



MODULE NAME:	MODULE CODE:
IT PROFESSIONAL PRACTICE	ITPP5112/p/w

ASSESSMENT TYPE: ASSIGNMENT 1 (PAPER AND MARKING RUBRICS)

TOTAL MARK ALLOCATION: 100 MARKS

TOTAL HOURS: 10 HOURS

By submitting this assignment, you acknowledge that you have read and understood all the rules as per the terms in the registration contract, in particular the assignment and assessment rules in The IIE Assessment Strategy and Policy (IIE009), the intellectual integrity and plagiarism rules in the Intellectual Integrity and Property Rights Policy (IIE023), as well as any rules and regulations published in the student portal.

INSTRUCTIONS:

1. ***No material may be copied from original sources, even if referenced correctly, unless it is a direct quote indicated with quotation marks. No more than 10% of the assignment may consist of direct quotes.***
2. ***Your assignment must be submitted through Arc.***
3. ***Save a copy of your assignment before submitting it.***
4. ***Assignments must be typed unless otherwise specified.***
5. ***All work must be adequately and correctly referenced.***
6. ***This is an individual assignment.***

Referencing Rubric

Providing evidence based on valid and referenced academic sources is a fundamental educational principle and the cornerstone of high-quality academic work. Part of achieving this quality is referencing in a way that is consistent and congruent with the requirements of the referencing style being used.

Therefore, inconsistent and/or incongruent referencing will result in a penalty of **a maximum of ten percent being deducted from the overall percentage** awarded to your assessment submission.

Please note that **evidence of plagiarism** in the form of copied or unreferenced work, absent reference lists, or exceptionally poor referencing **may result in action being taken in accordance with The IIE's Intellectual Integrity and Property Rights Policy (IIE023)**. Similarly, **evidence of excessive AI usage may result in action being taken in accordance with The IIE's Student Conduct, Discipline and Safety Policy (IIE015)**.

Markers are required to provide feedback to students by **circling/underlining the information in the table below that best describes the student's work and by adding constructive commentary where appropriate**. The examples provided are not exhaustive but illustrate the errors.

Deductions

- Where the student's work contains **five or more errors** aligned to the **minor errors column** below, **deduct 5% from the overall percentage**.
- Where the student's work contains **five or more errors** aligned to the **major errors column** below, **deduct 10% from the overall percentage**.
- Where both minor and major errors** (e.g. two minor and three major, etc.) are present, **deduct 10% only** (and not 5% or 15%) from the overall percentage.

