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Course Directive

IN601001 Professional Practice 2: Vocational Skills for IT

Semester 2, 201<<<<>>>>>

# 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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| --- | --- | --- |
| Name | Elise Allen |  |
| Location | D316 |  |
| Phone | 03 972 7074 |  |
| email | elise.allen@op.ac.nz |  |

Call in to see me if you have course related concerns or questions. You may need to email for an appointment.

# Course Dates

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| --- | --- |
| Term 1 (10 weeks) | 20 Jul – 25 Sept |
| Mid semester break | 28 Sept – 9 Oct |
| Term 2 (6 weeks) | 12 Oct – 20 Nov |

# Learning Outcomes

At the successful completion of this course, a student 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**

# Microsoft Office

* **Textbook & Readings**

**Recommended:**

* Blicq, R. & Moretto, L. (2012). *Technically Write!* (8th ed.).Toronto: Prentice-Hall.
* Perrin, R. (2015). *Pocket Guide to APA Style*. (5th ed.). Boston, MA: Wadsworth.

## Assessment

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| **Assessment** | **Assignment** | **Weighting** |
| Assignment 1 | Job application | 10% |
| Individual portfolio | Individual performance plan  Individual development plan | 45% |
| Group checkpoints | KPIs | 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 are no resits.

### Attendance

* + Students are expected to attend all classes.
  + 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 or 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 Otago Polytechnic facebook page <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. See [www.plagiarism.org](http://www.plagiarism.org) for more info.

## 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 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 practitioner’s 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.