

FIT1049

Kirsten Ellis - Clayton,
Nik Nailah - Malaysia



FIT1049 - IT Professional Practice

- Week 1



Faculty of Information Technology

Industry Based Learning – Information Session



Tuesday 28 February 2017

Lecture Theatre S10

11.00am – 12.00pm

16 Rainforest Walk

Clayton Campus

No need to RSVP. Just come along

Do you have any form of condition (medical, disability other) that impacts on your ability to study?

Disability Support Services provides a range of services for registered students including:

- Notetakers and Auslan interpreters
- Readings in alternative formats
 - Adaptive equipment and software
- Alternative arrangements for exams

For further information and details about how to register:

Email: disabilitysupportservices@monash.edu
Phone: 03 9905 5704
Web: monash.edu/social-justice/disability

Take the following relevant preventative measures as soon as possible, if you are falling behind in your studies:

Study difficulties: Discuss any difficulties you are experiencing with your course leader, unit coordinator, lecturer or tutor.

These staff members can assist you in identifying your problem areas and explore the options available to you in your course.

Language and learning online can help you with study methods, language skills and work presentation

<http://www.monash.edu.au/lis/lionline/>

Student life and support services can be found at:

<http://monash.edu/students/support/>

and include: Health services, support and services, clubs and sports etc

Lecture 1 Learning objectives

At the end of this lecture you should

- Be able to describe the unit content and the objectives
- Know the course structure and assessment tasks
- Understand the importance of graduate attributes
- Have considered a communication models
- Have thought about writing a Curriculum Vitae



Introductions

Things you need to know about FIT1049

Unit content overview

Graduate attributes and the IT “Profession”

Communication basics

Employment communication 1

Clayton Lecturer

- **Dr Kirsten Ellis**

Malaysia Lecturer

- **Dr Nik Nailah**

Introductions

Who are you?



FIT1049 Philosophy

- You need to turn up and hand stuff in to pass
- This unit is relevant
- Group work is a reality
- Group work is a job interview
- Ice breakers are meant to be fun, but can make you uncomfortable.
- Research found active learning means you learn more.

Activity

Take 5 M&Ms

Activity: Introductions

Your Name

Green – What course are you currently taking

Orange – Where are you or have you worked

Yellow – What is your education background

Brown – What is your hobby

Blue – What person do you most admire?

Red – What would you do if you won a £50 million lottery?

Overview

Introductions



Things you need to know about FIT1049

Unit content overview

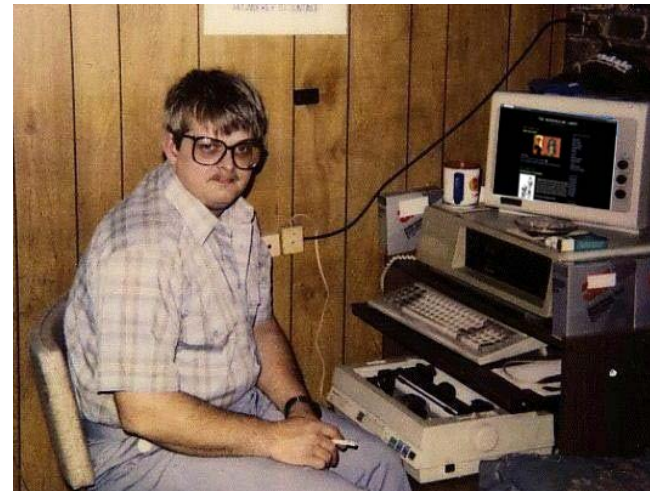
Graduate attributes and the IT “Profession”

Communication basics

Employment communication 1

FIT1049 Objectives

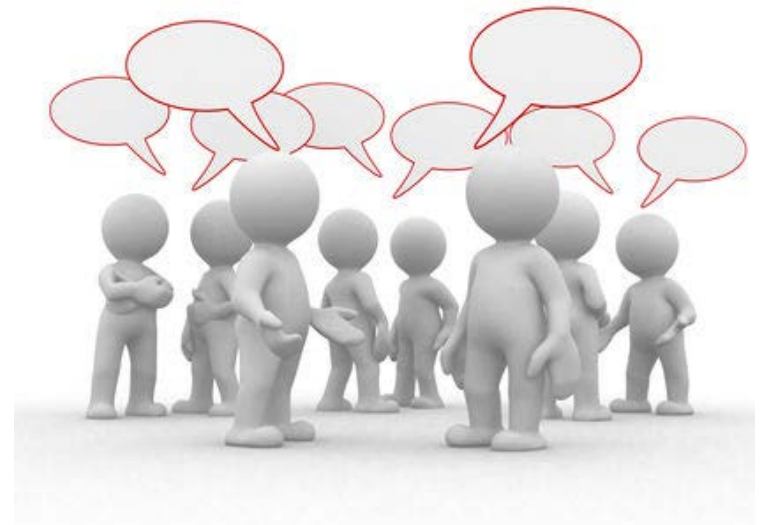
1. Describe a variety of roles for IT professional and the personal, social, ethical and legal impacts arising from their work;



