

INFS3303

Industry Placement 3 IP3 – Co-op

Course Outline Semester 2, 2017

Course-Specific Information

Co-op Scholars should also read their Co-op Scholar Agreement, the Co-op Scholar Manual and Industry Placement Guidelines. These documents form part of this Course Outline.

The Business School expects that you are familiar with the contents of this course outline. You must also be familiar with the Course Outlines Policies webpage which contains key information on:

- Program Learning Goals and Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Student Support and Resources

This webpage can be found on the Business School website:

<https://www.business.unsw.edu.au/degrees-courses/course-outlines/policies>

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COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Position	Name	Email	Room/Phone	Consultation
Lecturer-in-charge (LIC)	Christine Van Toorn	c.vantoor@unsw.edu.au	QUAD 2092A Tel: 9385-5642	By Appointment

2 COURSE DETAILS

The LIC has responsibility for allocating Industry Placement 3 based on a selection process requiring Scholars to elect up to six (6) IP3 preferences. In allocating Scholars for IP3, the LIC will take into consideration the Scholar's IP1 and IP2 allocations (using the preference indicator). Whilst every effort is made to ensure that all Scholars are allocated one of their six preferences, there are times when scholars are not able to be allocated to any of their six preferences, the LIC is the final authority in the allocation of scholars. IP3 allocations will be confirmed 10 weeks prior to the commencement of the placement to give scholars sufficient time to contact sponsors and organize introductory meetings.

As scholars are allocated to various sponsor organisations, there will be differences in start/finish dates between Co-op Scholars. The start/finish date for the IP3 period should be negotiated between the Sponsor and the Scholar. The following guidelines must be taken into consideration when scholars are organising their start/finish dates for IP3:

- Timing must be agreed with the IP3 sponsor/supervisor and should take into account start and finish dates of academic terms if required.
- The Sponsor reserves the right to insist on particular start dates as they may be coordinating commencement of Co-op IP placements and vacation scholars at the same time.
- The UNSW Co-op office strongly recommends the following to enable Scholars sufficient time to fully complete their IP2 obligations before they commence their IP3 placement and return to part-time university studies (in July).
 - IP3 should commence Monday, the second or third week of July.
 - Should there be any reason for an IP to commence later than the above date; the Scholar/Sponsor should contact the LIC and the Co-op Program Manager.

During the IP, scholars are required to attend four face-to-face meetings with the LIC, Academic Mentor and/or Sponsor. The first will occur in July when the course officially commences.

This first meeting will be held with the Academic Mentor and/or LIC at either the sponsor location or on campus – this is to be negotiated between the Scholar and the Academic Mentor. The second and third will be face-to-face meetings between all scholars and the LIC. These meetings will be held at the UNSW, Kensington Campus. The last face-to-face meeting will be the Scholar's End-of-IP3 Presentation, to be held at the Sponsor location. Meeting dates are to be negotiated between the Academic Mentor and/or LIC, Sponsor representative and Scholar. Face-to-face meeting dates

will be advised by the LIC. Please refer to the Course Schedule at the end of this document for further information.

2.1 Units of Credit

Industry Placement 3, INFS3303 – IP3 Co-op is a 12 Unit of Credit Course.

2.2 Summary of Course

Information Systems Co-op Scholars undertake Industry Placement as part of their UNSW Co-op Scholarship Degree Program of study. This course is designed to formally assess and recognise the knowledge and skills gained during the Work Integrated Learning (WIL) period of Industry Placement.

The broad objectives of Industry Placement are to:

- Provide scholars with a practical application of advanced principles of information systems and technology management in an industry environment.
- Foster a deep appreciation of information systems and information technology while at the same time learn about organisational culture and work ethics.
- Further develop the Scholars' professional and soft skills.
- Provide Sponsors with a stream of highly talented, motivated young professionals who are dynamic and add value to the organisation.

2.3 Course Aims and Relationship to Other Courses

This course is only available to UNSW Business School Information Systems Co-op Scholars (enrolled in either the 3964 or 3554 UNSW Co-op Degree Programs). INFS3303 is the third of 3 assessable Industry Placement courses which UNSW Co-op Scholars complete as part of their UNSW Information Systems (Co-op) degree. INFS3303 builds upon the competencies gained by the Scholar during their IP2 placement INFS3202.

This course provides scholars with a practical application of the advanced principles of information systems and technology management in an industry environment. The course also provides scholars with opportunities to further develop their communication and professional skills.

