

FIT1049 IT Professional Practice Assignment 2: Professional Communication

Instructions:

The purpose of this assignment is to bring together the skills and knowledge learnt so far in FIT1049 unit. You will work in a team to conduct a research project on an issue relating to IT professional practice, and you will present the outcomes of the assignment in a variety of ways with different purposes and audiences, which are:

- A. Resource Collection: One submission per team (8%) – due 11:55pm Week 11 Friday 19 May 2017
- B. Team Oral Presentation: 15 minutes (10%) – due during the Week 11 tutorial
- C. **Individual Written Reflection 500 words (5%) – due 11:55pm Week 12 Friday 26 May 2017**

Carefully read this document, as marks will be deducted in each case where any of the specified requirements have not been addressed.

Note: Team participation – Concerns regarding team dispute resolution and level of contribution from each team member should be brought to the attention of your tutor as early as possible. Team marks may be adjusted for non-contributing team members. Student have the right to fire team member who do not turn up to three team meetings after reasonable attempts to contact the team members have been made. The team needs to explain the situation to their tutor in writing including the dates of the meetings and how they attempted to contact the fired team member. If a team member is fired they may present and hand in as an individual and need to hand in an extra 500 words with their reflection to explain the situation and why they should receive their mark as an individual.

Team meetings and your eFolio

During the week 7 tutorial your tutor will assign you to a team of 5-6 students. Once your team has formed, you will be able to hold your first team meeting.

First Meeting:

At the end of the week 7 tutorial your team must **draft an agenda**, to be **included in your eFolio**, for your first team meeting. The meeting must be held during the scheduled additional meeting hour following your week 7 tutorial.

During your meeting you will need to:

1. **Confirm** your team leader and team name (Your team leader should be nominated and team name selected during the Week 7 tutorial, so that they can be approved by your tutor).
2. **Select an IT issue related to IT professional practice.** You will need to come to the week 8 tutorial with your selected issue for approval from your tutor. Your topic needs to be approved by your tutor before you can proceed.

Since every team must have a different topic, make sure your team also has a backup topic selected, in case another team has picked the same topic as you. It is also worthwhile emailing your tutor your topic (and backup topic) for confirmation immediately once decided, so that your team can move forward with researching your topic.

3. In your first meeting, all team members must **complete the personality profile individually** and then share the results with all team members. **Each team member must later write up a brief summary of the teams personality profile**, and the implications for having a team with that mix This **Personality profile write-up should then be included in your eFolio.**

Weekly Meetings and Minutes:

While undertaking Assignment 2, your team is expected to hold weekly meetings during the scheduled additional meeting hour that follows your tutorial. Meetings must be held in person at a suitable location decided upon by the team (e.g. Library study space or empty tutorial room). If all team members agree and are available, you may move the meeting to another time and/or location.

Your team must produce minutes for each meeting, which should be circulated to all team members after each meeting. Each team member, including the team leader, must take a turn taking notes and producing meeting minutes. Team members may rotate the role of chairing the meeting or leave this role to the team leader; however, another team member must chair the meeting when the team leader has their turn taking notes and minutes. The minutes of all meetings must be included in a common group folder that is shared with your group and your tutor. The minutes will form part of your eFolio (one folder for the minutes for the team). Only members at the meeting will receive marks for the minutes so attendance must be recorded on the minutes.

PART A – Professional Communication

Assessment value: 10% of assessment for the unit

Task: Your team needs to compile a collection of relevant materials to form a resource collection on your team's selected IT issue related to professional practice. You need to present the resources in a form that will engage the audience. The target audience for your resource collection is undergraduate IT students, and is intended to introduce undergraduate IT students to various resources related to the selected issue.

1. **Each team member must identify and recommend two resources**, relevant to the issue, which will subsequently be included in the collection. Each team member must select and contribute:
 - a. **One (1) book** from those held by the Monash University Library or line collection
 - b. **One (1) peer refereed article** (min. 1500 words, and no book reviews)Taken together, your team's chosen resources should represent a good introduction to the chosen topic. *Note: The collection will thus include 8 resources for a team of 4 students (i.e. 2 resources x 4 students = 8 resources in total)*
2. As a team, ensure that the individually selected resources complement each other, and ensure that none of your team's resources are duplicates.
3. *You then need to present the details of your resource collection using some form of professional communication. You can create any form of communication in agreement with your tutor. Examples include:*
 - (1) A video
 - (2) A poster
 - (3) A web page or google site

However you choose to present your resources, you need to include

- An introduction to the topic
- Details of each resource
- A description of each of the resource

Decide on a suitable structure and format for the presentation of the resources and make them appeal to the intended audience.

Submission of resource collection: One nominated person from each team should submit a Moodle assignment containing either the teams resource collection or information on how to access their team's resource collection. Include the names of each person in the team and provide password details if required.

Criteria for assessment: For Part A, you will be assessed on the following:

- Selection of the resources (e.g. complimentary, no duplication)
- Organisation of the resources
- Presentation of resources

Note: All team members will receive the same mark for Part A

Resources: There are some instructional videos linked under the Assignment 2 materials, to help you search for resources.

PART B – Team oral presentation

Assessment value: 10% of assessment for the unit

Submission method: Oral presentation with visual aids

Task: During the week 11 tutorial, each team will deliver a 15 minute presentation on their selected issue. The presentation should cover the selected topic at a level that is appropriate for undergraduate students. Teams are expected to use appropriate visual aids, such as MS PowerPoint. Each team member must participate in the presentation.

Criteria for assessment:

For Part B, all students in a team will get the same mark for the following assessment criteria:

- Selection and organisation of content
- Coordination of presenters
- Timing, and
- Quality of visual aids

Each student will receive an individual mark for the following assessment criteria:

- Voice (E.g. audibility, intonation, variation)
- Use of language (E.g. vocabulary, appropriate level, use of jargon), and
- Non-verbal communication (E.g. body language, eye contact)

PART C – Individual written reflection (500 word approximately)

Assessment value: 5% of assessment for the unit

Submission method: Online Moodle submission

Task:

Write reflection (approximately 500 words) on working on this assignment in your own words describing and **reflecting** on the process by which your team went about:

1. Selecting and Assembling resources for the collection
2. Preparing the resource collection
3. Preparing for the team presentation.

Ensure that these points are also examined in reflecting on the **teamwork** and **communication** in relation to the material covered in FIT1049.

Submission of individual reflection: Each student must submit their individual reflection online as a Moodle Assignment. Penalties apply for late submission which are 10% per day.

Criteria for assessment:

Each student will receive an individual mark for Part C based on the following assessment criteria:

- Content of reflection
- Organisation of reflection
- Quality of writing (including spelling and grammar)
- Quality of presentation of the reflection