

## Professional Practice in IT

Unit code and version	7722.5
Unit offering option	205792
Study level	Level 1 - Undergraduate Introductory Unit
Credit points	3
Faculty	Faculty of Science and Technology
Discipline	Academic Program Area - Technology
Unit offering details	Semester 1, 2022 , ON-CAMPUS , UC - Canberra, Bruce
Unit convener name and contact details	Unit Convener, Lecturer and Tutor:Dr Ambikesh Jayal, email: ambi.jayal@canberra.edu.au  Moderator: Prof Dharmendra Sharma, email: dharmendra.sharma@canberra.edu.au
Administrative contact details	Student Central Building 1, Level B E: Student.Centre@canberra.edu.au T: 1300 301 727

## Academic content

### Unit description

This unit introduces students to professionalism and develops their communication and independent scholarship skills, with a focus on their use in the information technology field. Topics covered include researching and making use of information resources; the nature of critical enquiry; communication and presentation techniques, both written and oral; group work; workplace ethics, professional practice, code of ethics and professional standards; and adapting to the diverse cultural practices and individual styles involved in and influencing workplace communication.

### Learning outcomes

On completion of this unit, students will be able to:

1. Describe the nature of the ICT profession;
2. Express ICT related concepts clearly and succinctly in written, oral, and other forms of communication media;
3. Exemplify how to use available information resources efficiently, synthesise, and organize information to produce reports, applying the principles of referencing;
4. Practice the key skills, knowledge, attributes and attitudes required to be an IT professional, with particular reference to professional

practice, code of ethics and professional standards; and

5. Apply the principles of group work and reflect on the nature of working in teams, with the appreciation of the issues, such as ethics, conflict resolution, negotiation in culturally diverse workplace.

## Graduate attributes

### 1. UC graduates are professional

- communicate effectively
- display initiative and drive, and use their organisation skills to plan and manage their workload
- take pride in their professional and personal integrity
- use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems
- work collaboratively as part of a team, negotiate, and resolve conflict

### 2. UC graduates are global citizens

- adopt an informed and balanced approach across professional and international boundaries
- think globally about issues in their profession
- communicate effectively in diverse cultural and social settings

### 3. UC graduates are lifelong learners

- reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development
- evaluate and adopt new technology
- be self-aware

## Skills development

As students of the University of Canberra, you will develop your critical thinking skills, your ability to solve complex problems, your ability to work with others, your confidence to learn independently, your written communication skills, your spoken communication skills and a number of work-related knowledge and skills.

## Prerequisites

None.

## Corequisites

None.

## Accreditation mapping

ACS Accreditation

This unit is part of courses accredited by the [Australian Computer Society \(ACS\)](#)

[Skills Framework for the Information Age \(SFIA\) v8](#)

This unit aligns with the following SFIA professional skills:

- Professional development PDSV
- Business situation analysis BUSA
- Consultancy CNSL

SFIA skills are defined by levels of responsibility, based on autonomy, influence, complexity, business skills, and knowledge. Although this unit may cover knowledge and skills at higher levels, it is expected that graduates of undergraduate degrees will be capable of operating at Level 2 overall.

## Seoul Accord

The UC generic attributes address graduate attributes 1, 6, 7, 9, and 10 of the [Seoul Accord](#). The remaining graduate attributes that are covered in this unit are:

2. Knowledge for Solving Computing Problems

3. Problem Analysis

4. Design/Development of Solutions

8. Computing Professionalism and Society

## Timetable of activities

Week	Topic
1	Introduction. Overview of the ICT Profession and Practice
2	Careers in IT. Skills for the Information Age (SFIA)
3	Professional Ethics
4	Professional Conduct
5	Professional Communication
6	Research skills
7	Teamwork and group dynamics
8	Teaching free week
9	Professional Issues I: Interaction with Other Disciplines; Understanding of Organisational Structure
10	Professional Issues II: Intellectual Property

11 Professional Issues III: Contracts and Tenders

12 Societal and Professional Issues

13 Other aspects of Professional Practice

## Unit resources

### Required texts

Australian Computer Society Code of Ethics, <https://www.acs.org.au/content/dam/acs/acs-documents/Code-of-Ethics.pdf>

