MONASH University
Information Technology

Unit Guide

FIT3047
Industry experience studio project 1

Semester 1, 2020

We acknowledge and pay respects to the Traditional Owners and Elders - past, present and emerging - of the lands and waters on which Monash University operates.

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.

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Status: Approved

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Unit handbook information

Synopsis

In their final year of study, students are given the opportunity to develop new skills and apply the knowledge and skills they have gained, in the development of an IT application for a real world client. In teams, students design, develop and deliver an IT applications for a client, manage the project through all its development stages, communicate effectively with all project stakeholders and develop project documentation to a professional standard. Students also present their project work to academics and other groups, attend unit seminars, and contribute in a professional and committed manner to the work of their team.

FIT3047 is the first of two industry experience units for most majors in the Bachelor of Information Technology and Systems and Bachelor of Information Technology, and in the Bachelor of Computer and Information Sciences and Bachelor of Business Information Systems. After successful completion of this unit, students must enrol in and pass FIT3048 to complete their industry experience project requirements.

Location(s) and mode(s) of delivery

South Africa (On-campus)
Clayton (On-campus)

Workload requirements

Minimum total expected workload equals 12 hours per week comprising:

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

- 4-5 hours of seminars, studios, laboratories or supervisor meetings (depending on campus location) (b.) Study schedule for off-campus students:
- Off-campus students generally do not attend seminar and lab 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 8 hours independent study and team work per week for completing a range of systems development activities.

Class Timetable

Follow this link to view the scheduled times for your unit's learning activities for this teaching period.

Unit relationships

Prerequisites

None

Prohibitions

None

Co-requisites

None

Enrolment rules

<p>Prerequisites:</p> <p>For students in the Bachelor of Information Technology (C2000) and BCIS (4307): (One of FIT1045, FIT1048, FIT1051 or FIT1053) and FIT1047 and FIT1049 and (one of FIT2001 or FIT2099) and FIT2002 and (one of FIT2094 or FIT3171) and (12 points of FIT units at level 1) and (12 points of FIT units at level 2 or 3) and must be core in the student's degree program and completion of a total of 90 points towards the degree.</p>

Prohibitions: CPE3200, CPE3300, CSE3200, CSE3301, FIT2032, FIT3015, FIT3039, FIT3040, FIT3038, FIT3025, FIT3026, FIT3016, FIT3017, FIT3045, GCO3819, GCO3700, GCO3800, GCO3900, GCO3800A, IMS3000, IMS3501, IMS3502

Staff details

Chief Examiner

Dr Steven Wright

Campus Lecturer(s)

Clayton

Name: Ms Gail Bourne
Email: Gail.Bourne@monash.edu
Consultation hours: Upon request

Name: Mr Najib Al Chamaa
Email: Najib.AlChamaa@monash.edu
Consultation hours: Upon request

South Africa

Name: Dr Jacobus Pretorius
Email: Jaco.Pretorius@monash.edu

Academic overview

Learning outcomes

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

1. Explain how IT applications are developed, including all aspects of the development process;

2. Explain the roles and responsibilities of clients, system users, management and developers in a development project;

3. Apply, in a practical setting, aspects of the theoretical work covered in their course;

4. Develop an IT application using a prescribed methodology, conducting all activities associated with the development methodology;

5. Work with clients or client representatives, communicating effectively with them to meet their requirements;

6. Operate effectively as a member of a development team;

7. Evaluate, assess and communicate both personal and team progress and learning, thus engaging in meaningful reflective practice.

Teaching approach

Work-integrated learning, industry-based learning and experiential learning.
In this unit we create an authentic industry based experience. Groups of students work in teams with support and mentoring from academic staff to develop and deliver a working and complete system for a real client to industry standards.

The unit involves teaching, discussion and self-learning activities. Learning is encouraged through enquiry based and peer assisted approaches, student presentations and learning through "doing" and meaningful reflective practice. Reflection, through individual diaries, is used to evaluate, conceptualise, document and develop understanding of students' personal strengths with strategies to assist, if necessary, in order to support students' future endeavours.

Assessment summary

In-semester assessment: 100%

Assessment task	Value	Due date
Project Deliverables	75%	Varied throughout the semester. Please refer to campus specific information on unit website.
Reflective Diary	15%	Weekly
Client Engagement/ Commitment/Professionalism	10%	Continuous through semester

Unit schedule

For units with on-campus classes, teaching activities are normally scheduled to start on the hour (teaching will commence on the hour and conclude 10 minutes prior to the scheduled end time).

Week	Activities	Assessment
0	Each campus will have its own Moodle site for the Industry Experience units.	No formal assessment or activities are undertaken in week 0.
1	Students will be advised of campus specific activities to be held each week.	Students will be advised of exact delivery dates and deliverables via Moodle.
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		Students can expect to participate in a showcase (expo) of their work during this period.
13	SWOT VAC	No formal assessment is undertaken in SWOT VAC. Retrospective project interviews by appointment in Week 13 or 14, students choice.
14	Examination period	There is no formal examination for this unit, however, a review of the project will be undertaken during this period. Students may be involved in activities related to the completion of their projects during and after the examination period. LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

Assessment requirements

Faculty Unit Assessment Hurdles

To pass a unit which includes an examination as part of the assessment, a student must obtain, unless otherwise approved and published:

- 45% or more in the unit's examination, and
- 45% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 45% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is:

- equal to or greater than 50%, then a mark of 45-NH will be recorded for the unit.
- less than 50% then the actual mark for the unit will be recorded.

