



## Unit Guide

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**FIT3048**

**Industry experience studio project 2**

**Semester 2, 2019**

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*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.

*Last updated: 01 Aug 2019*

*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.

FIT3048 is the second of two industry experience units for most majors in the Bachelor of Information Technology and Systems, Bachelor of Computer and Information Sciences, Bachelor of Business Information Systems and Bachelor of Information Technology. Students must enrol in and pass FIT3048 after successful completion of FIT3047 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.

## Unit relationships

### Prerequisites

FIT3047

### Prohibitions

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

## Co-requisites

None

## Staff details

### Chief Examiner

[Dr Steven Wright](#)

### Campus Lecturer(s)

#### Clayton

**Name:** Ms Gail Bourne

**Email:** [gail.bourne@monash.edu](mailto:gail.bourne@monash.edu)

#### South Africa

**Name:** Dr Jacobus Pretorius

**Email:** [Jaco.Pretorius@monash.edu](mailto:Jaco.Pretorius@monash.edu)

## Academic overview

### Learning outcomes

At the completion of this unit, students should be able to:

1. apply, in a practical setting, aspects of the theoretical work covered in their course;
2. develop an IT application using a prescribed methodology, conducting all activities associated with the development methodology;
3. work with clients or client representatives, communicating effectively with them to meet their requirements;
4. operate effectively as a member of a development team;
5. evaluate, assess and communicate both personal and team progress and learning, thus engaging in meaningful reflective practice;
6. explain the roles and responsibilities of clients, system users, service providers, management and developers in the implementation phase of an IT project;
7. develop documentation and processes that can be used to implement and maintain an IT system.

# Teaching approach

## Work-integrated learning or industry-based learning

In this unit we try to simulate a real systems development experience. Groups of students work as a team with support and mentoring from academic staff to develop a working and complete system for a real client. This teaching approach is experiential learning with active learner involvement in a practical environment. Reflection is used to conceptualise the experience and develop understanding of personal strengths.

## Studio based work

## Live streaming

If you have been allocated to a lecture activity as a livestream, you will participate in this activity online. A link to the livestreams will be available in your Moodle unit.

- For information on how to participate in your lectures via live streaming, you can review this guide created by the library: <https://guides.lib.monash.edu/learning-tools/video>
- If you have any technical issues please contact the service desk: <https://www.monash.edu/esolutions/contact>
- If you need more information on timetabling you can visit their site: <https://www.monash.edu/timetables/fix-problems>

## Assessment summary

In-semester assessment: 100%

Assessment task	Value	Due date
Practical Assessment - Project	75%	Varied throughout the semester. Please refer to campus specific information on unit website.
Reflective Diary and Client Assessment	25%	Varied across campuses.

# 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).

Unit schedule is available on the Moodle site. Students are expected to be in close contact with their studio mentors, any changes will be communicated in class and via Moodle.

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0.
1		Each campus runs their version of the unit independently. Students will be advised delivery dates and deliverables.
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		Students can expect to participate in a showcase (expo) of their work during
	SWOT VAC	No formal assessment is undertaken in SWOT VAC
	Examination period	There is no formal examination for this unit. Students may be involved in activities related to the completion of their project examination period. LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

## Assessment requirements

### Faculty Unit Assessment Pass Policy

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

- 40% or more in the unit's examination, and
- 40% 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 40% 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 49-N 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%.

## Assessment tasks

**Assessment title:** Practical Assessment - Project

**Learning outcomes:** 1-7

**Type:** Group assessment task

**Details of task:** A range of 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 peer assessment of self and team members for contribution for each deliverable and 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
  - Timesheets and work records
  - In-class group discussion about build progress, team work and participation
  - Homework or other preparation

**Due date:** Varied throughout the semester. Please refer to campus specific information on unit website.

**Estimated return date:** Within two weeks

**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.

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**Assessment title:** Reflective Diary and Client Assessment

**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. 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.

**Value:** 25%

**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. Interviews with your client, client survey, and in studio assessment with your mentors about your understanding of the clients business process.

**Due date:** Varied across campuses.

**Estimated return date:** Within two weeks

**Authentication of student's work:**

Diaries are submitted via students Moodle account, and academic mentors discuss diaries with 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 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/>

## 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 <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:**

- 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.

Please keep a copy of tasks completed for your records.

## Feedback to you

Graded assignments without comments  
Interviews  
Informal feedback on progress in labs/tutes  
Other

Staff are in regular contact with students and their clients. Feedback about each build and general progress will be available in each meeting. 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](http://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.

## Recommended resources

These will vary on each campus - see your Moodle site for details. There are no recommended texts, however students are expected to have developed their own collection of texts, URLs and other reference materials during the course of their studies, and will be required to carry out research related to their specific project.

## 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.

# 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. If your unit is listed on the [MoVE website](#), you can access specialist software via [move.monash.edu](http://move.monash.edu). For more information, visit [monash.edu/move](http://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:

- A stronger focus on computer networks and security for students studying this major.
- The option to consult with specialist business analyst mentors for assistance with understanding business processes.
- The following were implemented in past offering in response to feedback from students, and we are continuing to refine and improve these aspects in 2019:
  - Ensure more regular contact between teams and mentors throughout the project by providing two studios instead of one.
  - 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 .

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](http://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**

[www.monash.edu/\\_data/assets/pdf\\_file/0004/801841/Student-Academic-Integrity-Policy.pdf](http://www.monash.edu/_data/assets/pdf_file/0004/801841/Student-Academic-Integrity-Policy.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](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. Contact your tutor if you need advice and see the range of services 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](https://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](mailto: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

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