

Professional Practice for Information Technology

Course Blueprint

Learning outcomes

1. Select, learn and use appropriate technology to communicate and solve problems.
2. Write technical documents for the IT environment, following professional standards.
3. Demonstrate professional behaviour appropriate to an IT environment.

Assessments

Professional Portfolio	50%	All LOs	Collect evidence and reflect
Assignment	25%	All LOs	Written assignment, IT problem solving
Oral Presentation	25%	All LOs	Speaking and delivering visuals

Course schedule outline

Week	Summary/Topic	Session 1	Admin	Session 2	Admin	Assessment (Homework)
1	Stage 1 - Introduction: - Course philosophy/rules - Resources - Concentration - Teamwork - Homework	Often taken by orientation. Introduce course, show Moodle, OneNote. Course outline.	Join Class Notebook	If no orientation overlap: - Forming, storming etc. - Concentration (counting words) - Working hard!	Issue essay homework	
2	Various - Training Needs Analysis - Design thinking activity	Training needs analysis - Literacy testing - Comprehension/listening		Design thinking Stanford Crash Course http://dschool.stanford.edu/dgift/	Check essay plan	Formative assessment: short essay (peer marked in week 6)—part 1: research, brainstorm and outline plan.
3	Stage 2 - Study Skills: - Time management - "Ducks-in-a-row" planning - Following instructions - Googling - Reading and writing - seeking extra help - referencing - Ongoing learning	Time management - Keeping a diary/calendar - Self-discipline - Effective productivity technology Task management - Ducks in a row philosophy - Defining tasks - Estimating resources required		Following instructions - Activity: follow instructions - Attention to detail Googling - Keyword selection - Narrowing results - Trial and adjust - Use tangential solutions	Draft essay due	Short essay: peer assess part 1; Write part 2: first draft.

4	- Responsibility - Reflection	<p>Reading</p> <ul style="list-style-type: none"> - Skim reading (keywords) - Deep reading - Benefits of broad reading - Contents and index pages <p>Writing</p> <ul style="list-style-type: none"> - Words and sentences - Tone, style, audience 	Check essay draft	<p>Writing</p> <ul style="list-style-type: none"> - Paragraphs - Information architecture - Evidence and referencing <p>Learn Markdown</p> <ul style="list-style-type: none"> - Use Vim - Independent learning new technology 	Essay due	<p>Short essay: peer assess part 2;</p> <p>Write part 3: revise and proof read (final draft).</p>
5		<p>Reflection</p> <ul style="list-style-type: none"> - Measuring own performance - Measuring team performance - Acting on reflections - Performance measuring tools - Evidence of performance 	Portfolio health check	<p><i>[Public holiday sacrifice]</i></p> <p>Responsibility</p> <ul style="list-style-type: none"> - Defining responsibility - Self-discipline - Seeking responsibility (active participation) - Dealing with consequences 	Issue project	Short essay: peer assess final draft.
6	Mini project 1		Check peer assessment			Portfolio: Gather evidence, reflections
7	Stage 3 - IT Workflows: <ul style="list-style-type: none"> - Conflict - Leadership - Meetings/scrum - Software (e.g. GitHub) - PM systems (e.g. Agile) - Troubleshooting - Side projects 	Project presentations and reflections	Issue report assignment	<p>Conflict</p> <ul style="list-style-type: none"> - Identifying conflict - Remaining detached - Conflict management - Role plays 		<p>Written report assignment</p> <ul style="list-style-type: none"> - plan report
8		<p>Leadership</p> <ul style="list-style-type: none"> - Styles and approaches - Functional leadership - Leadership activities 	Written assignment checkpoint: suitable plan produced	<p>Collaboration/workflow software</p> <ul style="list-style-type: none"> - What is a workflow? - Case studies - Common tools - Version control - Online collaboration 		Report drafting
9		<p>Version control/Collaboration</p> <ul style="list-style-type: none"> - Git - Command line - GitHub - Merge conflicts 	Portfolio health check	<p>More Git</p> <p>Troubleshooting</p> <ul style="list-style-type: none"> - Recap from PC maintenance - Deductive reasoning 	Report due Issue project	Written assignment: recommend a technology-based solution to a specified problem
10	Mini-project 2					Portfolio: Gather evidence, reflections

11	Stage 4 - Presentation: - CV/Job applications - Oral presentations - Perception management - writing - dress - demeanor	Project presentations and reflections		CV Workshop Perception management - How people see you - Hygiene and clothing - Outward attitude - Appearing positive and proactive		CV and cover letter Practice presentation planning
12		Oral presentation - Planning - Visuals		Oral presentation practice - Speaking activities - Effective feedback - Receiving feedback		Hand in portfolios
13	Group Final Project: - Expand prof. Portfolio - Performance tracking - Reflection	Practice presentations		Issue final project - teams - subject - initial planning	Presentation topics discussed - Communication - Leadership - Solution - Project management - Reflection in practice	
14		Project work Presentation planning				
15						
16	Final presentations					