Australian Computer Society Code of Professional Conduct, [https://www.acs.org.au/content/dam/acs/acs-documents/ACS%20Code-of-Professional-Conduct\\_v2.1.pdf](https://www.acs.org.au/content/dam/acs/acs-documents/ACS%20Code-of-Professional-Conduct_v2.1.pdf)

Australian Computer Society Core Body of Knowledge for ICT professionals (CBOK). <https://www.acs.org.au/msa/acs-core-body-of-knowledge-for-ict-professionals-cbok.html>

Referencing Guide, <http://canberra.libguides.com/referencing>

Learning materials in Canvas.

### Materials and equipment

Computer with camera and microphone, and Internet access. Connection with audio and video is required for all tutorial sessions, unless otherwise advised by the tutor.

## Unit website

Each unit you are enrolled in has an online teaching site in the learning management system UCLearn. You access UCLearn through [MyUC](#).

## Assessment

### Assessment item details

Assignment 1: Quizzes and Peer Assessment

#### Due date

Quizzes on lecture content and tutorial discussions.

- Friday week 5
- Friday week 10
- Friday week 13

Peer assessment of teamwork presentations, during tutorial sessions in weeks 11, 12 and 13.

#### Weighting

25% as follows:

- Quizzes on lecture content and tutorial discussions: 5% each

- Peer assessment of teamwork presentations, during tutorial sessions in weeks 11, 12 and 13: 10%

## Assessment details

Description of Activities:

Quizzes: Individual short quizzes with multiple choice and/or short questions to demonstrate understanding of the nature of the ICT profession and ICT related concepts. Quizzes on lecture content and tutorial discussions.

- Friday week 5 (5%)
- Friday week 10 (5%)
- Friday week 13 (5%)

Peer Assessment of team presentations: During the teamwork presentation sessions assess the presentation of your peers. Use the rubric provided in Canvas for the teamwork presentation to guide your marking and aim to provide both positive feedback and areas for improvement. While you are listening to the presentations please also think of any questions that you have for the presenters. Peer Assessment is required during tutorials in weeks 11, 12 and 13.

The Peer Assessment will be marked according to the marking guide in Canvas.

## Addresses learning outcomes

On completion of this unit, students will be able to:

- 1. Describe the nature of the ICT profession;
- 2. Express ICT related concepts clearly and succinctly in written, oral, and other forms of communication media;

## Related graduate attributes

1. UC graduates are professional
  - communicate effectively
  - display initiative and drive, and use their organisation skills to plan and manage their workload
  - take pride in their professional and personal integrity
2. UC graduates are global citizens
  - communicate effectively in diverse cultural and social settings

### Assignment 2: ePortfolio and eJournal

## Due date

Draft submissions in weeks 5; final submission in week 13, with details on the Canvas site.

## Weighting

35% as follows:

- Draft 1 ePortfolio/eJournal: 10%
- Final Submission ePortfolio/eJournal: 25%

## Additional information

Further details will be provided in Canvas.

## Assessment details

Description: Individual work.

Your electronic portfolio (e-portfolio) is your own online space to collect and organize your reflections, aspirations and exemplars of your work. Use your ePortfolio to start building and shaping your professional identity, and to document your projects and solutions. Your ePortfolio should showcase your experience and abilities, both technical and soft skills, and express your aspirations and career goals. Include a summary about you; your resume; career experience and objectives; your strengths with exemplary evidence from coursework/work experience/extracurricular activities, with reflective commentary; documentation of projects you have been involved in; reflection on your approach to solving ICT problems, and reflection on the kind of ICT work you are planning to do at graduation, the key skills, knowledge, attributes and attitudes you will require to operate as an IT professional, and a professional plan linked to SFIA and professionalism in ICT.

The electronic journal (ejournal) is your professional diary over the semester, mapped to ACS CBOK and SFIA. Your ejournal must include also a reflection on teamwork and conflict resolution, and reflection on professional conduct and ethics. Reflect on the factors that constitute an effective team, how would you grade your Teamwork on those aspects and why. Describe the advantages and limitations you have found working as member of a team. Your ejournal must include also a self assessment of professional conduct by populating the rubric on professional conduct provided in Canvas.