To pass a unit with 100% in-semester assessment, a student must obtain, unless otherwise approved and published:

- an overall unit mark equal to or greater than 50%.

Participation

It is expected that students will attend studios and seminars, as engagement in these will help ensure they are able to demonstrate they have met the learning objectives of the unit. Note that there is no online offering of this capstone unit. If you cannot attend, it is expected you will email your apologies to your Monash mentors and your team members, and will listen to a recording.

Participation is measured through in-seminar discussions, group work where choices, quizzes and polling will be used to judge participation and, in studios where active discussion and reviews /interviews of teams and students by mentors will be used to measure participation.

A list of actual criteria used in the studio reviews is available on Moodle. There is an individual adjustment factor, given by mentors to project deliverables, where participation is seen as less than expectations, or more than expectations. Details will be defined on Moodle. This is part of the individual adjustment for all group assignments (see below) in assessment tasks.

See assessment task - Project Deliverables. As such, participation relates to learning outcomes 1-7.

Assessment tasks

Assessment title: Project Deliverables
Learning outcomes: 1-7
Type: Individual and group assessment task
Details of task: A range of discrete system development deliverables related to the project - details to be specified, and negotiated in the early stages of the development process.

Detailed offering specific information about assessment, deliverables and due dates will be provided at each campus.
Value: 75%
Criteria for marking: 1. How well the project meets the agreed project requirements (student team, client, prospective users, and studio mentors),

2. How well the process of research, analysis and development is carried out and the management of that process

3. The professionalism of the team

4. Team work

5. Then an individual adjustment

The mentors will monitor individual contributions by individual team members through observation, meetings and interviews. Professional practice and participation will also be taken into account. This assessment will also include regular peer assessment of self and team members for contribution across a range of other criteria throughout the semester (details will be available on Moodle).

An individual team member's final mark for the 'Project Deliverables' can vary based on these individual criteria. This variation can be plus/minus up to 100% of the group mark for the 'Project Deliverables'.

Detailed information about criteria for assessment of each deliverable will be provided on the Moodle website.

As described above, individual contribution to group assessment is based on:

- Team contribution and staff assessment, this takes into account the following:
  - Equitable contribution across all deliverables
  - Client and peer assessment/feedback
  - Professional practice
  - Student interviews
  - Responding feedback
  - In-class group discussion about build progress, team work and participation
  - Timesheets and work records
  - Homework or other preparation
  - Participation in studios and lectures (see participation section)

Due date: Varied throughout the semester. Please refer to campus specific information on unit website.
Estimated return date: Within two weeks

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Individual assessment in group tasks: Please see above for information on how individuals are assessed within a group.

Authentication of student's work: Students are closely supervised by two academic mentors. Interviews are carried out throughout the semester by academic mentors.

Assessment title: Reflective Diary
Learning outcomes: 5,7
Type: Individual assessment task
Details of task: The reflective diary gives students the opportunity to reflect upon, analyse, and learn from their experiences, and constructively review their practices, with a view to improving future practice.
Value: 15%
Criteria for marking: Reflection of learning experience including description, evaluation, analysis of the learning experiences, together with an action plan, and reporting back of previous action plans.
Due date: Weekly
Estimated return date: Within two weeks

Authentication of student's work: Diaries are submitted via students Moodle account, and read every week, interviews and discussions are held with student.

Assessment title: Client Engagement/ Commitment/Professionalism
Learning outcomes: 1-7
Type: Individual assessment task
Details of task: The client assessment ensures that students remain engaged with their client, understanding their needs and their businesses needs, and are able to communicate effectively with external stakeholders and/or support team members to ensure client needs are met.
Value: 10%
Criteria for marking: Interviews with (feedback from) your client, client survey, observed presentations to clients
in-studio assessment with your mentors about your understanding of the clients business process, engagement with client business and professionalism with the client and the team to meet the client needs..

In-studio assessment with your mentors, of acting professionally within team and studio in order to achieve client requirements.

Due date: Continuous through semester
Estimated return date: Interim feedback given week 6, 9 and then unit final assessment (after week 12)

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 lecturer via the in-semester special consideration process: http://www.monash.edu.au/exams/special-consideration.html

Submissions must be made by the due date unless prior agreement with teaching staff is negotiated. A late penalty of 10% per day may be enforced including weekends and public holidays. Individual reflective diaries - no late submissions allowed.

Returning assignments

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Referencing requirements

To build your skills in citing and referencing, and using different referencing styles, see the online tutorial Academic Integrity: Demystifying Citing and Referencing at http://www.lib.monash.edu/tutorials/citing/

Additional information:
For any referencing, please refer to Library Guides for Citing and Referencing at http://guides.lib.monash.edu/content.php?pid=88267&sid=656564

Assignment submission

It is a University requirement (http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-plagiarism-collusion-procedures.html) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at https://www.monash.edu/it/current-students/resources-and-support/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:

1. It is your responsibility to retain copies of your assessments.
2. Assessments submitted without an assignment coversheet will not be marked.