2.4 Student Learning Outcomes

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items. Once you have completed this course you will be able to:

1. Identify and explain innovative business practices within their allocated Sponsor organisation.
2. Propose and demonstrate how their sponsor organisation could use IS/IT to improve organisational and/or managerial efficiency and effectiveness.
3. Communicate complex business ideas and concepts effectively in oral and written forms.
4. Undertake relevant research in IS/IT within a particular industry.
5. Demonstrate their collaborative skills in a teamwork environment.
6. Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.

7. Analyse and describe the professional competencies and skills they have gained - within a business context.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. 'be an effective team player'). You demonstrate this by achieving specific Program Learning Outcomes – what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

For more information on Program Learning Goals and Outcomes, please visit the School's Course Outlines Policies webpage available at: www.business.unsw.edu.au/degrees-courses/course-outlines/policies.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all Business UG students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	<ul style="list-style-type: none"> Identify advanced business practices within their allocated Sponsor organisation. Illustrate how their sponsor organisation could use IS/IT to improve organisational and/or managerial efficiency and effectiveness. Communicate advanced business ideas and concepts effectively in oral and written forms. 	<ul style="list-style-type: none"> IP3 Personal Reflective Journal IP3 End of Industry Placement Presentation IP3 Research Project Report
2	Critical thinking and problem solving	<ul style="list-style-type: none"> Illustrate how their sponsor organisation could use IS/IT to improve organisational and/or managerial efficiency and effectiveness. Communicate advanced business ideas and concepts effectively in oral and written forms. 	<ul style="list-style-type: none"> IP3 Personal Reflective Journal IP3 End of Industry Placement Presentation IP3 Sponsor Evaluation IP3 Research Project Report
3a	Written communication	<ul style="list-style-type: none"> Identify advanced business practices within their allocated Sponsor organisation. Illustrate their collaborative skills in a teamwork environment. 	<ul style="list-style-type: none"> IP3 Personal Reflective Journal IP3 Sponsor Evaluation IP3 Research Project Report
3b	Oral	<ul style="list-style-type: none"> Illustrate their collaborative skills in a teamwork environment. 	<ul style="list-style-type: none"> IP3 End of Industry Placement

	communication	<ul style="list-style-type: none"> Identify and explain the professional competencies and skills they have gained – within a business context. 	Presentation <ul style="list-style-type: none"> IP3 Sponsor Evaluation
4	Teamwork	<ul style="list-style-type: none"> Identify and explain the professional competencies and skills they have gained – within a business context. 	<ul style="list-style-type: none"> IP3 Personal Reflective Journal IP3 End of Industry Placement Presentation IP3 Sponsor Evaluation
5a	Ethical, social and environmental responsibility	<ul style="list-style-type: none"> Illustrate how their sponsor organisation could use IS/IT to improve organisational and/or managerial efficiency & effectiveness. Communicate advanced business ideas and concepts effectively in oral and written forms. 	<ul style="list-style-type: none"> IP3 Personal Reflective Journal IP3 End of Industry Placement Presentation IP3 Sponsor Evaluation IP3 Research Project Report
5b	Social and cultural awareness	<ul style="list-style-type: none"> Illustrate how their sponsor organisation could use IS/IT to improve organisational and/or managerial efficiency & effectiveness. Communicate advanced business ideas and concepts effectively in oral and written forms. 	<ul style="list-style-type: none"> IP3 Personal Reflective Journal IP3 End of Industry Placement Presentation IP3 Sponsor Evaluation IP3 Research Project Report

3 LEARNING AND TEACHING ACTIVITIES

The sponsor primarily determines the scholar's learning and teaching activities. Please refer to the UNSW Co-op Program Industry Placement Guidelines document. The LIC may organise additional activities to be completed during the face-to-face meetings – to be advised.

4 ASSESSMENT

4.1 Formal Requirements

In order to pass this course, you must achieve a satisfactory grade for all assessment tasks (see below).

4.2 Assessment Details

Formal assessment in this course is based on all FOUR components shown in the table below. All components are compulsory. Complete details of the assessments and requirements will be provided via the course website – managed via Moodle at: <http://moodle.telt.unsw.edu.au>.