2. Analyse and describe how the ACS Code of Professional Conduct applies to IT professionals in a variety of scenarios. In this context discuss what professional associations are available to IT professionals and why they are important;



3. Effectively participate in a range of two way oral and written communication forms using appropriate intrapersonal and interpersonal communication skills and technologies.



4. Use a variety of techniques to enhance working co-operatively and managing conflict as part of a team



5. Gather information, critically evaluate the material and use correct citation techniques when writing the material into an appropriate format.



Lecturer responsibilities

We will:

- Address the weekly learning objectives
- Remind you of what you did last week
- Present an overview of this weeks material
- Provide activities for you to complete to synthesise the material
- **We will not go through content you should have read**

Lectures – student responsibilities

You are expected to:

- Read the prescribed study materials **before** the lecture (except Week 1)
- Pay attention (stay awake), engage and take notes.
- Participate in learning activities
- Turn your mobile phone to silent
- Put the required activities in your e-Folio
- This material is not covered elsewhere.

Lectures – clicker use

In Clayton/Caulfield we will use Clickers

Lecture participation:

We will be using clickers in the lecture

Label your clicker (so you don't lose or swap it)

There are no marks for clickers, but in Clayton clicker participation will contribute to the participation marks. In addition participation marks will be determined by the active participation in the peer activities in the lecture

In Malaysia and South Africa participation marks will be determined by the active participation in the peer activities in the lecture.



Lectures – clicker use

Lecture participation:

Set your clicker to the correct channel

Engage in activities as directed

Click during 'polling'



<http://www.keepad.com/Products/TurningPoint/Devices/RFLCD/>

Test your clicker!

What is your favourite gaming platform?

Console – on the couch

PC – power and control

Handheld – gaming on the go

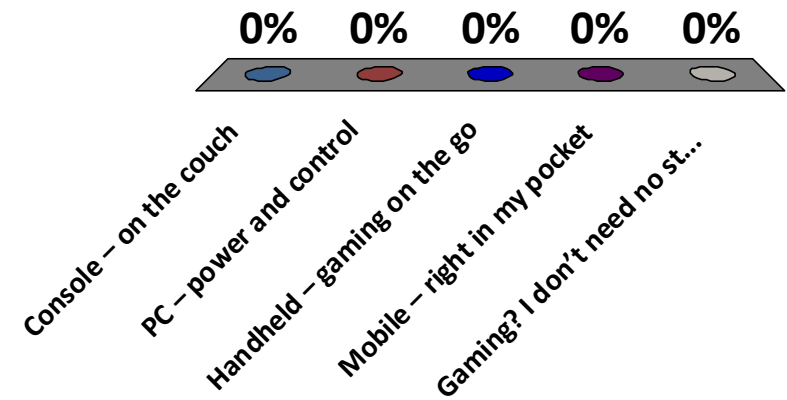
Mobile – right in my pocket

Gaming? I don't need no stinkin' gaming!

