

eFolio

Assessment Value: 14% of assessment for the unit

Submission of the various components of the eFolio are required throughout the semester. It is up to students to ensure that they submit each component in the correct form and on the correct date. The lecture and tutorial activities are split between Part A and Part B of the eFolio

Structure of the eFolio for Lecture and Tutorial Activities

Location: If students log in to my.monash.edu.au and then look on the right hand side of the screen there is a link to google drive. Students must create a new folder named “FIT1049 eFolio Student Name Student ID” in their Monash Google Drive environment and they must “share” this collection with their tutor before the submission date. The items for Part A must be in a subfolder Called “Part A” Do not share every individual document, just the folder. You must adhere to the folder structure and file naming convention.

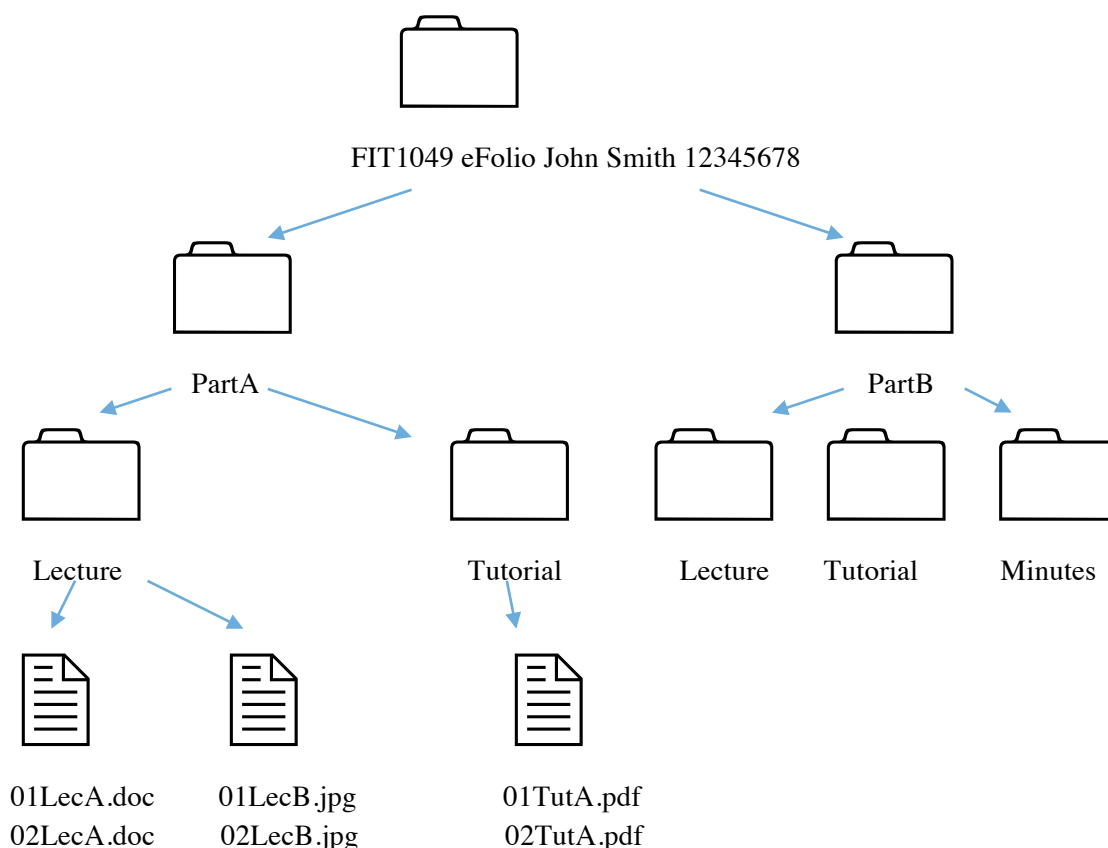
For guidance on sharing documents on Google Drive, see the following links:

Intro - https://support.google.com/drive/answer/2424384?hl=en&ref_topic=14942&rd=1

How to create a folder - <https://support.google.com/drive/answer/2375091?hl=en>

How to share - <https://support.google.com/drive/answer/2494822?hl=en>

This should be the file structure in Google Drive. Files can be word, pdf, jpg or any other appropriate form



It is advised that students upload each eFolio document in a timely fashion after the lecture and tutorial in which they commenced working on it, i.e. by the end of the week in which the lecture or tutorial occurred. They can obtain feedback on their eFolio documents from a tutor during consultation. Failure to have item in the eFolio by the due date means that the item will not be marked. Failure to follow the folder structure and file naming convention will lead to

mark deduction.

