FIT5104
Professional practice

Unit Guide

Semester 2, 2013

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

Last updated: 25 Jul 2013
# Table of Contents

**FIT5104 Professional practice - Semester 2, 2013**

- Mode of Delivery.................................................................1
- Contact Hours...........................................................................1
- Workload requirements..........................................................1
- Unit Relationships.....................................................................1
  - Prohibitions.........................................................................1
  - Prerequisites.......................................................................1
- Chief Examiner.........................................................................2
- Campus Lecturer......................................................................2
- Caulfield..................................................................................2

**Academic Overview**

- Learning Outcomes...............................................................3

**Unit Schedule**

- Assessment Summary............................................................4
- Teaching Approach...............................................................5

**Assessment Requirements**

- Assessment Policy...............................................................7
- Assessment Tasks...................................................................7
  - Participation......................................................................7
- Learning resources...............................................................9
- Feedback to you.....................................................................9
- Extensions and penalties.....................................................9
- Returning assignments.........................................................9
- Referencing requirements.....................................................9
- Assignment submission........................................................9
- Online submission...............................................................9
- Recommended Resources....................................................10

**Other Information**

- Policies..................................................................................11
  - Graduate Attributes Policy.................................................11
- Student services.....................................................................11
- Monash University Library...................................................11
- Disability Liaison Unit..........................................................12
- Your feedback to Us.............................................................12
- Previous Student Evaluations of this Unit.............................12
FIT5104 Professional practice - Semester 2, 2013

Students are introduced to the practical environment where theory of information management and systems is applied and helps prepare students for entry into the professional workplace. Through a fieldwork placement, students gain in-depth understanding of information agencies and the organisational environment in which they operate. It encourages analysis of links between theoretical concepts of information management, knowledge management and systems, to professional practice in the workplace. The unit evaluates issues in information management and information systems currently identified by practitioners, managers, researchers, organisations, and academics as being of professional concern.

Mode of Delivery

- Caulfield (Day)
- Caulfield (Off-campus)

Contact Hours

3 hrs lecture/wk

Workload requirements

For on-campus students, workload commitments per week are:

- three-hour seminar (requiring preparation in advance)
- a minimum of 3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.
- You will need to allocate up to 5 hours per week in some weeks for assessed tasks in newsgroups/discussion groups.

Off-campus students generally do not attend lecture and tutorial sessions, however, you should plan to spend equivalent time working through the relevant resources and participating in discussion groups each week.

Unit Relationships

Prohibitions

IMS5015

Prerequisites

Only available to students in the Graduate Diploma of Information and Knowledge Management or students in the Library, Archival and Recordkeeping Systems specialisation or the Corporate Information and Knowledge Management specialisation in the MBIS or MBIS Professional. Entry to this unit is subject to approval. The unit should be undertaken after other core units of the specialisation have been completed.
Chief Examiner

Professor Sue McKemmish

Campus Lecturer

Caulfield

Judith Ellis

Consultation hours: Available by appointment only. Email to arrange a meeting or a time to talk via telephone or skype
Academic Overview

Learning Outcomes

At the completion of this unit students will:

- evaluate professional literature and knowledge in relation to practice;
- analyse current issues relating to the information industry;
- apply theories and practice of their selected specialisation to the workplace;
- demonstrate practical skills at a professional level in an information agency or information-related functional area, as well as an ability to interact effectively with work colleagues and clients;
- assess career opportunities within the information industry and develop a personal career plan;
- evaluate the role in professional practice of ethical codes, professional literature, professional networks and professional associations.
Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>NOTE: This schedule is not accurate and subject to updating. Please check Moodle unit pages for actual schedule.</td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Introduction to FIT5104/FIT3124 Professional Practice and the seminar program. Discussion re professional placement options and requirements. Discussion on reflective practice.</td>
<td>Details of Assessment tasks provided including Weekly Participation in Seminars and Discussion Forum, Professional Placement and Presentation, and Parts of Professional Practice Research Report due throughout the semester.</td>
</tr>
<tr>
<td>2</td>
<td>Career planning and professional development workshop</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Organisational and community contexts of information work</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Organisational and community contexts of information work</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>No Seminar</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Professional ethics</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>No Seminar</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Topical issues 1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Topical Issues 2</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>No Seminar</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Topical issues 3</td>
<td>Professional Practice Research Final Report due (to be scheduled)</td>
</tr>
<tr>
<td>12</td>
<td>Topical issues 4</td>
<td>Professional Practice Research Final Report due (to be scheduled)</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC; Please note there will be a one-day Seminar in December (Assignment 1 Professional Placement Presentations), date to be confirmed.</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.

Assessment Summary

Presentation on Professional Placement: 25%; Participation in Seminar and Discussion Forum: 25%; Professional Practice Research Project: 50%; Supervised professional placement and host supervisor's report (PGO grade)
Teaching Approach

- **Seminars**
  Seminars will involve presentations by unit lecturers, guest speakers and students. Students will be actively involved in the seminars which will address a range of professional issues.

  All students undertake professional placements (see below). A one-day seminar will be held in early December for students to discuss their placement experiences and identify related professional issues. This seminar will replace three of the usual weekly seminars. Special arrangements will be made for off campus students if they are unable to attend the December seminar. More information on this seminar will be circulated at the start of the semester.

- **Work-integrated learning or industry-based learning**
  This teaching approach is experiential learning with active learner involvement in a practical environment. Reflection is used to conceptualise the experience.

**Professional placement**

This unit involves a 15 day placement supervised by an information professional in a library, archive, records or information management and systems workplace. This teaching approach involves experiential learning with active learner involvement in a practical environment. Reflection and reporting back to a one-day seminar in early December (see above) are used to conceptualise the experience. Off campus students are encouraged to attend this seminar if they live locally. If this is not possible, they will develop presentations about their professional placement which will be presented to the seminar on their behalf.