Required: Consistent and congruent referencing	Minor errors Deduct 5% from overall percentage. Example: if the response receives 70%, deduct 5%. The final mark is 65%.	Major errors Deduct 10% from the overall percentage. Example: if the response receives 70%, deduct 10%. The final mark is 60%.
Consistency <ul style="list-style-type: none"> The correct referencing style for the discipline – i.e., either Harvard, OR APA (for Psychology), OR Law, OR IEEE (for ICT/Engineering) – has been used consistently for all in-text references and in the bibliography/reference list. Concepts and ideas that are quoted and/or paraphrased are referenced consistently throughout. Position of the in-text reference: an in-text reference is positioned consistently where appropriate for every quote and paraphrase. 	Minor inconsistencies: <ul style="list-style-type: none"> The referencing style used is generally consistent with what is required, but there are one or two changes/errors in the format of in-text referencing and/or in the bibliography/reference list. For example, page numbers for direct quotes in-text have been provided for one source, but not in another. Or, two book chapters in the bibliography/reference list have been referenced in two different formats. Or, the publication year has been placed after the author name in one bibliography/reference list entry, and after the source title in another, etc. Concepts and ideas in quotes and/or paraphrases are typically referenced, but a full in-text reference is missing or incomplete from one or two small sections of the work. Position of the references: in-text references are only given at the beginning and/or end of every paragraph. 	Major inconsistencies: <ul style="list-style-type: none"> Poor and wholly inconsistent referencing style used in-text and/or in the bibliography/reference list. Multiple referencing styles for the same source types have been used. For example, the format for direct quotes in-text and/or book chapters in the bibliography/reference list and/or year of publication in the bibliography/reference list is different across multiple instances. Concepts and ideas in quotes and/or paraphrases are haphazardly referenced in-text. Position of the references: in-text references are only given at the beginning or end of large sections of work.
Feedback on referencing consistency:		
Congruency <ul style="list-style-type: none"> Each source reflected within in-text references is included accurately in the bibliography/reference list. All bibliography/reference list entries are in the required order for the referencing style used (e.g. alphabetical, alphabetical under subheadings, numerical). All direct quotes and paraphrases have been integrated appropriately into the text using introductory phrases, accurate grammar, etc. 	Minor incongruities: <ul style="list-style-type: none"> There is largely a match between the sources presented in-text and those in the bibliography/reference list, but one or two sources that appear in-text do not appear in the bibliography/reference list, or vice versa. Or key source information is missing from one or two in-text references or bibliography/reference list entries only (e.g. publication year, city of publication, URL date accessed, etc.). There is a clear and largely accurate ordering of sources in the bibliography/reference list as required by the referencing style used, but with one or two references out of order. An attempt has been made for source integration into the text using appropriate introductory phrases and grammar, but one or two quotes or paraphrases do not flow as clearly or logically within the sentence structure as they could. 	Major incongruities: <ul style="list-style-type: none"> No relationship/several incongruities between the in-text referencing and the bibliography/reference list. For example, multiple sources are included in-text, but not in the bibliography, and/or vice versa. Key source information is missing from multiple in-text references and/or reference list entries. A URL link, rather than the actual reference, is provided in the bibliography. Sources are repeated in the reference list, etc. Most sources are listed in a haphazard order throughout the bibliography/reference list. Few to no appropriate introductory phrases or rules of grammar have been applied, and many direct quotes and/or paraphrases feel disconnected from the flow of the text.
Feedback on referencing congruency:		
Overall feedback on referencing, with suggested improvements:		

Assignment Topic	(Marks: 100)
<p>Read the instructions for each question carefully.</p> <p>This assignment contains three questions that cover learning units 1 and 2. Please ensure that you complete all questions:</p> <ul style="list-style-type: none"> • Question 1, which requires you to create a LinkedIn profile including knowledge and skills regarding IT professionals. • Question 2, which requires knowledge regarding professional IT bodies. • Question 3, which requires knowledge regarding IT and society. <p><i>It is important to read the rubric provided as an attachment to this document, as it will inform you how marks will be awarded as well as what is considered meeting the objectives of the assignment, which will give a 50% pass or exceeding the objectives, which will allow for more marks to be awarded.</i></p> <p><u>Submission Instructions:</u></p> <p>You will need to submit a single PDF document on Arc with the layout detailed below:</p> <ul style="list-style-type: none"> • A cover page that includes your full names and student number. • Question 1 which includes: <ul style="list-style-type: none"> ➤ The link to your LinkedIn profile; ➤ Your critical review of at least one other LinkedIn profile; and ➤ The introductory paragraph for the cover letter. • Question 2, which includes answering all four questions in essay format. Each question should be in a separate paragraph. • Question 3, which includes answering all four questions in essay format. Each question should be in a separate paragraph. • A reference list/ bibliography. 	

Question 1		(Marks: 50)
<p>LinkedIn has become a modern alternative to traditional paper CVs, as it includes all the information needed that one would traditionally find in a CV. Many recruiters, both locally and internationally, use LinkedIn to recruit people. It is important to build your own brand even while you are a student by establishing a presence on an online career-seeking and professional networking platform like LinkedIn.</p>		
Q.1.1	<p>Create an effective and professional LinkedIn profile using the guidelines provided in the web link below. Your profile should include essential components such as a headline, summary, and skills section. In addition, you are required to add seven other components that will enhance your profile and showcase your brand as a student preparing for a professional IT career.</p> <p>https://www.learnhowtobecome.org/career-resource-center/how-to-create-linkedin-profile/#step-by-step-crafting-an-effective-linkedin-profile.</p>	(20)
Q.1.2	<p>It is also important to look at other profiles. The web link above provides examples of exceptional LinkedIn profiles. Critically review <u>one</u> of the provided profiles by answering the following questions.</p> <ol style="list-style-type: none"> 1) What are the three factors that you believe make this profile so successful? (10) 2) What would you have done differently if you were designing this profile? (10) 3) What do you believe is the weakest element of the profile? (5) 	(25)
<p><i>Please note, you must motivate and explain your answers. You cannot just say the profile picture is the weakest element of the profile. You need to explain WHY you believe this to be true.</i></p>		
Q.1.3	<p>You are a recent IT graduate, wanting to secure your first job in the IT industry. You seek advice on preparing your CV and cover letter. Draft an introductory paragraph for your cover letter targeting a Software Developer role.</p>	(5)

