.

Demonstrate the ability to communicate research findings orally and in writing.

Demonstrate analytical and problem solving skills.

Due date:

Assessment Requirements

To be completed prior to end-placement visit (November, 2015) and submitted with final report at the time of the final presentation, 30 November - 4 December, 2015.

Remarks:

This assessment relates to Learning Outcomes 1, 3 and 4.

• **Assessment task 4**

Title:

Placement documentation

Description:

Student to submit the following documents:

1. Initial and revised placement goals.
2. Task List.
3. Daily log book.
4. Written reports including:
 - Description of placement organisation
 - Description of department, position and responsibilities
 - Description of any Induction & training received
 - Tasks/projects undertaken
 - Skills developed & knowledge gained
 - Report of a research project undertaken during placement.
 - Overall impression of placement
 - Directions/plans for future work
 - Updated CV

Weighting:

25%

Criteria for assessment:

Demonstrate effective written communication.

Participate as an interested, active member of a possibly multi-disciplinary research team.

Demonstrate the ability to design, organise and conduct research.

Demonstrate the ability to communicate research findings in writing.

Demonstrate analytical and problem solving skills.

Due date:

Due at the time of the final presentation, 30 November - 4 December, 2015.

Remarks:

Assessment Requirements

This assessment relates to Learning Outcomes 1 to 5.

• Assessment task 5

Title:

Oral Presentation

Description:

Student to give a presentation about research undertaken at Monash Clayton in front of their peers, academic and general staff, research partners and assessors. (Presentation will usually be scheduled in the first week of December.)

Weighting:

20%

Criteria for assessment:

Demonstrate the ability to design, organise and conduct research.

Demonstrate the ability to communicate research findings orally and in writing.

Demonstrate the ability to critically analyse and assess information technology literature.

Due date:

30 November - 4 December, 2015.

Remarks:

This assessment relates to Learning Outcomes 1 to 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:

- Other: Formal feedback and discussion at mid-placement and end-placement evaluations.
Informal feedback during visits by Monash representative.

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 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.

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