COURSE DIRECTIVE

Bachelor of Information Technology

IN601002 Vocational Skills for IT

Semester 1, 2017

DESCRIPTION

To develop effective workplace skills appropriate to the IT industry environment. This course applies in practice the interpersonal, written and oral presentation skills begun in the course IN501001 by exploring these skills in a team environment.

COURSE INFORMATION

Credits   15 credits

Prerequisites   IN501001

LECTURER

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COURSE DATES

Term 1 (9 weeks)	13 February – 13 April
Mid semester break	14 April – 28 April
Term 2 (7 weeks)	1 May – 16 June

LEARNING OUTCOMES

At the successful completion of this course, students will be able to:

1. Demonstrate effective job application skills

2. Apply group/team methodology in a workplace-like context

3. Demonstrate communications skills appropriate to the IT industry

4. Produce quality IT-related writing which contributes to group goals

5. Apply the fundamentals of project management to team-based projects

6. Analyse personal performance and take actions to improve that performance

INDICATIVE CONTENT

This course aims to introduce students to the structure of performance measurement in the workforce and develop the skills required to excel in that environment.

*   Applied interpersonal/team communications
*   Group/team dynamics & management skills
*   Applied writing skills
*   Peer- and self-motivation
*   Reflection and self-assessment

RESOURCES

*   **Software**

Word processing/desktop publishing software
PDF creating and editing software

*   **Textbook & Readings**

Blicq, R. and Moretto, L. (2007). *Technically-Write!* (7th ed). Toronto, ON: Prentice Hall.

Perrin, Robert. (2010). *Pocket Guide to APA Style*. New York, NY: Houghton Mifflin.

DeVito, J. (2011). *The interpersonal communication book*. (12th ed.) Boston, MA: Pearson.

SCHEDULE

See Course Schedule document.

Assessment

Assessment	Weight
Assignment 1 (Written and Oral)	10%
Individual portfolio	45%
Group checkpoints	45%

- Detailed assignment requirements, including instructions for submission, will be provided for each assessment.

Course Requirements and Expectations

Criteria for Passing
To pass this paper, you must achieve an overall average of 50. There must be a genuine attempt at all assessments. There are no resits.

Attendance
- Students are expected to attend all classes, both lectures and labs.
- If you miss a class you will need to get notes from another student.
- If you cannot attend for a few days for any reason, please contact your lecturer.
- You must turn up ready for assessments on the due date and at the correct time. No extra time will be scheduled. If you do not turn up, you have failed the assessment.

Communication
Your student email is an official communication channel. It is your responsibility to regularly check your student email and Moodle for important course related material, including changes to class scheduling or assessment details. Not checking will not be accepted as an excuse.
You can manage your email at the Student Hub and download the instructions for forwarding your email at http://www.op.ac.nz/students/student-hub/

Snow Days/Polytechnic Closure
In the event that the Polytechnic is closed or has a delayed opening because of snow or bad weather, you should not attempt to attend class if it is unsafe to do so. It is possible that your instructor will not be able to attend either, so classes will not physically be meeting. However, this does not become a holiday. Rather, material will be available on either Moodle of the I drive covering the material for classes affected by the closure. You are responsible for any material presented in this manner. Information about closure will be posted on the BIT and Otago Polytechnic Facebook pages https://www.facebook.com/OtagoPoly.

Group work and originality
Students in the Bachelor of Information Technology degree are expected to hand in original work. Students are encouraged to discuss assignments with their fellow students, however, all assignments are to be completed as individual works unless group-work is **explicitly** required (i.e. if it doesn't say it is group-work then it is not group-work – even if a group consultation was involved). Failure to submit your own original work will be treated as plagiarism.

Referencing
Appropriate referencing is required for all work. Referencing standards will be specified by your lecturer.

Plagiarism
Plagiarism is submitting someone else's work as your own. Plagiarism offences are taken seriously and an assessment that has been plagiarised may be awarded a zero mark. A definition of plagiarism is in the Student Handbook, available online or at the School office.

Submission requirements
All assignments are to be submitted by the time, date, and method given when the assignment is issued. Failure to meet all requirements may result in a penalty of up to 10% per day (including weekends).

Extensions
Extensions are only available for unusual circumstances. These must be applied for, and approved, prior to the submission deadline.

Impairment
In case of sickness contact your lecturer or year co-ordinator as soon as possible, preferably before the test or assignment is due. The policy regarding the granting of a mark that considers impaired performance requires a medical certificate and a medical practitioners signature on a form. You should refer to the guide on impaired performance in the student handbook.

Appeals

If you are concerned about any aspect of your assessment, please approach the lecturer in the first instance. We support an open door policy and aim to resolve issues promptly. Further support is available from Year Co-ordinators, Programme Manager and Head of School. Otago Polytechnic has a formal process for academic appeals if necessary.

OTHER DOCUMENTS

Regulatory documents relating this course can be found on the Polytechnic website.