Question 2**(Marks: 25)**

You are a junior software developer working in a team developing a mobile banking application for a South African financial institution, such as First National Bank or ABSA. The project involves handling sensitive customer data, including financial transactions and personal information. Your organisation wants to ensure compliance with ethical standards and IT governance principles. Your manager suggests aligning the project with the standards of the Institute of Information Technology Professionals South Africa (IITPSA) - <https://www.iitpsa.org.za/> to enhance professionalism and trust.

Answer the following questions:

- What is the vision, mission and goals of the Institute of Information Technology Professionals South Africa (IITPSA), and describe their role in promoting professionalism and ethical standards in the South African IT sector? (10)
- Suggest three ways the IITPSA code of ethics and principles can be integrated into the software development lifecycle of this project to ensure ethical handling of financial data and compliance with professional standards. (10)
- Discuss how IITPSA's code of conduct can benefit the financial institution's reputation and the success of the mobile banking application. (5)

Question 3**(Marks: 25)**

The digital divide in South Africa highlights inequalities in access to modern information and communication technologies (ICT). While the distribution of mobile internet access in South Africa is high, having access does not guarantee equal participation. Challenges such as insufficient technical skills, lack of hardware, and high internet costs continue to affect rural and low-income communities. IT professionals have a responsibility to close this gap and enhance the livelihoods of affected communities by applying their skills for the betterment of humankind.

Read your course material, which contains information about IT and society, and answer the following questions. Make sure to do added research:

- Define the digital divide and identify at least three factors contributing to it in South Africa.
- Explain how a lack of technical skills in rural communities affects their ability to fully benefit from internet access. Provide examples.
- Discuss the impact of internet affordability on rural households in South Africa. Discuss how the high cost of data and devices widens the digital divide, even for individuals with mobile internet access.
- Suggest two practical initiatives IT professionals could implement to reduce the digital divide. Make sure to address access to affordable hardware or connectivity and upskilling rural communities. Explain each initiative and how it contributes to closing the gap.

[TOTAL MARKS: 100]

Please note: Attach this rubric to your work when you submit your **Assignment**. This information needs to be included in the online submission.

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STUDENT NUMBER:	

Question 1: LinkedIn Profile			
Marking Criteria	Does not meet the required standard (0% - 49%)	Meets the required standard (50% - 74%)	Exceeds the required standard (75% - 100%)
Q.1.1 LinkedIn profile [20 Marks]	<ul style="list-style-type: none"> Profile is created, unprofessional and incomplete. 	<ul style="list-style-type: none"> A good effort was made; the profile is acceptable. The essential components are completed. 	<ul style="list-style-type: none"> The profile is professionally created; time and care have been taken to create a profile that the student can build on and use in future. All ten components are completed to enhance the profile.
	0 – 9 Marks	10 – 14 Marks	15 – 20 Marks
Q.1.2 Three Factors [10 Marks]	<ul style="list-style-type: none"> Only one factor with poor explanation of each. 	<ul style="list-style-type: none"> Two factors with a good explanation of each. 	<ul style="list-style-type: none"> Three factors with a good explanation of each.
	1-4 Marks	5- 8 Marks	8 – 10 Marks
Q.1.2 Proposed Design Changes [10 Marks]	<ul style="list-style-type: none"> Identifies design changes with no feedback on proposed changes. 	<ul style="list-style-type: none"> Identifies design changes but does not do a complete review of the profile. 	<ul style="list-style-type: none"> Identify design changes and give critical feedback with solutions.
	1-4 Marks	5- 8 Marks	8 – 10 Marks
Q.1.2 Weakest Element [5 Marks]	<ul style="list-style-type: none"> No element has been identified. 	<ul style="list-style-type: none"> Identifies a weak element but does not provide any feedback. 	<ul style="list-style-type: none"> Identifies a weak element and provides constructive feedback.
	0 Marks	1-3 Marks	4-5 Marks
Q.1.3 Introductory Paragraph [5 Marks]	<ul style="list-style-type: none"> Introduction is created, unprofessional and incomplete. 	<ul style="list-style-type: none"> A good effort was made, the introduction is acceptable. 	<ul style="list-style-type: none"> The introduction is professionally created, time and care has been taken to create an introductory paragraph that targets a software development role.
	0 Marks	1-3 Marks	4-5 Marks