Assessment Task	Length	Due Date
INFS3303 IP3 Personal Reflective Journal	See below	On-going
INFS3303 IP3 End of Industry Placement Presentation	See below	End of IP3
INFS3303 IP3 Sponsor Evaluation	See below	End of IP3
INFS3303 IP3 Research Project Report	See below	End of IP3

INFS3303 IP3 Personal Reflection Journal (25%)

Scholars are required to maintain a personal reflection journal throughout their IP3 placement. The personal reflection journal is to be used as a tool to assist scholars' development of their professional skills.

Scholar's should perform a self-assessment of at the beginning of IP3, they should reflect on their professional competencies, assess the sponsor's expectations of a new graduate's competencies, and establish benchmarks to self-evaluate their competencies throughout their IP3 placement.

You will need to gather a list of the competencies desired for employees by your sponsor organisation. These competencies can often be found on the sponsor's intranet in the human resource area under employee learning and development. You can also refer to the professional attributes listed on the Co-op Career Manager website as well as the UNSW Business Graduate Attributes.

Scholars will need to compile a list of professional competencies and use the list as a self-evaluation tool to assess their own professional skills. Once you have established a base line for your professional competences (e.g., poor, good, very good), set goals regarding which competencies need to be developed and how you will attempt to develop these skills. You may consider discussing your competencies with your sponsor supervisor.

Progressively throughout the IP3 placement, you should self-assess to determine the extent to which you are achieving your goals and outline what you can do in the following weeks to improve your professional development. You will then draw on this Personal Reflection Journal to help prepare your IP3 research report. A summary of this journal is to be submitted together with the IP3 Research Project Report at the end of IP3.

Tips:

- This is a reflective journal not just a diary of your daily activities. You may include details of what your IP3 entails including daily, weekly and monthly duties but this information should be used as a reflection of your own skill development.
- Describe the knowledge you gained while on the job and include, where possible, how knowledge gained from your courses at university was beneficial. This may include technical knowledge as well as knowledge about managing

interpersonal relationships in the work place, managing your time, working independently etc.

- Try to identify competencies that would be especially valuable for new graduates in the sponsor's organisation. List these items and consider how you may be able to make recommendations to your sponsor on how to improve their graduates' competencies.

INFS3303 IP3 End of Industry Placement Presentation (40%)

Within their last two weeks, Scholars are required to make a 20-30 minute oral presentation. Please refer to the IP Guidelines *End of Industry Placement 3 Presentation* for the topics to be addressed in the presentation.

Scholars will be assessed on the presentation's content (topic, structure, clarity, level of understanding) as well as on scholars presentation and communication skills (confidence, clarity, use of technology, appropriate pitch).

The presentations are professional presentations that should be addressed to an audience with industry and IS/IT knowledge, that is, Scholars should pitch their presentation towards their Sponsor organisation, their Sponsor supervisor(s) and relevant colleagues and management. Scholars should use appropriate range of vocabulary and behave professionally. Your Academic Mentor and/or LIC and possibly a staff member from the UNSW Co-op Program Office will attend. Scholars are required to advise **in advance** the Academic Mentor and/or LIC and UNSW Co-op Program Office of the date of the presentation. All relevant staff at the sponsor organisation should also be invited to attend. Scholars should request that their sponsor supervisor preview the presentation prior, in order to ensure there is no loss of confidential information.

To assist scholars in their preparation, here is a list of tips:

- Structure your presentation and lead the audience through it.
- Please do not read notes. If you are prepared, you don't need notes! You may have notes to assist you if you begin to panic, but plan on not using them. Reading from power point slides is not an alternative. What you say and what is on the slides should be complementary, not equivalent.
- Ensure your slides look professional and are readable. Use an appropriate font at an appropriate size and colour. Ensure any tables and figures can be easily read. Be extremely careful with colours and try to avoid them for essential content.
- Be mindful of your body language. Avoid twisting your hands or feet, playing with a clicker or keys in your pocket. Move and address everyone in the room, not just the same person. Wear business attire.
- Use your voice as a tool, vary its pace and intonation. Be sure everyone understands you.
- Manage questions. Keep control of your presentation. If you are given a difficult question, keep cool and be honest. You can always say "That is a good point which I have not considered. I will consider it and perhaps we can continue this conversation over a coffee later in the day".
- Be ready with your presentation at least one week in advance and rehearse your presentation at home with family or friends.

A draft of your presentation should be available on the day of your presentation.