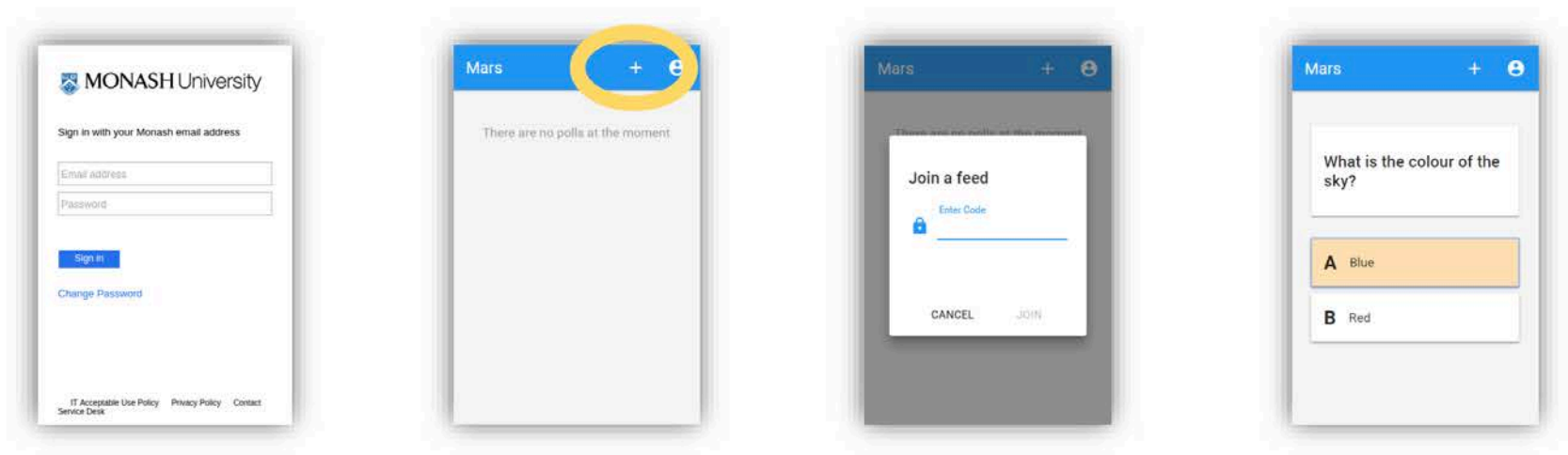
<http://www.keepad.com/Products/TurningPoint/Devices/RFLCD/>

Q: What is your favourite gaming platform?

- A. Console – on the couch
- B. PC – power and control
- C. Handheld – gaming on the go
- D. Mobile – right in my pocket
- E. Gaming? I don't need no stinkin' gaming!



1. Visit <http://mars.mu> on your phone, tablet or laptop
2. Log in using your Authcate details
3. Touch the + symbol
4. Enter the code for your unit: Feed Code: IL95D8
5. Answer questions when they pop up



MARS Poll: Multiple Choice

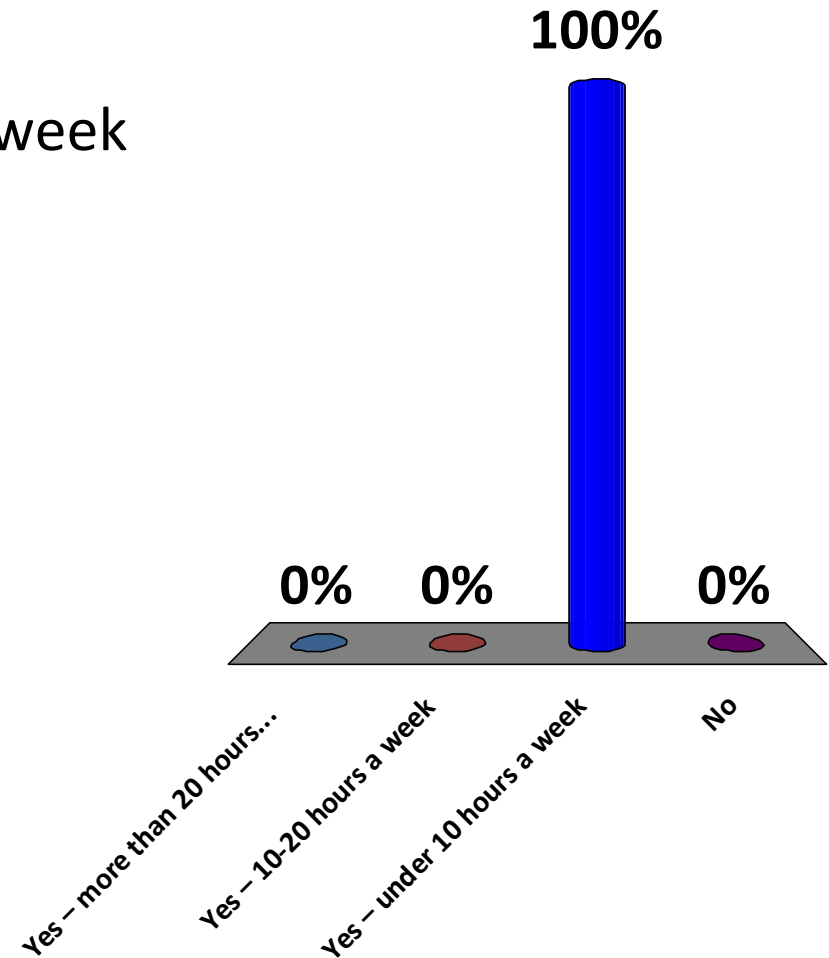
What is your favourite gaming platform

- A) Console – on the couch
- B) PC – power and control
- C) Handheld – gaming on the go
- D) Mobile – right in my pocket
- E) Gaming? I don't need no stinkin' gaming!