Question 2: Professional bodies			
Marking Criteria	Does not meet the required standard (0% - 49%)	Meets the required standard (50% - 74%)	Exceeds the required standard (75% - 100%)
Vision, Mission and Goals of IITPSA and the role in promoting professionalism and ethical standards	<ul style="list-style-type: none"> Omitted Brief, incomplete information is provided. 	<ul style="list-style-type: none"> A detailed explanation of the body's vision, mission, goals and role in promoting professionalism and ethical standards in South Africa's IT sector. 	<ul style="list-style-type: none"> There is clear evidence of additional research and effort on the part of the student.
[10 Marks]	0 – 4 Marks	5 – 8 Marks	8 – 10 Marks
Marking Criteria	Does not meet the required standard (0% - 49%)	Meets the required standard (50% - 74%)	Exceeds the required standard (75% - 100%)
3 ways the IITPSA code of ethics and principles can be integrated into the software development lifecycle	<ul style="list-style-type: none"> Omitted Two ways are suggested. 	<ul style="list-style-type: none"> A detailed discussion that includes three suggested ways and evidence of further research is provided. 	<ul style="list-style-type: none"> There is clear evidence of additional research and effort on the part of the student.
[10 Marks]	0 – 4 Marks	5 – 7 Marks	8 – 10 Marks
Benefit to the financial institution's reputation and the success of the mobile banking application.	<ul style="list-style-type: none"> Omitted Brief, incomplete information is provided. 	<ul style="list-style-type: none"> A detailed discussion and evidence of further research are provided. 	<ul style="list-style-type: none"> There is clear evidence of additional research and effort on the part of the student.
[5 Marks]	0 Marks	1-3 Marks	4-5 Marks

Question 3: Technology and Society				
Marking Criteria	Does not meet the required standard (0% - 49%)	Meets the required standard (50% - 74%)	Exceeds the required standard (75% - 100%)	
Define the digital divide and identify at least three factors [10 Marks]	<ul style="list-style-type: none"> Omitted. Brief, incomplete information is provided. 	<ul style="list-style-type: none"> Clear and concise definitions and explanations that demonstrate knowledge of the digital divide and its effects. 	<ul style="list-style-type: none"> There is clear evidence of additional research and effort on the part of the student. 	
	0 – 3 Marks	4 – 7 Marks	8 -10 Marks	
Marking Criteria	Does not meet the required standard (0% - 49%)	Meets the required standard (50% - 74%)	Exceeds the required standard (75% - 100%)	
Lack of technical skills, the impact of internet affordability, and practical initiatives [15 Marks]	<ul style="list-style-type: none"> Omitted. Brief, incomplete information is provided. 	<ul style="list-style-type: none"> A detailed description of the community's access to infrastructure, the internet, needs, and the digital divide is discussed. The student can suggest practical initiatives. 	<ul style="list-style-type: none"> There is clear evidence of additional research and effort on the part of the student. 	
	0 – 5 Marks	6 – 9 Marks	10 – 15 Marks	
SUBTOTAL				/100
REFERENCING DEDUCTIONS				
FINAL MARK				/100

[TOTAL MARKS: 100]