## Addresses learning outcomes

- 2. Express ICT related concepts clearly and succinctly in written, oral, and other forms of communication media;
- 4. Practice the key skills, knowledge, attributes and attitudes required to be an IT professional, with particular reference to professional practice, code of ethics and professional standards; and
- 5. Apply the principles of group work and reflect on the nature of working in teams, with the appreciation of the issues, such as ethics, conflict resolution, negotiation in culturally diverse workplace.

## Related graduate attributes

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  - reflect on their own practice, updating and adapting their knowledge and skills for continual professional and academic development
  - be self-aware

**Assignment 3: Industry and Ethics Analysis. Teamwork in groups of 4 or 5 students, with report and oral presentation**

## Due date

Draft Executive Summary in week 7, team report and final presentation slides in week 11 and team presentation in weeks 11, 12 and 13.

## Weighting

40% as follows:

- Draft executive summary (5%)
- Final report (20%)
- Team oral presentation (15%)

## **Additional information**

Further details will be provided in Canvas.

## **Assessment details**

Description: In groups of 4 or 5 (not individual), students will work on the analysis of contemporary issues, opportunities, trends, challenges or innovation within an ICT

Company. This will include any relevant considerations such as organisation/management structure, mission statement, company objectives, the market, ethics and business practices, ability to deliver on their business objectives through their people and processes, SWOT, dependencies, major projects, risks, issues and strategic forecasts. The Report will include exploration of business opportunities with the ICT Company, analysis of social and ethical impact of the relevant information technology/technologies, and associated ethic and social responsibility. Emphasis of marking will be on an appropriately structured Executive Summary as a stand-alone document, with the rest of the report serving as depth to justify findings and recommendations contained within the Executive Summary.

Emphasis of marking will be on the Executive Summary, with the Report adding depth and support to the Executive Summary.

Scenario:

This Assignment is a teamwork in groups of 4 or 5 students. You are to choose a company (Company-1) within an ICT industry of your choice. Company-1 may be national or international. The scenario is that you have been contracted as a Consultancy firm (Company-2). Company-2 Chief Executive Officer (CEO) is about to visit Company-1. She will visit Company-1 shortly after you hand in your report, in order to investigate the possibility of developing a business relationship. Moreover, she will rely only upon your report as her preparation for visiting Company-1. In this context, you need to both analyse Company-1 and provide a report to Company-2 CEO so she is fully prepared and informed when she visits Company-1. No surprises! This also means you will need to briefly define the nature of Company-2 that you are working for, to establish the context for possible collaboration or involvement with Company-1. (i.e. what Company-2 does and anything else you need to define in order to investigate the viability of doing business with Company-1). The deliverable will be a document in which you will analyse contemporary issues, opportunities, trends, challenges or innovation within the ICT Industry associated with Company-1. This may include considerations such as organisation/management structure, mission statement, company objectives, the market, ethics and business practices, ability to deliver on their business objectives through their people and processes, SWOT, dependencies, major projects, risks and issues and your strategic forecasts. Remember, although you are reviewing Company-1 in detail, the CEO of Company-2 will want to know the benefits (or disadvantages or drawbacks) for Company-2 in working with Company-1. For example, if you choose IBM as Company-1, it will not suffice to simply talk about all the great things IBM can do and why it is a great company. Rather, you need to analyse and review your findings in order to provide your CEO with recommendations as to which areas she should target so as to give benefit to her Company-2. It is also possible that your findings indicate it is unwise for her to seek a relationship with Company-1.

You must also consider what value or benefit Company-1 would get from a relationship with Company-2 and advise your CEO accordingly. That is, what value or benefit can Company-2 offer Company-1?

Of particular interest to the CEO of Company-2 are the Ethical practices and conduct of Company-1 and its employees. You will need to include an analysis of how the company addresses ethics and sustainability. You may consider this in the context of market research on a competitor or as research pre-investment in that company. This document will take the form of a 3000-word (+/-10%) 12-font single-spacing and standard margins Document Report including a 1 to 1.5 pages Executive Summary and inclusive of Citations (Harvard Style). An additional 2 pages are for an appendix on Team organization and dynamics, including team's self-assessment of team members contributions in a table following the template provided in

Canvas.