INFS3303 IP3 Sponsor Evaluation (20%)

Within two weeks of completion of the IP3 placement, sponsors will complete a *Sponsor Evaluation for a UNSW Co-op Program Scholar* using the template provided by the UNSW Co-op Office. Scholars must submit this performance evaluation and their completed *Scholar Evaluation of Industry Placement* online (Co-op Program Career Manager) within two weeks of completing their IP3 placement.

Scholars should also provide a copy of their sponsor evaluation for the sponsor's Human Resource file and augment with any additional Scholar evaluation comments. In the event scholars cannot submit an assessment by the assigned date, scholars should discuss the submission date with the LIC.

INFS3303 IP3 Research Project Report (15%)

For IP3, you are required to prepare a report on the following:

- Drawing on your personal reflections diary, discuss the growth of your professional competencies during your Industry Placement and insights you gained on the importance of professional competences in your sponsor's workplace.
- Where possible, apply knowledge gained through your tertiary studies at UNSW.
- Where possible, provide recommendations where the sponsor may be able to improve its performance evaluation criteria and/or processes used for new graduates' performance evaluations.

This report is due at the end of your IP3 placement. The Research Report should be written in a formal 'business report' format. A business report is a written document that conveys information to an intended reader in a professional or business manner. You are expected to present and analyse the information and provide recommendations to assist the reader in making a business decision.

The Research Project Report will normally include the following:

- Executive Summary
- Introduction (there must be a clear purpose or objective)
- Main Body
- Conclusion
- Recommendations (these should be linked to research, analysis of industry trends and discussion of your own experience)
- References
- Appendices (use only when appropriate)

The report is limited to 4 pages in total excluding references and appendices. The report should use sections, headings, and bullet points where appropriate. The report should be formatted using Times New Roman (font size 12), double spaced and all margins should be 2.54 cm. Remember to proofread.

4.3 Special Consideration, Late Submission and Penalties

For information on Special Consideration please refer to the Business School's [Course Outlines Policies webpage](#).

If late submission is required, the scholar should make arrangements with the LIC.

Quality Assurance

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

5 COURSE RESOURCES

The website for this course is managed via Moodle at: <http://moodle.telt.unsw.edu.au>

There are no textbooks for this course.

From time to time additional readings/articles of interest may be posted onto the course website. These reading may assist scholars with the preparation of deliverables.

6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's myExperience survey is one of the ways in which student evaluative feedback is gathered. The School also elicits feedback from students during the session. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students. Please feel free to communicate your views/suggestions to me at c.vantoorn@unsw.edu.au.

7 COURSE SCHEDULE

There is no set course schedule for this course as IP3 placements will run from July to December. The start and ending dates will vary between students. Below is an approximate schedule for the course. Dates of face-to-face meetings will be advised by the LIC and by the scholars depending on the assessment.

Week	Activity	Assessment
July 2017 – Dec 2017	Students commence Industry Placement	<ul style="list-style-type: none"> Design Personal Reflection Journal
Week 1-4	Course officially starts. Academic Mentors and/or LIC to attend site visits for all scholars. Scholars must liaise with Academic Mentors and/or LIC to arrange these site visits – for IP these will generally take place on Campus (UNSW, Kensington). Scholars to organise a suitable time with Academic Mentor and/or LIC and to discuss scholar's progress and overall objectives of IP3.	<ul style="list-style-type: none"> Personal Reflection Journal entries
Week 5	Workshop 1- LIC to coordinate late afternoon workshop with all scholars. Topic – “Professional Readiness”	<ul style="list-style-type: none"> Personal Reflection Journal entries
Week 6 – 8		<ul style="list-style-type: none"> Personal Reflection Journal entries
23 September – Monday 2 October inclusive Monday October 2 – Labour Day Public Holiday		
Week 10	Workshop 2- LIC to coordinate late afternoon workshop with all scholars. Topic – “Interview Skills”	<ul style="list-style-type: none"> End of Industry Placement Presentation (Scholars commence preparation of presentation)
Week 11-12		<ul style="list-style-type: none"> Personal Reflection Journal entries End of Industry Placement Presentation (Scholars continue working on presentation)
Week 13	Academic Mentors and/or LIC attend Scholar's end of IP3 presentations. Scholars to organise final IP3 Presentation with LIC and sponsor. Course officially ends at end of Week 13.	<ul style="list-style-type: none"> Scholars' End of IP3 Presentations INFS3303 IP3 Research Report
Dec 2017	Scholars complete IP3	<ul style="list-style-type: none"> IP3 Sponsor Evaluation