Feed Code: IL95D8

Q: Are you currently working

- A. Yes – more than 20 hours per week
- B. Yes – 10-20 hours a week
- C. Yes – under 10 hours a week
- D. No



FIT1049 Workload (First Group Clayton) (All groups in Malaysia)

Week 1	Lecture	Tutorial	
Week 2	Lecture	Tutorial	Mindfulness
Week 3	Lecture	Tutorial	Mindfulness
Week 4	Lecture	Tutorial	Mindfulness
Week 5	Lecture	Tutorial	Mindfulness
Week 6	Lecture	Presentation in Tutorial	Mindfulness
Week 7	Lecture	Tutorial	Group Meeting
Week 8	Lecture	Tutorial	Group Meeting
Week 9	Lecture	Tutorial	Group Meeting
Week 10	Lecture	Tutorial	Group Meeting
Week 11	Lecture	Presentation in Tutorial	Group Meeting
Week 12	Lecture	Tutorial	

FIT1049 Workload (Second Group)

Week 1	Lecture	Tutorial	
Week 2	Lecture	Tutorial	
Week 3	Lecture	Tutorial	
Week 4	Lecture	Tutorial	
Week 5	Lecture	Tutorial	
Week 6	Lecture	Presentation in Tutorial	
Week 7	Lecture	Tutorial	Mindfulness/ Group Meeting
Week 8	Lecture	Tutorial	Mindfulness/ Group Meeting
Week 9	Lecture	Tutorial	Mindfulness/ Group Meeting
Week 10	Lecture	Tutorial	Mindfulness/ Group Meeting
Week 11	Lecture	Presentation in Tutorial	Mindfulness/ Group Meeting
Week 12	Lecture	Tutorial	

F

Assessment task	Value	Due date
eFolio - Part A - Weeks 1 - 4	4%	Week 4 - Friday
eFolio - Part B - Weeks 5 - 12	10%	Week 12 - Friday
Mindfulness	8%	For the First Group:Participation Weeks 2 - 6 and Journals Week 3, 4 and 5 and the Second Group:Participation Weeks 7 - 11 and Journals Week 8, 9 and 10
Assignment 1: Part A - Individual Oral Presentation	10%	Presentations will be made and assessed during Week 6 (and 7 if required) tutorial/s as assigned by tutors
Assignment 1: Part B - Individual Written Report	10%	Week 6, Friday
Assignment 2: Part A - Professional communication	8%	Week 11, Friday
Assignment 2: Part B - Team Oral Presentation	10%	Presentations will be made and assessed during Week 11 tutorials
Assignment 2: Part C - Individual Reflection	5%	Week 12, Friday
Examination 1	35%	To be advised

eFolio and Participation

Produce documents of quality

– (Based on lecturer, tutorial and meeting activities)

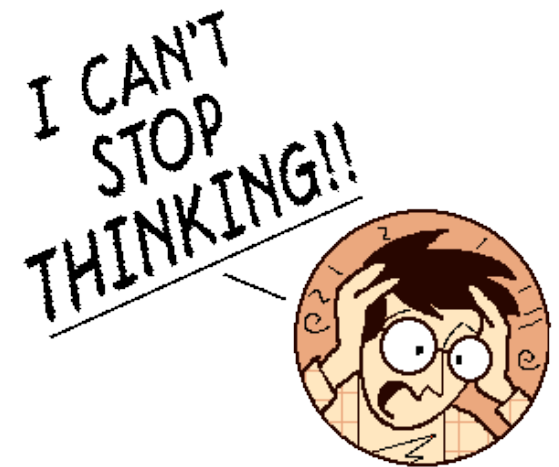
Share documents using a Google Drive collection or hand in hard copy
(Requirements detailed on Moodle)



Successful completion requires ...

- ~12 hours of work per week
 - Lectures/tutorials (5 hrs)
 - Reading
 - Producing items for eFolio
 - Assignments
 - Revision
 - Exam

Attempting ALL assignments



Successful completion requires ...

Passing FIT1049 requires:

At least 50% for whole unit (of course!)

Meeting hurdle requirements

- 40% for non-exam assessments
- 40% for exam



Academic integrity

Monash students are required to:

- undertake studies and research responsibly and with honesty and integrity;
- ensure that academic work is in no way falsified;
- seek permission to use the work of others, where required;
- acknowledge appropriately the work of others; and
- take reasonable steps to ensure that other students are unable to copy or misuse their work.
- [Link in Moodle to University site](#)

FIT1049 - Academic integrity

What does that mean?