An additional 2 pages may be included as other appendices, should you choose to include diagrams, charts, figures or tables, all of which should be captioned with appropriate references. ). Bibliography/References-section is out of the page count. Uploads will be in pdf format.

## Addresses learning outcomes

- 2. Express ICT related concepts clearly and succinctly in written, oral, and other forms of communication media;
- 3. Exemplify how to use available information resources efficiently, synthesise, and organise information to produce reports, applying the principles of referencing;
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## Related graduate attributes

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### Assignment 4: Academic Integrity Module (AIM)

## Due date

Before Week 12.

## Weighting

0%

Note: Although this assessment does not have any weighting, students are expected to complete it in order to pass the unit.

## Additional information

Further details will be provided in Canvas.

## Assessment details

The Academic Integrity Module (AIM) is an introductory eLearning course for undergraduate and postgraduate UC students in all disciplines. This course will help develop your knowledge and understanding of academic integrity emphasising the values and skills necessary, so you are informed about how to avoid plagiarism and academic misconduct.

## Addresses learning outcomes

## Related graduate attributes

## Extensions

Students can apply for an extension to the submission due date for an assessment item due to extenuating, evidenced circumstances (specific details are found in the [Assessment Procedures](#)). An extension must be applied for before the due date. Documentary evidence (e.g. medical certificate) will be expected for an extension to be granted, however this will not guarantee that the application will be successful. The Unit Convener or relevant Program Director/Course Convener will decide whether to grant an extension and the length of the extension.

An Assignment Extension form is available from the [Student Forms](#) page.

## Late submissions

The following late submission period and penalty is applicable to any teaching period commencing after 1 April 2024.

To support the provision of timely feedback to students within the unit, late penalties will apply for summative assessments where late submission is permitted. Late submissions without an approved extension or reasonable adjustment will result in a penalty of a mark reduction of 10% of the maximum available marks for the assessment item per day (or part thereof) up to and including three calendar days. If a student submits more than three calendar days late without an approved extension or reasonable adjustment, the student will be allocated a mark of zero for that assessment, with no feedback provided.

Approval of extensions based on extenuating circumstances will be dependent upon the production of supporting documentation and at the discretion of the unit convener.

For teaching periods commencing prior to 1 April 2024, a late penalty of 5 % of the maximum available marks for the assessment item per day (or part thereof) was applied up to and including seven calendar days. An assignment submitted over 7 days late will not be accepted.

## Special assessment requirements

An aggregate mark of 50% is required to pass the unit.

Academic Integrity Module (AIM):

The Academic Integrity Module (AIM) is an introductory eLearning course for undergraduate and postgraduate UC students in all disciplines. This course will help develop your knowledge and understanding of academic integrity emphasising the values and skills necessary, so you are informed about how to avoid plagiarism and academic misconduct. Further details will be provided in Canvas.

Students must complete the Academic Integrity Module (AIM) in order to pass this unit.

The final unit mark will be converted into the final unit grade following the university grading schema as described in the policies and procedures.

## Supplementary assessment

Refer to the [Assessment Policy](#) and [Assessment Procedures](#)

## Academic integrity

Students have a responsibility to uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of others' work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices that contravene academic values. Refer to the University's [Student Charter](#) for more information.

To enhance understanding of academic integrity, all students are expected to complete the Academic Integrity Module (AIM) at least once during their course of study. You can access this module within [UCLearn \(Canvas\)](#) through the 'Academic Integrity and Avoiding Plagiarism' link in the [Study Help site](#).

## Use of Text-Matching Software

The University of Canberra uses text-matching software to help students and staff reduce plagiarism and improve understanding of academic integrity. The software matches submitted text in student assignments against material from various sources: the internet, published books and journals, and previously submitted student texts.

## Assessment

### Student responsibility

### Learner engagement

Activity	Estimated hours
Weekly online recorded lectures	24
Weekly tutorials	11
Review of learning materials in Canvas and preparation for quizzes, tutorials and peer assessment of group presentations	60
Assignment 2	25
Assignment 3	30
TOTAL	150

## Inclusion and engagement

It is strongly recommended that students who need assistance in undertaking the unit because of disability or an ongoing health condition register with the [Inclusion and Engagement Office](#) as soon as possible so that reasonable adjustment arrangements can be made.

