

# **COURSE HANDBOOK**

## **Professionalism in the IT Industry (COMP 1635) FOR 2016/17**

Running in Term 1 | Computing and Information Systems Department | Level 5 | 15 Credits

### **1) Introduction**

Being an IT professional entails far more than mastering the technical skills and knowledge; it is also about being able to communicate your ideas and views; to act as a professional; to present and articulate your work with concrete arguments; to work as part of teams but also take initiative when it's required.

This course is about all these things and, by the end of it, you should be in place to know a lot more about the market you want to work in and what it takes for you to achieve this. Skills on how to tweak your CV to match the job you're aiming at, how to survive interviews, how to work in teams and sell your entrepreneurial ideas are only some of the things you'll get the chance to cut your teeth on.

The course runs for one academic term, and is assessed through two pieces of coursework. You will need though to do one little bit every week for the first 5 weeks, compile these bits into a portfolio and submit it (this is 40% of your mark). You will also need to work in groups of 3-4 (max, no exceptions), to come up with an innovative business idea that you will turn into a Business Plan (that will be the remaining 60% of your assessment).

**Course Leader: Mrs Aditi Rawal**

Room: QM 362 | Email: [a.rawal@gre.ac.uk](mailto:a.rawal@gre.ac.uk)

Office Hour for Term 1 Tuesday 2-3pm and Wednesday 12-1pm

#### **Teaching team**

- Du Toit, Ms Christine QM333  
[C.DuToit@greenwich.ac.uk](mailto:C.DuToit@greenwich.ac.uk)  
Office Hour for Term 1 Tuesday 3-4pm and Wednesday 3-4pm
- Barthel, Dr Ralph QM363  
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Office Hour for Term 1 Mondays 1-2pm and Thursdays 2-3pm
- Arafa, Dr Yasmine QM410  
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Office Hour for Term 1 Mon 12-1pm and Tues 3-4pm
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Office Hour for Term 1 Mon 4-5pm and Friday 3-4pm
- Tuan Vuong QM362  
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Office Hour for Term 1: Tuesday 2-3pm and Thursday 2- 3pm

Moodle Course is: <http://moodlecurrent.gre.ac.uk/course/view.php?id=16022>

## 2) Teaching Schedule

Lecture in 11\_0003 Stockwell Street from 9:00-11:00 pm on Mondays, followed by one hour tutorials in the allocated rooms.

**Please attend the allocated tutorials ONLY.**

## 3) Course Specification

### Aims

The aims of this course are:

- To enable the student to consider personal employability and career issues;
- To develop skills in business communication;
- To develop critical awareness and the need for critical thinking;
- To explore the role of the IT professional within the development environment.

### Learning outcomes

On completing this course successfully you will be able to:

- A. Apply employability skills to vocational situations;
- B. Demonstrate appropriate business communication skills;
- C. Apply critical thinking skills to a workplace situation;
- D. Demonstrate an understanding of the role of the IT professional

### Employability Descriptors Embedded

- Demonstrate increased professionalism and encourage effective applications for placement, internship or mentoring within industry. Provide a further networking opportunity.
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- Group work – set goals including influencing, planning, questioning, listening, persuading, interpersonal sensitivity. Group work tasks should include an element of reflection on how the task was managed and how the group worked together.
- Practice applying for jobs, placement and/or internship in relevant degree discipline and revisit plan to check it is on track.

### Greenwich Graduate Attributes

- Think independently, analytically and creatively, and engage imaginatively with new areas of investigation.
- Generate new ideas and develop creative solutions or syntheses.

### Indicative content

Recognising employability skills, understanding IT careers, preparing for job hunting, developing a career plan. Critical reading and note-making, critical thinking, analytical writing. Understanding business communications, communicating effectively in writing. The role of the IT professional, professional bodies, ethical & legal considerations.

Subjects considered will relate to the school-wide PDP activity and associated portfolio development.

### Teaching and learning activity

Concepts will be introduced during lecture sessions and will be supported by individual and group activities involving problem solving exercises and discussions.

