TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

BBIS489 INDIVIDUAL IT PROJECT

Trimester One & Two FY 2010

COURSE OUTLINE

Names and Contact Details
Paper Coordinator: David Mason
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Programme Administrator: Mrs Kim Hann
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Withdrawal from Courses:
Information available via

> **Withdrawal dates: Late withdrawals with Associate Dean (Students) permission**
> **(See Section 8: Withdrawals - from the Personal Courses of Study Statute)**
> http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf

> **Withdrawal dates: refunds:**
> http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx

Class Times and Room Numbers
Lectures: There are no weekly scheduled classes or tutorials. There are six
                     compulsory two-hour seminars spread over the two trimesters. The
                     timing of these will be negotiated to ensure all students can attend with
                     due regard to their work commitments.
                     Students will liaise with the Course Coordinator to negotiate a
                     personal study plan.

Course Content
An individual Information Systems Project carried out unde the auspices of a host
organisation and providing practical experience in dealing with IT issues.

Course Learning Objectives

On completing BBIS489 the student should be able to:

Demonstrate the skill learned in addressing IS/IT issues in a practical setting

Think critically to reflect on their project experiences.

Present the project's outcomes to an industrial or academic audience effectively.

Demonstrate enhanced personal, technical, and professional skills and knowledge.

Demonstrate knowledge of the IT profession and workplace practices.

Show enhanced understanding of the relationship between theory and practice.

The objectives of the Practicum will be established and evaluated through a student plan of learning that is agreed to by the academic supervisor and the hosting mentor.

Workloads and Terms

This course is worth 15 points in each trimester, which equates to 150 hours of study per trimester. Each student will negotiate a project plan to fit in with their own and their employer's time schedule.

There is no exam for this course, all assessment is by course work.

Readings

There is no set text for this course.
Students will be expected to construct a reading list appropriate the needs of a 400 level research course, after consultation with the academic supervisor.

Materials and Equipment

The student is responsible for expenses involved in transport, equipment, accommodation, etc. during the project

Assessment Requirements

• Journal and Portfolio (35%) – due in instalments
• Practicum Project Report (65%) – due at the end of the trimester

Due date	Assessment	
15 Mar 10	Project Requirements	20%
29 Mar 10	Progress report	20%
19 Apr 10	Final Presentation	20%
	Final Report	40%

Penalties

Work handed in after the due date incurs a penalty of 10%. Work handed in more than one week after the due date will not be marked and will be given zero.

Responsibilities for Practicum Arrangements

Establishment of the placement is to be arranged and approved by the academic supervisor. Responsibility for onsite supervision lies with the mentor employed by the host organisation. The academic supervisor will conduct assessment, with some informal input from the mentor. The academic supervisor will brief the onsite supervisor.

The mentor will:
- assist the student develop the topic for a Practicum project;
- provide all suitable support and information for the student's Practicum project;
- act as a facilitator, teacher, observer, evaluator, and role model;
- provide the student with tasks suitable for an emerging information professional;
- teach and supervise the student in performing any unfamiliar task;
- seek out additional learning experiences for the student as opportunities arise;
- provide constructive feedback to the student on performance throughout the Practicum;
- introduce the student to other staff members, helping the student to understand the structure and mission of the organisation;
- raise problems or potential problems with the academic supervisor;
- informally assist with evaluation of the student's performance in the Practicum.

Mandatory Course Requirements

Students on the Practicum will be required to attend the workplace for a number of hours agreed in advance with the host organisation. They will also need to complete both pieces of assessment.

Letter Grades will be used to mark all course work assignments. The percentage/grade equivalents for each course work element are weighted and accumulated to generate the final grade for the course. Grades, percentage equivalents and descriptions used are supplied in the table below:

Grade	%Equivalent	Description	Extended Description
A+	Over 84	Outstanding	Far exceeds requirements, flawless, creative
A	80-84	Excellent	Polished, original, demonstrating mastery
A-	75-79	Very Good	Some originality, exceeds all requirements
B+	70-74	Good	Exceeds requirements in some respects
B	65-69	Satisfactory	Fulfils requirements in general
B-	60-64	Acceptable	Only minor flaws. Unoriginal
C+	55-59	Pass	Mistakes, recapitulation of course material
C	50-54	Minimum pass	Serious mistakes or deficiencies
D	40-49	Marginal Fail	Little understanding, insufficient performance
E	00-39	Fail	Below the minimum required

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Penalties

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due date/ time will incur penalties for lateness.

However: unusual or unforeseeable circumstances (e.g. serious illness, family bereavement, or other aegrotat requiring incidents) may lead to a waiver of these penalties but need to be discussed with the paper coordinator as soon as possible.

There are also penalties for **excessive length of course work** deliverables. Word limits need to be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic. **Penalty percentages in proportion to the excess word count will be applied.** For example, an assignment has a word limit of 3,000 words. A delivered assignment with 3,300 words would incur a penalty of 10%. Penalties will be applied as a multiplier of (1- Penalty%) to the grade percentage. For example, if the grade percentage <u>before</u> penalties was **82%** (grade **A**) and the penalty was 10%, then the final percentage will be **82%** multiplied by **0.9** (i.e. $1 – 0.1$) = **73.8%** and the final grade will reduce to **B+.**

Class Representative

A class representative will be elected in the first class. That person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Communication of Additional Information

Additional information will be notified to students via email and announcements on the BBIS489 Blackboard site, which will also carry general information and resources for the course.

Group Work

There is no group work in this course.

General Information

For the following important information please follow the links provided:

Academic Integrity and Plagiarism
http://www.victoria.ac.nz/home/study/plagiarism.aspx

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine http://www.turnitin.com *Turnitin* is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by *Turnitin*. *Turnitin* will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes
http://www.victoria.ac.nz/home/about/policy

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/

Manaaki Pihipihinga Programme
http://www.victoria.ac.nz/st_services/mentoring/