## Participation requirements

Students are required to go through all learning materials and activities regularly. There is a direct correlation between success in this unit and class/tutorial attendance virtual or face to face. Students with poor engagement will find it difficult to keep up with the workload.

Your participation in class and in tutorials will enhance your understanding of the unit content and therefore the quality of your assignments. Lack of participation may result in your inability to satisfactorily pass assessment items.

Engagement with the unit activities is expected also as a means to demonstrate your professional conduct.

All students are expected to complete the Academic Integrity Module (AIM) or indicate that they have completed it already in another unit. You can access this module within UCLearn (Canvas) through the 'Academic Integrity and Avoiding Plagiarism' link in the Study Help site.

## Withdrawal

If you are planning to withdraw please discuss with your Unit Convener. UC College students must also seek advice from the College.

## Required IT skills

General IT skills.

This unit involves online meetings in real time using the Virtual Room in your UCLearn teaching site. The Virtual Room allows you to communicate in real time with your lecturer and other students. A camera and microphone are required to participate in the tutorial sessions.

For best audio quality we recommend a microphone and speaker headset. For more information and to test your computer, go to the Virtual Room in your UCLearn site and 'Join Course Room'. This will trigger a tutorial to help you familiarise with the functionality of the virtual room.

## Work integrated learning

None

## Student feedback

All students enrolled in this unit will have opportunities to provide anonymous feedback on the unit through the InterFace Student Experience Questionnaire (ISEQ). The request for your feedback will be posted on your InterInterface page at least twice during a teaching period. InterInterface can be accessed through MyUC.

## Changes to unit based on student feedback

This unit has been revamped based on student feedback in previous years. Students are encouraged to provide feedback throughout the semester so that further improvements can be made for future years.

Revisions of the delivery of this unit are based on students feedback, industry trends and principles for accreditation of the course with the Australian Computer Society (ACS). This version has a stronger emphasis on ethics and development of professional skills with a complete revision of the assessment items and the sequencing and content of the weekly modules. The estimated hours of student engagement have been reviewed accordingly.

Students are expected to address the assessment items as opportunities to demonstrate their understanding of the IT profession and their progress towards becoming a professional in IT. This version of the unit has gone back to 2h lectures responding to feedback from students.

Additionally, students' feedback has triggered further revision on the way the assignments' information is presented in canvas and the inclusion of updated rubrics for marking criteria..

## Authority of this unit outline

This unit outline must be read in conjunction with the University of Canberra's Policies and Procedures, including the [Assessment Policy](#) and associated [Procedure](#). The Assessment Policy and Assessment Procedure include information on matters such as plagiarism, grade descriptors, moderation, feedback, and deferred exams.

Any change to the information contained in the Academic content and Assessment sections of this document, will only be made by the Unit Convener if the written agreement of the Program Director and a majority of students has been obtained; and if written advice of the change is then provided on the teaching site in UCLearn. If this is not possible, written advice of the change must be then forwarded to each student enrolled in the unit at their registered term address. Any individual student who believes themselves to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.

## Authority Text

Main

Exception – Potential changes to a unit's learning activities and assessment items (Approved Academic Board 2020)

In the event of Australian Government and/or ACT Government directive, such as those requiring physical distancing and restrictions on movement because of a pandemic, learning activities and/or assessment items in some units may change. These changes will not be updated in the published Unit Outline but will be communicated to students via the unit's UCLearn (Canvas) teaching site. The new learning activities and/or assessment items will continue to meet the unit's learning outcomes, as described in the Unit Outline.

New learning activities and/or assessment items will be available on the unit's UCLearn (Canvas) teaching site. Please contact the Unit Convener with any questions.

University of Canberra, Bruce ACT 2617 Australia

+61 2 6201 5111

ABN 81 633 873 422

CRICOS 00212K

TEQSA Provider ID: PRV12003 (Australian University)

UC acknowledges the Ngunnawal people, traditional custodians of the lands where Bruce campus is situated. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of Canberra and the region. We also acknowledge all other First Nations Peoples on whose lands we gather.