Student time will be Lecture 2/3, Tutorial 1/3.

Learning Time (1 credit = 10 hours)

Scheduled contact hours:

Note: include in scheduled time: project supervision, demonstrations, practical classes and workshops, supervised time in studio or workshop, scheduled lab work, fieldwork, external visits, work-based learning where integrated into a structured academic programme.

Lectures 24;

seminars 0;

supervised practical sessions 0;

Tutorials 12;

formative assessment 0;

other scheduled time 0.

Guided independent study:

Note: include in guided independent study preparation for scheduled sessions, follow up work, wider reading or practice, revision.

Independent coursework 50;

Independent laboratory work 0;

other non-scheduled time 64;

Placements (including work placement and year abroad) 0.

Total hours (Should be equal to credit x 10) 150.

## 4) Summary of Assessment Tasks

- Portfolio (Individual) - 40% weighting, 2500 words. An employability portfolio. This will consist of a range of employability exercises, eg skills audit, CV, covering letter, organisational research. Assesses outcomes A and D.

Report (Group work) - 60% weighting, 3500 words. A professional business communication in the form of a report relating to an appropriate area of IT. Assesses outcomes B, C, D.

**The students are required to pass all components in order to pass the course.**

### 4.1 Grading Criteria

80+ An outstanding piece of work must demonstrate a strong level of engagement with the topic and the ability to apply techniques/concepts studied in class to a professional standard. Overall, the logbook must demonstrate an exceptional level of personal development during term one. You must complete all exercises and critically evaluated them thoroughly as well as participated in any review sessions. Thoroughly referenced material used to substantiate the argument.

70+ An excellent attempt demonstrating a clear understanding of the requirements of the assignment. You must complete all exercises and participated in any review sessions. An impressive demonstration of initiative, research, critical analysis, organisation, engagement and application. Referenced material used to substantiate the argument.

60-69 A good to very good attempt demonstrating a strong understanding of the requirements of the assignment. Each exercise must demonstrate good engagement with the topic and a good attempt at applying techniques/concepts studied in class to a professional standard. Overall, the logbook must demonstrate a good level of personal development during term one.

45-59 A sound attempt demonstrating an effective understanding of the assignment. A reasonably acceptable display of initiative, research, critical analysis, organisation, engagement and application. To obtain this class mark you may have missed an exercise or two.

40-44 barely sufficient evidence of effective understanding of the assignment. Initiative, research, critical analysis, organisation, engagement and application limited. Your work may show some lack of effort or a lack of understanding of the techniques/concepts studied in class. Overall, the logbook must demonstrate a basic level of personal development during term one.

30-39 Narrowly fails to provide sufficient evidence of effective understanding of the requirements of the assignment. Possibly some confusion and much irrelevant material. A poor display of research, organisation, initiative, analysis and application. Work that does not meet the requirements of the exercises, shows little effort and a lack of understanding of the techniques/concepts studied in class will be graded as a Fail. Inability to demonstrate personal development during the year will also be graded as a Fail.

0-29 Little to no understanding of the requirements of the assignment. Little effort involved in research, organisation, initiative, analysis or application. Work that does not meet the requirements of the exercises, shows little effort and a lack of understanding of the techniques/concepts studied in class will be graded as a Fail. Inability to demonstrate personal development during the year will also be graded as a Fail.

#### **4.2 Detailed Coursework Information**

Please see Moodle

#### **4.3 There is no examination for this course.**

### **5) Reading List**

The following is a list of books that may be used in this course. This list is subject to change. Please wait for advice from the lecturer when the course begins before spending money on books. Many relevant web resource links (i.e., reading materials) will be provided during the lectures as well.

- Critical Thinking Skills – Developing Effective Analysis & Argument. Stella Cottrell: Palgrave Study Guides ISBN: 978-1-4039-9685-5
- Career Skills – Opening Doors into the Job Market  
Littleford, Halstead, Mulraine: Palgrave Study Guides ISBN: 978-1-4039-3627-1
- British Computer Society. <http://www.bcs.org/> - A useful resource for IT Professionals