Te Hoe Hōkai Pakihi

Department of Enterprise and Digital Innovation

Bachelor of Information and Communication Technologies

Course outline for

Work Integrated Learning Project
BCIS309

Semester One, 2021

Introduction –Kōrero whakatuwhera

This outline contains important information about the delivery and assessment of this course. Read it carefully and if there is anything you do not understand please ensure you ask a staff member listed below for clarification.

Please refer to your **programme handbook** for all programme related information, for example programme structure and regulations, grade scale and assessment regulations. https://myara.ara.ac.nz/pages/student-admin/programme-information

Academic staff - Kā pouako

Name	Role	Phone	Office	Email address
Dr David Weir	Course Convenor	940 8324	S156a	David.weir@ara.ac.nz
Dr Bernard Otinpong	Moderator	940 8329	S153	Bernard.otinpong@ara.ac.nz
Mehdi Asgarkhani	Academic Manager	940 8126	N122	Mehdi.Asgarkhani@ara.ac.nz

Please email your tutor directly to organise an appointment.

Timetable - Wātaka

For timetable information for this course, please refer to:

- Tribal – through the student portal; or
- Moodle – EDI > ICT Student Information > Topic 6 Timetables; or
- Noticeboards – Ground floor N Block and Level 2 S Block

Required texts and resources - Kā rauemi kia tirohia

- Learning and Study Resources – to assist you in your study
  http://www.ara.ac.nz/services-and-support/library

- Moodle – for course resources
  https://moodle.ara.ac.nz

- Timetable Online – to find out rooms, staff members, etc
  https://ebs4portal-live.ara.ac.nz/

Reference to Student Handbooks / Kā Pukapuka Āwhina Tauira

Students should obtain a copy of the following:

- Ara Institute of Canterbury Ltd Enrolment Guide

- Programme Handbook

Each of these contains information for students about a range of policies and procedures including:

- Recognition of Prior Learning (RPL)

- Aegrotat Applications/Impaired Performance/Alternative Assessment Times

- Dishonest Practices

- Referencing

Course descriptor - Whakamāramataka

Work Integrated Learning Project   BCIS309

Credits	45	*Level*	7
EFTS	0.3750	*Grade Scale*	G29aa
Notional Learning Hours	450	*Work Integrated Learning*	450
Effective from	February 2021	*Date of this version*	February 2021
Pre-requisites	BCIS303		
Co-requisites	Nil		

Aim

To enable students to demonstrate industry work readiness by applying their knowledge of ICT to a real-life problem-solving scenario.

Learning outcomes

On successful completion of this course, the student will be able to:

1   Evaluate and apply professional practice in terms of ethics, risk, quality assurance, sustainability, communication, compliance and the Treaty of Waitangi.

2   Evaluate, synthesise, adapt and utilise knowledge to plan, manage and complete a project.

Indicative curriculum

- Professional practice, including ethics, team work, and the Treaty of Waitangi

- Research process - determining project requirements to prepare a proposal.

- Proposal and report writing

- Information gathering, analysis and review of literature

- Project management concepts and tools

- Quality assurance and risk management

- Presentation and verbal communication

- Work-integrated project

Assessment

No	Assessment Type	Pass Criteria	Weighting	Outcomes Assessed
1	Written Assessment	50%	10%	1, 2
2	Portfolio	50%	90%	1, 2

To pass this course, students must gain an average of at least 50% across all assessments, and gain at least 50% in Assessment 1 and Assessment 2.

Assessments - Kā Aromatawai

Assessment	Brief	Week of	Weighting
Written Assessment	Project Proposal and Work Integrated Learning agreement (WIL)	Due by end of Week 5 (22 March)	10%
Portfolio	A range of project industry and academic deliverables including a Halfway Report and Supervisors' Assessments and culminating in the Industry deliverable(s), Final Academic Report, Panel Presentation and a Methodologies Essay. The Final Academic Report includes an evaluation of relevant level 6 and 7 courses, evidence of Risk Management, Quality Assurance programmes, course and project management, and lessons learnt. The panel includes a presentation of the solution approach, the industry deliverable(s), and an explanation of academic work carried out as part of the project. The presentation is a showcase of the project supported by an academic poster, and followed by a question and answer session.	Halfway Report and Supervisors' Assessments due by end of Week 9 (7 May).

Panel Presentations will be delivered in Weeks 16 / 17 (21 / 28 June). Panel dates and times will be arranged for each student, and all final deliverables are due at least 3 days before your panel. | 90% |

Assessment tasks - Kā tūmahi aromatawai

Teaching staff will provide you with specific details of what is required for each assessment in advance of the due date. This information may be uploaded to the appropriate course area in Moodle or be given to you in the form of a handout. Staff may also provide additional information, advice and tips regarding assessments during timetabled class sessions, so you are encouraged to attend class regularly.

Assessment criteria / Marking schedule - Kā paearu

Nearer the time of each assessment, teaching staff will provide you with information on the assessment criteria that will be applied and/or how marks will be awarded.

Read the up-to-date information on the BCIS309 Moodle site.

Course schedule - Maramataka

Week	Commencing	Topic
1	22 February	Session 1: Course Introduction Session 2: Potential Projects
2	1 March	Session 1: Professional Practice Session 2: Proposal and Report Writing
3	8 March	Session 1: Requirements Gathering Session 2: Research Ethics and Methodologies
4	15 March	Session 1: Project and Course Management Concepts and Tools Session 2: Risk, Quality Assurance and Wellbeing
5	22 March	Session 1: Business Communication, Presentations, Poster, Panel Session 2: **SIGN OFF ALL PROJECT DOCUMENTATION** – Work Integrated Learning (WIL) agreement, completed proposal checklist and sign-off sheet. **PROJECT PROPOSAL DUE**
6	29 March	*No classes - work on project*
Easter Break Friday 2 April to Tuesday 6 April		
7	5 April	*No classes - work on project*
8	12 April	Halfway Academic Report and Supervisors Assessments
Term Break Monday 19 April – Friday 30 April		
9	3 May	*No classes - work on project* **HALFWAY REPORT AND SUPERVISORS' ASSESSMENTS DUE**
10	10 May	Examples of good practice
11	17 May	Practice Panel Presentations
12	24 May	Poster Design, Emerge event preparation
13	31 May	Draft Poster Feedback, Panel Preparation, Final Reports and Essay
Monday 7 June – Queen's Birthday Holiday		
14	7 June	*No classes - finish industry work*
15	14 June	*No classes – finish Final Academic Report and Methodologies Essay* **STUDENT PANELS** (dates and times of each panel to be advised) **Final Academic Report and Methodologies Essay are <u>due 3 days before your panel,</u>** which will some time in weeks 15-17 .
16	21 June	**STUDENT PANELS** cont'd
17	28 June	**STUDENT PANELS** cont'd *Submit your finalised poster for printing for the Emerge Exhibition by Midday Tuesday 29 June*
18	5 July	Emerge Poster Exhibition Emerge Event (evening of Tuesday 6 July)

Note: Students will be notified in advance if there are any changes to the course schedule.