- Avoid plagiarism – unacknowledged taking of other's work
- Avoid collusion – unauthorised collaboration
- Teamwork encouraged for study
- Individual assessments must however be your own entirely
 - (We will discuss this further during Week 3 lectures)

- **FIT1049 Moodle Site**
 - Read announcements!
 - Due dates & assessment information
- **Tutorials: ALLOCATE+**
 - Problems: Use “query form” if you have a clash



FIT1049 Help

FIT1049 Moodle site

- Online resources
- Online discussions (campus based and general)

Tutor (in class)

Consultation hours

- Lecturer & Tutor consultation times (see Moodle)

Special Consideration

Overview

Introductions

Things you need to know about FIT1049



Unit content overview

Graduate attributes and the IT “Profession”

Communication basics

Employment communication 1

Week 1: Introduction to FIT1049; Introduction to IT professions

- What do IT workers do?
- What does it mean to be an IT Professional?
- Why does communication matter to the IT professional?
- What skills are needed for what kinds of communications?



- What does communication between individuals entail?



- Mindfulness

- How to go about gathering information
- Understanding how to appropriately reference and cite sources of information
 - Avoiding plagiarism

Very necessary for both Assignment 1 & 2
written reports!

- Understanding what makes someone a good oral presenter



Week 5: Structured communication

- Meetings



http://www.conceptdraw.com/resources/images/solutions/meetings_1.jpg

- Interviews



<http://www.outsidethebeltway.com/wp-content/uploads/2013/06/job-interview.jpg>

Week 6: Teams

- What are the role, purpose, benefits and limitations of team-based work?
- Why do some teams work effectively, while others fail?



Weeks 7: Professional ethics

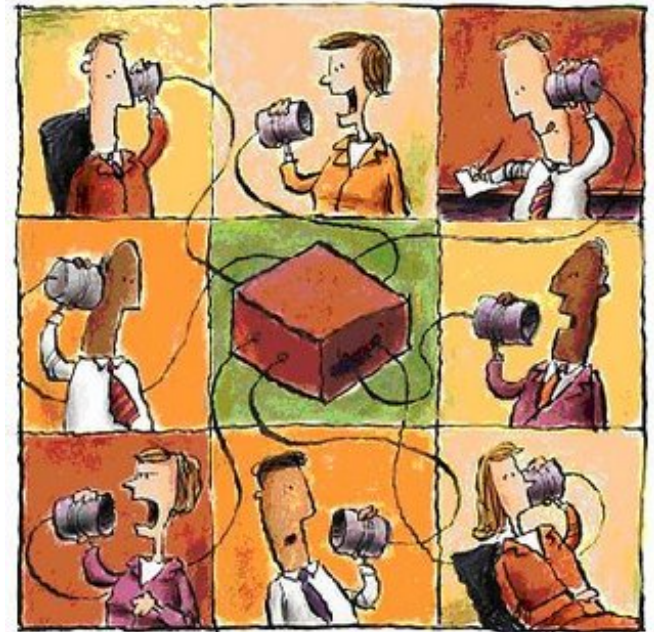
- What does it mean to be a professional?
- What professional bodies are involved in IT-related work and what do these bodies do?
- Are ethical matters relevant to IT professionals?
- What are the individual, social, and legal consequences of IT-related work?



What issues can arise for IT professionals related to:

- Intellectual Property
- Security, whistleblowing, privacy, reliability
- Discrimination, bullying and sexual harassment
- Sustainability

- What forms are used
- Which are most appropriate, when and why
- Technology to facilitate
- Communication between professionals



- Overview and information for the exam



Overview

Introductions

Things you need to know about FIT1049

Unit content overview



Graduate attributes and the IT “Profession”

Communication basics

Employment communication 1

eFolio Activity: My Future Job

- Write down the job you thought that you were going to get
- Write down the job that you now think that you want to get
- Write down two stepping stone jobs
- Discuss
- Debrief
- efolio Addition

1960's: computer operators, programmers

2016:

System administrator

Usability Consultant Help desk officer Business Analyst

Database designer Hacker Software Quality Assurance

Project manager Game Developer Programmer Systems analyst

Information Manager Software architect Multimedia developer

Data Integrity Officer Software Engineer Network administrator

Discussion question

Which skills do organisations value more?

General (soft) skills (problem solving, communications and interpersonal skills, etc.)

OR

Technical skills (programming and software engineering, operating systems and network management, database management, web technologies, etc.)

Which skills do organisations value more?