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.

Submissions are to be provided via Moodle, and also where appropriate, by deploying your system to a live webserver - either provided by the university, or by your client.

Please keep a copy of tasks completed for your records.

Feedback to you

    Interviews
    Quiz results
    Informal feedback on progress in labs/tutes
    Graded assignments with comments
    Other

Staff are in regular contact with students and their clients. Feedback about each assignment and general progress will be available in each studio. Students receive feedback on each assignments within one day of submission, and grades are given within one weeks, after standardisation meetings with other studios. There will be some diagnostic quizzes on Moodle which do not contribute to your final grade, for which feedback is usually automatically provided

Learning resources

Monash Library Unit Reading List (if applicable to the unit): http://monash.rl.talis.com/index.html
Research and Learning Online: www.monash.edu/rlo

Required resources

Students generally must be able to complete the requirements of their course without the imposition of fees that are additional to the student contribution amount or tuition fees. However, students may be charged certain incidental fees or be expected to make certain purchases to support their study. For more information about this, refer to the Higher Education Administrative Information for Providers, Chapter 18, Incidental Fees at http://education.gov.au/help-resources-providers.

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.

Technological requirements

Students must regularly check Moodle for announcements.

Bring your own laptop to the studios for this unit. All software used in the unit is either open source and free for anybody to use, or free for students to use. If you and your client require any additional software to complete the project, this will be negotiated with the Monash staff.

Field trips

There will often be visits to client sites in order to get a better understanding of how their business operates, in order to deliver the best system for them.

Additional unit costs

You may be expected to purchase materials to support your handover to your client and Monash of your finished project such as USBs.

Bring your own device

Please note: This is a bring your own device unit. You will be expected to bring a web-connected device to class to access software. You can access specialised software on the [MoVE website](https://move.monash.edu) via [move.monash.edu.](https://move.monash.edu) For more information, visit [monash.edu/move.](https://monash.edu/move)

Previous student evaluations of unit

One of the formal ways students have to provide feedback on teaching and their learning experience is through the Student Evaluation of Teaching and Units (SETU) survey. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied with and areas for improvement.

Previous student evaluations of this unit
In response to previous SETU results of this unit, the following changes have been made:

Based on student and client feedback at the Clayton campus:

Highlights for students included contact with a real business client, learning new development skills, learning how to work as a team and how to communicate better with stakeholders.

Changes for this offering include:

- The option to consult with specialist business analyst mentors for assistance with understanding business processes and specialist technical mentors for assistance with understanding new technologies
- More options of technologies that can be used in the unit.
- Providing two 2hour studios per week to ensure more regular contact between teams and mentors throughout the project
- A more agile approach, so that client has an available and live running system early on, to encourage their commitment to the students and the unit
- The following were implemented in past offering in response to feedback from students, and we are continuing to refine and improve these aspects in 2020:
    - A continuing focus on computer networks and security for students studying this major (particularly in FIT3048 - the continuation of this unit)
    - Extra emphasis on expectations from clients at the very beginning of the project adding a mid-project client meeting with studio mentors.
    - Mid-semester (and now an additional 3/4 through) progress grade to each student .
    - A mid semester review/interview with each student to ensure knowledge of assessment/ assignments etc has been completely understood.

If you wish to view how previous students rated this unit, please go to https://www.monash.edu/ups/setu/about/setu-results/unit-evaluation-reports.

If you would like to know more about SETU, please go to www.monash.edu/ups/setu.

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: http://www.policy.monash.edu/policy-bank/academic/education/index.html

Student Academic Integrity Policy

https://www.monash.edu/__data/assets/pdf_file/0008/801845/Student-Academic-Integrity_Managing-Plagiarism-and-Collusion-Procedures.pdf

Special Consideration

For information on applying for special consideration, please visit: http://www.monash.edu/exams/changes/special-consideration

Graduate Attributes Policy

http://www.monash.edu/__data/assets/pdf_file/0009/786969/Course-Design-Policy.pdf

Student Charter

http://www.monash.edu/students/policies/student-charter.html

Student Services

The University provides many different kinds of services to help you gain the most from your studies. Further information is available at http://www.monash.edu/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 http://www.monash.edu/library 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 Support Services

Students who have a disability, ongoing medical or mental health condition are welcome to contact Disability Support Services.

Disability Support Services also support students who are carers of a person who is aged and frail or has a disability, medical condition or mental health condition.

Disability Advisers visit all Victorian campuses on a regular basis.

- Website: monash.edu/disability
- Telephone: 03 9905 5704 to book an appointment with an Adviser, or contact the Student Advisor, Student Community Services at 03 55146018 at Malaysia
- Email: disabilitysupportservices@monash.edu
- Drop In: Level 1, Western Annexe, 21 Chancellors Walk (Campus Centre) Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Malaysia Campus