

School of Information Management
BBIS489 INDIVIDUAL IT PROJECT
Trimesters 1 & 2 2011
COURSE OUTLINE

Course Coordinator

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Trimester Dates

Monday 28 February to 7 November 2011

Withdrawal from Courses:

1. Your fees will be refunded if you withdraw from this course on or before 11 March 2011.
2. The standard last date for withdrawal from this course is 19 August 2011. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation

The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

There are no weekly scheduled classes or tutorials. There are compulsory progress meetings spread over the two trimesters. The frequency and timing of these will be negotiated individually for each practicum. Students will furthermore liaise with the Course Coordinator to negotiate a personal study plan.

Course Content

An individual Practicum of Information Systems work carried out under the auspices of a host organisation and providing practical experience in dealing with IT issues.

Course Learning Objectives

On completing BBIS 489 the student should be able to:

1. Demonstrate the skill learned in addressing IS/IT issues in a practical setting
2. Think critically to reflect on their practicum experiences.
3. Present their work outcomes to an industrial or academic audience effectively.
4. Demonstrate enhanced personal, technical, and professional skills and knowledge.
5. Demonstrate knowledge of the IT profession and workplace practices.
6. 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.

Expected Workload

This course is worth 15 points in each trimester, which equates to an average of 150 hours of study per trimester. Due to the special nature of this course, each student will negotiate a practicum plan and work schedule to fit in with their own and their employer's requirements.

There is no exam for this course - all assessment is by course work as shown below.

Readings

There is no set text for this course. Students may construct a reading list appropriate to the needs of the project (and appropriate to a 400-level course) and engage the assistance of the course coordinator if required.

Materials and Equipment

The student is responsible for all and any expenses involved in the project.

Assessment Requirements

<i>Due date</i>	<i>Assessment</i>	<i>Marks%</i>
Agreed individually	Practicum/Project Description & Specification	20%
Agreed individually	Practicum/Project Plan and Milestones	20%
In the week starting 31 October 2011	Practicum Achievements - Presentation	10%
Not later than 7 November 2011	Practicum Achievements - Report	50%

Details of the assessments are as follows:

- **Practicum/Project Description & Specification** (*worth 20%*)
This is a detailed description of the work to be done and the specifications/acceptance criteria to which the project must be completed. This requires the establishment of a 'mentor' within the project organisation who should also sign-off the correctness of the descriptions and specifications submitted.
- **Practicum/Project Plan and (ongoing) Milestone/Progress Reports** (*worth 20%*)
Following the project description, this is the work plan and schedule for achieving the project goals set out in the previous assignment. Progress reports against this plan will be submitted at appropriate milestones during the report, but not less frequent than every two months during the project's duration.

- **Practicum Achievements – Presentation and Report** (*worth 10% and 50% respectively*)

At the completion of the project the results achieved will be reported in a presentation to the course-coordinator, the mentor, any other members of the project team and the other BBIS489 students.

The report will contain a description of the projects achievements, evaluated against the goals set out in the original description and specifications. The mentor's assessment of the achievements will be considered when arriving at a mark for the assignment.

Individual marking criteria for each assessment will be set out at a later stage.

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

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.

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 a penalty for lateness of 5% of the mark per day late.. 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 course coordinator as soon as possible.

Responsibilities for Practicum Arrangements

Establishment of the practicum is in the first instance the responsibility of the student and needs approval from the course coordinator. Responsibility for onsite supervision lies with the mentor employed by the host organisation. The course coordinator will make a final decision on all assessments, but will rely on and welcome input from the mentor where - and to the extent - appropriate. If necessary, the course coordinator will brief the mentor as required.

The mentor will usually:

- assist the student with developing the topic, description and specifications for the practicum project;
- provide all suitable support and information for the student's project;
- in general, 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 tasks;
- seek out additional learning experiences for the student if such opportunities arise;
- provide constructive feedback to the student on performance throughout the project;
- 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 course coordinator as soon as possible;
- contribute to the evaluation of the student's performance in the project.

Mandatory Course Requirements

There are four mandatory course requirements:

1. For the duration of the project students will be required to **attend the workplace as agreed** in advance with the host organisation, the mentor and as documented in the Project Plan;
2. The students must **attend all agreed progress meetings**;
3. Students will need to **complete all assessments**;
4. The final **Practicum Achievements Report must be passed with a minimum mark of 40%** to pass the course.

Class Representative

A class representative will be elected in the first class/session/meeting. That person's name and contact details will be available to VUWSA, the Course Coordinator and the students. 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.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at

www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy,

except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

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/