One recent study polled 68 employers on the specific skills that they would like to see in future employees

Ranking the importance of the different skills on a scale of 1-5, 5 being most important

- The average rating for all **technical skills** was **3.3**
- The average ranking for **general skills** was **4.5**

Source: Fernandez, J. D. and Tedford, P. 2006. Evaluating computing education programs against real world needs. *J. Comput. Small Coll.* 21, 4 (Apr. 2006), 259-265.

IT Graduate Attributes

1. Capacity to learn new skills
2. Effective use of Information and Communication Technologies
3. Capacity for enquiry and research
4. Capacity to analyse and solve problems
5. Capacity for co-operation and teamwork
6. Ability to operate in an international and multicultural context
7. Numeracy
8. Interpersonal skills with colleagues and clients
9. Oral communication skills
10. Written communication skills



Overview

Introductions

Things you need to know about FIT1049

Unit content overview

Graduate attributes and the IT “Profession”



Communication basics

Employment communication 1

Communication: the basics

Who?

Says What?

How?

To Whom?

As a group of 3 or 4 draw a model of communication.

- What should be included
- How can you visually represent it
- How much detail

Discuss

Debrief

efolio Addition. Make sure you work out how everyone in the group can get a copy.

- Email
- Photo
- copy

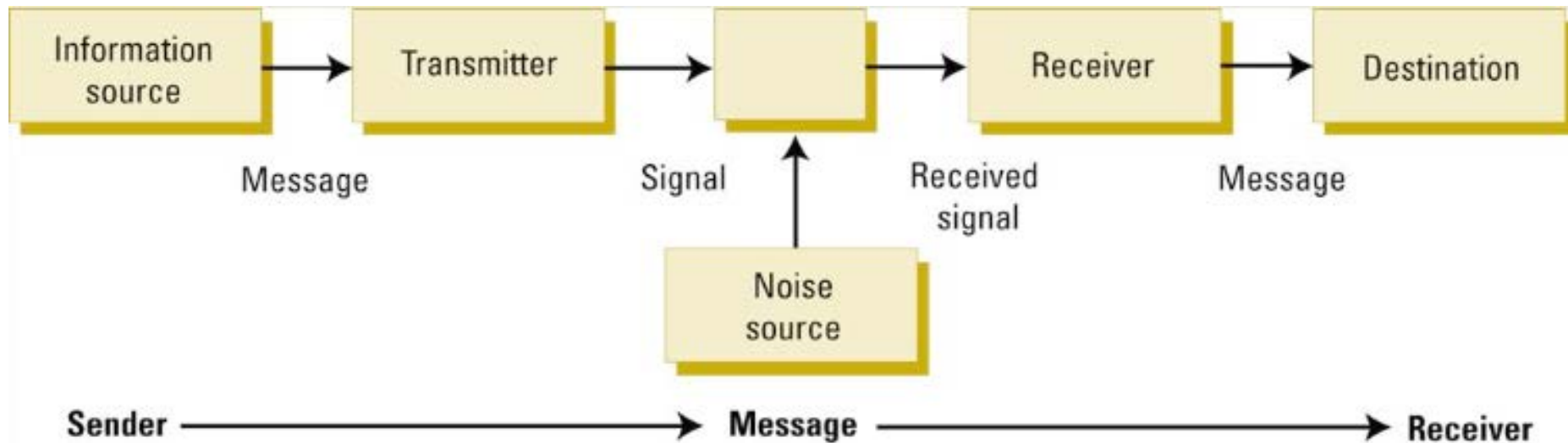
Formal Communication Models

Lasswell's Model (Eunson Table 1.1)

Who	What	Channel	Whom	Effect
Who?	Says what?	In what channel?	To whom?	With what effect?

Formal Communication Models

The Shannon-Weaver Model



Formal Communication Models

In FIT1049...