**Setting up placements**

Placements are made following negotiations between Monash staff and appropriate institutions with qualified supervisors. In 2013 Marita Keenan is our Professional Placement Coordinator. Placements and their timing depend on the availability of placements at the times required (see below) with due consideration of the student's interest and level of study achieved at the time of placement. Students can discuss possible placements with host organisations, but the final arrangements must be made by Monash staff.

**Objectives**

The aim of the placement is to provide an opportunity for students to gain a broad knowledge of the organisation, systems and services of an institution and to gain general work experience. In addition, in some instances, students undertake specific tasks or projects.

**Timing**

Unit Schedule

| Assignment 1: Professional Placement Presentation | 25% | December 2013, date to be confirmed. |
| Assignment 2: Participation in Seminars and Discussion Forum | 25% | Weekly according to timetable advised on Unit Moodle website. |
| Professional Placement | PGO | As arranged for individual placements. |
| Professional Practice Research Report | 50% | Parts of Report will be due throughout the semester as per the timetable on Moodle. Final Report due Week 11 or Week 12 (to be scheduled). |
The placement usually occurs in the two periods between: June and July, or at the end of Semester 2, i.e., late November- early December. Placements can be deferred until January-February 2013, if necessary, but this delays assessment. Part-time students may have a special need for a different schedule, e.g., during school holidays, but they must try to work within these broad dates. Flexible arrangements involving part-time work to make up the 15 days are possible if host organisations can accommodate this.
Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at
http://lib.monash.edu/tutorials/citing/

Assessment Tasks

Participation

• Assessment task 1

  Title: Assignment 1: Professional Placement Presentation

  Description: Students will report and reflect on their professional placement in the form of a presentation. You should provide a brief overview of the role of your host organisation, the services it provides, its organisational structure, staff numbers (including type of staff), style of management, and opportunities for professional development. You should also provide a brief overview of the various activities and projects that you were engaged in. The main focus of your presentation should be on identifying 3-4 core professional contemporary issues, based on your observations and work experience. Presentations will be made during the end of year one-day seminar, which will be no later than mid-December 2013, date to be confirmed. Alternative arrangements will be made for off campus students where necessary. Note that the host supervisor also completes a report on the professional placement – PGO (Pass Grade Only).

  Weighting: 25%

  Criteria for assessment: Assessment will be based on how well information is presented and the professional placement is reflected upon.

  More details will be provided via the Unit Moodle website.

  Due date: December 2013, date to be confirmed.

• Assessment task 2

  Title: Assignment 2: Participation in Seminars and Discussion Forum

  Description: Students will be expected to contribute to seminar and online discussions of the topics covered in the weekly seminars, including Q&A sessions with guest speakers. On campus students are expected to attend and participate in all seminars. Off campus students will contribute questions and commentaries online. A unit blog will be established to facilitate the discussions. More details will be provided on the Unit Moodle website.

  Weighting: 25%
Criteria for assessment:
Assessment will be based on how well students contribute to discussions.

More details will be provided via the Unit Moodle website.

Due date:
Weekly according to timetable advised on Unit Moodle website.

• Assessment task 3

Title:
Professional Placement

Description:
This unit involves a professional placement equivalent to 15 working days, supervised by an information professional in a host organisation. It is assessed at Pass Grade Only (PGO) and is a required component of the unit. The basis of the assessment is a report by the host organisation. Details of placement requirements and the report pro-forma are available via the Unit Moodle website.

Weighting:
PGO

Criteria for assessment:
Assessment is based on completion of the placement, undertaking the work program negotiated by Monash staff with the host organisation, and the host organisation's report. Monash staff monitor the placement, including site visits as needed.

Due date:
As arranged for individual placements.

• Assessment task 4

Title:
Professional Practice Research Report

Description:
The Research Report will include:

♦ evaluations of the professional literature and knowledge in relation to practice;
♦ analyses of topical issues relating to the information industry;
♦ evaluations of the role in professional practice of ethical codes, professional literature, professional networks and professional associations;
♦ reflections on professional practice and engagements.

Weighting:
50%

Criteria for assessment:
Assessment will be based on how well students demonstrate their ability to:

♦ evaluate professional literature and knowledge in relation to practice;
♦ analyse current issues relating to the information industry;
♦ evaluate the role in professional practice of ethical codes, professional literature, professional networks and professional associations;
♦ engage in reflective practice.

Criteria for assessing FIT3124 student assignments will be differentiated from FIT5104 criteria by differentiating depth of evaluation and analysis, and extent of engagement required.

Details will be provided via the Moodle unit site.
**Assessment Requirements**

**Due date:**
Parts of Report will be due throughout the semester as per the timetable on Moodle. Final Report due Week 11 or Week 12 (to be scheduled).

**Learning resources**
Monash Library Unit Reading List
http://readinglists.lib.monash.edu/index.html

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

- Graded assignments with comments
- Other: Informal feedback on progress in seminars and via email for OCL students.

**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.

**Referencing requirements**
Referencing requirements will be advised via the Unit Moodle website.

**Assignment submission**
It is a University requirement (http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html) 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 VLE site for this unit, which you can access via links in the my.monash portal.
Recommended Resources

Current journals, newsletters, professional listservs and websites appropriate to the student's professional specialisation.
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:

- Academic integrity; http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.html
- Special Consideration; http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html
- 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/
- Graduate Attributes Policy http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.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 Sunway 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 Sunway, 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 Sunway
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, Sunway Campus

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

In response to student feedback the examination in this unit has been replaced by a Professional Practice Research Project. More guest speakers have been included and students are engaged in helping to organise and chair sessions.

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