If you are absent from a lecture you can watch the lecture online to complete the eFolio piece
If you are absent from a lecture or tutorial for legitimate reason please provide appropriate documentation to the admin tutor.

Criteria for assessment:

1. Sharing the folder structure correctly
2. Adhering to the file naming convention
3. Inclusion of all specified documents
4. Appropriateness of contents
5. Depth of understanding shown in the answer
6. Quality of writing
7. Quality of presentation

Assignment 1: Part A – eFolio Weeks 1-4

Students must produce a range of written documents from **lectures and tutorial activities**. These will be collected in a Google Drive collection that will form an "eFolio". The files must be in a folder named FIT1049 eFolio Student Name Student ID in a subfolder called PartA. This must then have 2 subfolders: Lecture and Tutorial. The file naming convention must be followed. The aim of this assessment task is for students to develop familiarity with cloud-based document sharing environments, and the ability to produce various types of communications of professional quality.

Week	eFolio Item	FileName
Week 1	Lecture Exercise: My Future Job	01LecA
	Lecture Exercise: Communication Model	01LecB
	Tutorial Part 1: Written Email	01TutA
Week 2	Lecture Exercise: Listening Skills	02LecA
	Lecture Exercise: Feedback	02LecB
	Tutorial Part 1: Curriculum Vitae	02TutA
	Tutorial Part 1: Cover Letter	02TutB
Week 3	Lecture Exercise: Attributes of Information 1	03LecA
	Lecture Exercise: Attributes of Information 2	03LecB
	Tutorial Part 1: Research activity	03TutA
Week 4	Lecture Exercise: Visual Aid Analysis	04LecA
	Lecture Exercise: Critical Analysis of Presentation	04LecB
	Tutorial Part 1: Oral presentation improvement reflection	04TutA

Due Date: **Week 4 Friday –Friday 24 March 11:55pm**

Marks: 4

Assignment 1: Part B – eFolio Weeks 5-12

Students must continue to produce a range of written documents from **lectures and tutorial activities**. These will be collected in a Google Drive collection that will form an "eFolio". The files must be in a folder named FIT1049 eFolio_Student Name Student_ID in a subfolder called PartB. This must then have 3 subfolders: Lecture, Tutorial and Minutes. The file naming convention must be followed. The Minutes folder should contain 07Min-10Min and may be shared with your team.

Week	eFolio Item	FileName
Week 5	Lecture Exercise: Interview Response	05LecA
	Lecture Exercise: Star Interview Response	05LecB
	Tutorial Part 1: Minutes from mock meeting	05TutA
Week 6	Lecture Exercise: Team Reflection 1	06LecA
Week 7	Lecture Exercise: Group Ethical Discussion	07LecA
	Tutorial Part 1: Agenda for 1 st meeting for team project	07TutA
	Tutorial Part 1: Photo of Tutorial exercise and reflection	07TutB
	Tutorial Part 2: Write up of Personality Test activity	07TutC
Weeks 8	Lecture Exercise: IP Balance Sheet	08LecA
	Tutorial Part 1: Write up ethics exercise	08TutA
Week 9	Lecture Exercise: Worst Message	09LecA
	Tutorial Part 1: Written progress report for assignment 2	09TutA
Week 10	Lecture Exercise: Online Communication Matrix	10LecA
	Lecture Exercise: Online Communication Chaos	10LecB
	Tutorial Part 1: Two pieces of workplace communications	10TutA
Week 11	Lecture Exercise: Sustainability	11LecA
	Lecture Exercise: Harassment Action Plan	11LecB
Week 12	Lecture Exercise: Security	12LecA
	Lecture Exercise: Whistleblowing	12LecB
	Tutorial Part 1: Professional practice issues exercise	12TutA
Week 7	Tutorial Part 2: Minutes of weekly assignment 2 meeting	07Min
Week 8	Tutorial Part 2: Minutes of weekly assignment 2 meeting	08Min
Week 9	Tutorial Part 2: Minutes of weekly assignment 2 meeting	09Min
Week 10	Tutorial Part 2: Minutes of weekly assignment 2 meeting	10Min

Due Date: Week 12 Friday – 26 May 11:55 pm

Marks: 10