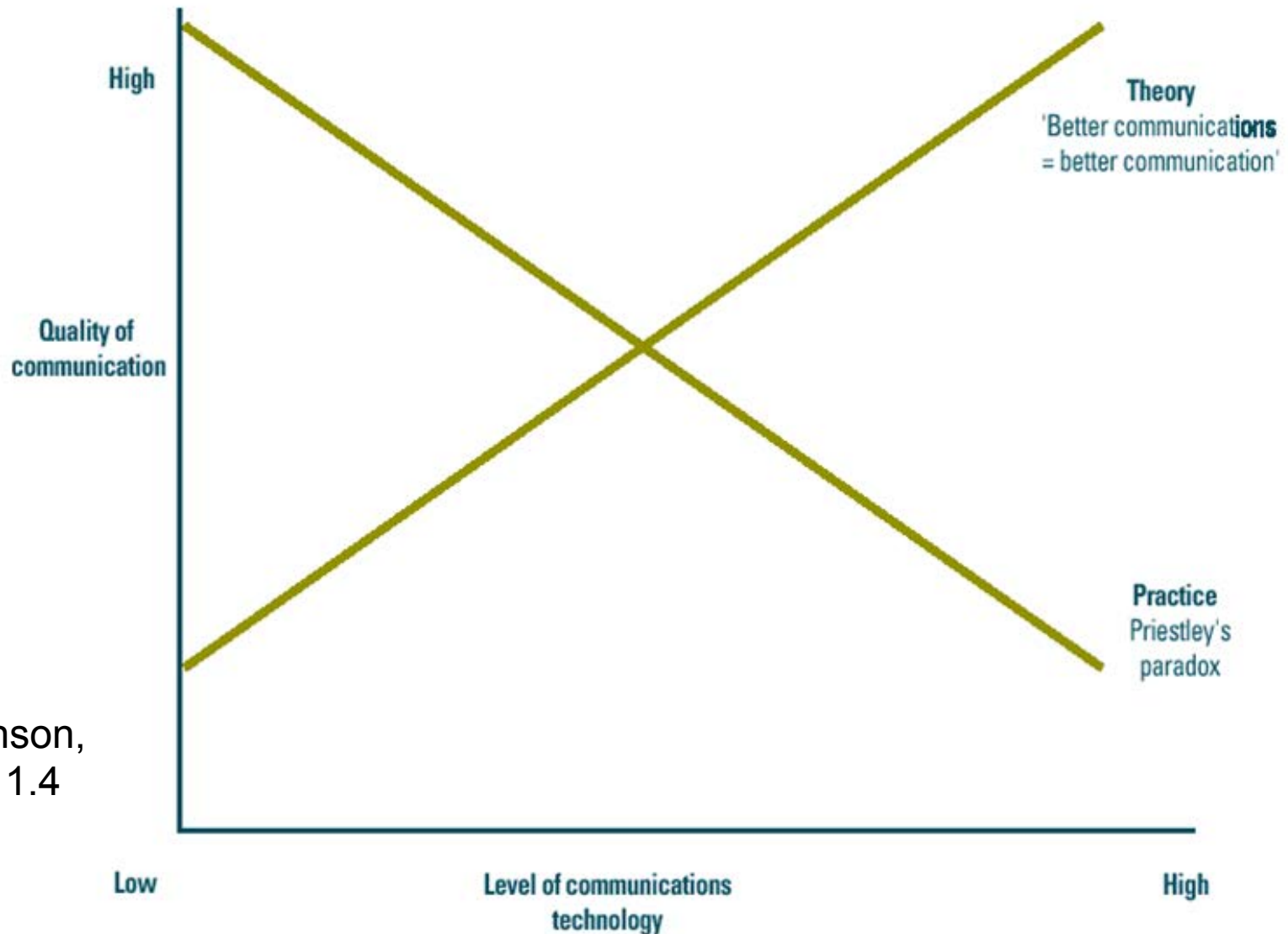
We won't be using any single formal communication model...

... but you need to know such models exist!

- Priestley's paradox: the more we elaborate our means of communication, the less we actually communicate



Technology and communications



Eunson,
Fig 1.4

Overview

Introductions

Things you need to know about FIT1049

Unit content overview

Graduate attributes and the IT “Profession”

Communication basics



Employment communication 1

Employment Communications

Before crafting any communication, we should consider its:

- Objective
- Context

We are going to use the job application process as an example

Employment Communications

The Process:

Step 1: Employer advertises job

This lecture &
Tutorial Week 2

Step 2: Applicants apply for it

Step 3: Employer interviews suitable applicants

Week 5 Lecture

Step 4: Employer offers one applicant the job

Employment Communications

Your application:

1.CV

2.Cover Letter / Application Form

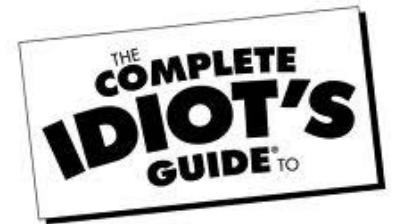
Purpose:

- **persuade** the reader (employer) to interview you

Context:

‘you have less than 45 seconds to make a good impression. That’s the amount of time a typical recruiter devotes to each application before tossing it into either the ‘maybe pile’ or the ‘reject pile’

(Thill and Bovee, 2009)



Persuasion

Mme Prénom NOM

Adresse

Code postal Ville

Tel : 06.01.02.03.04 / 01.99.98.97.96

 Email : monEmail@monFAI.com

Permis B, C, D, E

28 ans, Mariée, 2 enfants

Nationalité : Belge

Mobilité : Toute France


Objectif

En rapport avec le poste et avec l'entreprise visée.

Compétences

- Compétence particulière n°1
- Compétence particulière n°2

Expériences professionnelles

 03/89 – à ce jour : Expérience la plus récente
Commentaire(s) sur cette expérience

 09/87 – 02/89 : Expérience antérieure
Commentaire(s) sur cette expérience

1997 (x mois) : Stage(s) éventuel(s)

Formation

Année d'obtention : Diplôme le plus récent - Université

Année d'obtention : Diplôme inférieur - Ecole

Formation (s) Complémentaire (s)

Connaissances linguistiques et informatiques

Anglais courant (TOEFL ou TOEIC) - Espagnol commercial

Maîtrise des logiciels suivants : Suite bureautique Microsoft, Linux

Activités extra-professionnelles

Membre d'une association

Loisirs et sports

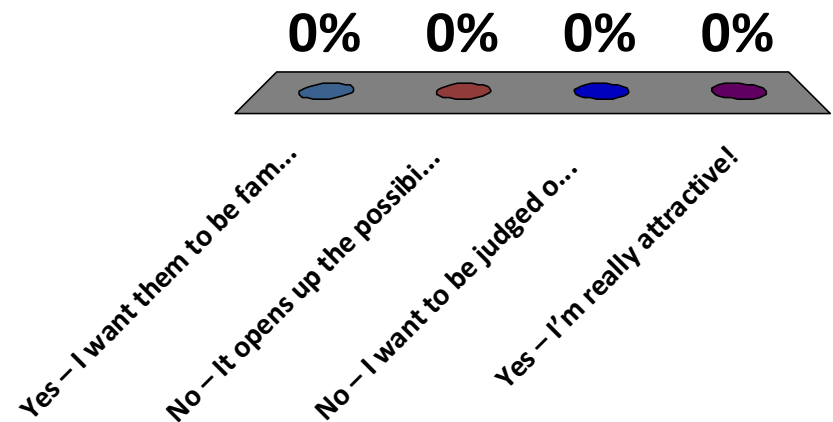
CV_prenom_nom.doc

Discussion Question

Should you include a photograph of yourself on your CV?

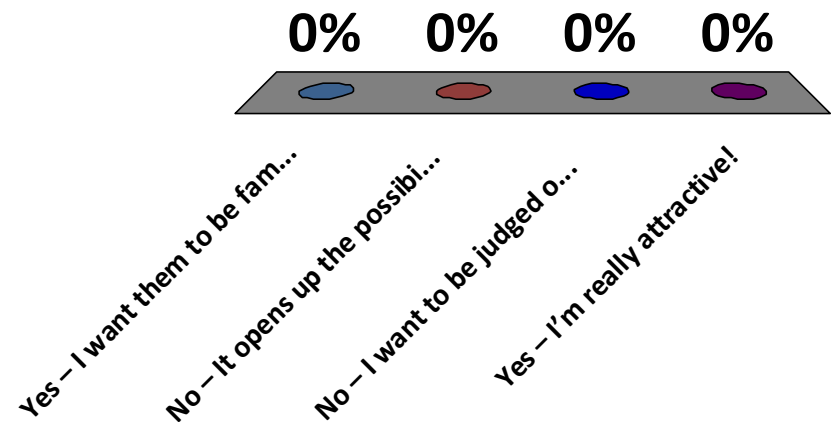
Q: Should you include a photo of yourself on your CV?

- A. Yes – I want them to be familiar with my face when I interview
- B. No – It opens up the possibility of discrimination
- C. No – I want to be judged on my skills, not my looks
- D. Yes – I'm really attractive!



Q: Should you include referees on your CV?

- A. Yes
- B. No



Curriculum Vitae (CV) - Types

Graduate

- Focuses on qualification with less work experience expectation

Chronological

- Reverse chronology

Functional

- Focuses on skills from previous employment

Summary

At the completion of Week 1 lectures you should:

- Know how the unit is structured and will be assessed
- Understand what is expected of you to successfully complete this unit
- Have some idea what this unit will cover
- Have started thinking about what it means to be an IT professional

Next lecture

Interpersonal communications

Intercultural communications

Mindfulness

Make sure you read the Alexandria ePub

Tutorial Part 1 Starts this Week

Tutorial Part 2 (Mindfulness first group) Starts next Week