

School of Information Management

## **BBIS489 INDIVIDUAL IT PROJECT**

Trimesters 1 & 2 2012

### **COURSE OUTLINE**

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#### **Course Coordinator**

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#### **Trimester Dates**

Monday 5 March to Friday 19 October 2012

#### **Withdrawal from Courses:**

1. Your fees will be refunded if you withdraw from this course on or before Friday 16 March 2012.
2. The standard last date for withdrawal from this course is Friday 24 August 2012. 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, however, compulsory progress meetings spread over the two trimesters. The frequency and timing of these will be established individually for each practicum. Students will furthermore liaise with the Course Coordinator to negotiate a personal study plan.

<p><b>There is an inaugural meeting of all students enrolled in the course on Thursday, 8 March from 4:30pm to 5:30pm in RH421.</b></p>
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#### **Course Content**

This course is a year-long, two-term individual practicum/internship of Information Systems work carried out under the auspices of an external host organisation. Working with a 'mentor' nominated by the sponsoring organisation students will be provided with practical, real-life experience in dealing with IT issues. The projects are at a minimum 300 hours long and the work will be supervised by the course co-ordinator. Regular progress meetings with the student and the host organisation will be held. At the end a report and presentation of the work carried out forms the major deliverable of the course.

## **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  
*[Contributes to Information Systems Major Attributes 1, 2, 3 & 4.]*
2. Think critically to reflect on their practicum experiences  
*[Contributes to Information Systems Major Attributes 1.]*
3. Present their work outcomes to an industrial or academic audience effectively  
*[Contributes to Information Systems Major Attributes 5 & 6.]*
4. Demonstrate enhanced personal, technical, and professional skills and knowledge  
*[Contributes to Information Systems Major Attributes 2 & 7.]*
5. Demonstrate knowledge of the IT profession and workplace practices  
*[Contributes to Information Systems Major Attributes 6.]*
6. Show enhanced understanding of the relationship between theory and practice  
*[Contributes to Information Systems Major Attributes 1.]*

## **Information Systems Major Attributes**

Upon graduation Information Systems Majors will be able to:

M1 Understand and manage the interplay between people, technologies and organizations that underlies information systems

M2 Demonstrate a sound understanding of IT and related organisational processes

M3 Analyse, design, develop, test, implement, and maintain information, strategies, systems, processes and applications for organisations

M4 Exploit opportunities created by technology innovations

M5 Communicate the technical and managerial aspects of information systems

M6 Understand, manage and control IT risks and security

M7 Explain the impact of IT on either social, economic, legal or ethical issues in organisations and society.

## **Course Delivery**

There are no classes for this course. The specific objectives of the Practicum will be established for each individual student and evaluated through a plan of work and learning that is agreed to by the academic supervisor and the hosting mentor.

## **Expected Workload**

This course is worth 30 points in over 2 trimesters, which equates to a minimum of 300 hours of work during the internship. This minimum requirement is the equivalent of 40 working days at 7.5 hours each, or 8 elapsed weeks of full-time work.

Due to the special nature of this course, each student will negotiate a work schedule to fit in with their own and their employer's requirements.

As there is no set timetable for the course and because the individual projects all have their own time and schedule requirements it is imperative that students begin the set-up, planning and start the project as soon as possible. An overview calendar of the course is given for guidance in the appendix.

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

## **Group Work**

There is no group work in this course.

## 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>
<b>Individual deadlines</b> will be set before: <b>18 May 2012</b>	<b>Practicum/Project Description &amp; Specification</b>	20%
	<b>Practicum/Project Plan &amp; Milestones/Progress Reports</b>	20%
In the week starting <b>8 October 2012</b>	<b>Practicum Achievements - Presentation</b>	10%
Not later than <b>19 October 2012</b>	<b>Practicum Achievements - Report</b>	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.

## Examinations

There are no examinations in this 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.

## Duties and responsibilities of the Sponsor.

The 'sponsor' is the host organisation where the student's internship will be carried out. The sponsor needs to appoint a 'mentor' to take responsibility for day-to-day supervision of the student.

The mentor's responsibility will usually include (but are not restricted to):

- assisting the student with developing the topic, description and specifications for the practicum project;
- providing all suitable support and information for the student's project;
- in general, acting as a facilitator, teacher, observer, evaluator, and role model;
- providing the student with tasks suitable for an emerging information professional;
- teaching and supervising the student in performing any unfamiliar tasks;
- seeking out additional learning experiences for the student if such opportunities arise;
- providing constructive feedback to the student on performance throughout the project;
- introducing the student to other staff members, helping the student to understand the structure and mission of the organisation;
- raising problems or potential problems with the course coordinator as soon as possible;
- contributing 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 sponsor, 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](http://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](http://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](http://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](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

### **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

### **Te Putahi Atawhai**

### **Maori and Pacific Mentoring Programme**

<http://www.victoria.ac.nz/tpa/>

## Appendix: Dates, Activities, Milestones and Deadlines

This course calendar is an approximate overview of the sequence of events and is meant to provide an overview of how to structure the time available during the two terms. Individual time plans will, of course, differ but care should be taken to start early in the course – **due to its nature BBIS489 is not a course where you can catch up in the last few weeks.**

<i>Dates</i>	<i>Activities/Milestones/Deadlines</i>	
5-Mar	First meeting(s)	
12-Mar	<i>Alternate first meeting</i>	
19-Mar	<b>Establishing</b>	
26-Mar	<b>Sponsors and</b>	
2-Apr	<b>Nominating</b>	
9-Apr	<b>Mentors</b>	<i>Mid Term Break</i>
16-Apr	<b>Project Planning and</b>	
23-Apr	<b>Progress Reporting</b>	
30-Apr	<b>Schedules</b>	
7-May		Latest possible start for <b>half/part-time project work</b>
14-May		
21-May		25 May is the
28-May		<b><u>Last Deadline for Project Plans</u></b>
4-Jun		( <b>N.B.:</b> if Sponsors have not been identified and/ or plans have not been established by then it will be difficult, if not impossible, to finish the project in time)
11-Jun		
18-Jun		
25-Jun		
2-Jul		Latest possible start for <b>fulltime project work</b>
9-Jul		
16-Jul		
23-Jul		
30-Jul		
6-Aug		
13-Aug		
20-Aug		
27-Aug	Contingency for schedule overruns	
3-Sep		
10-Sep	<b>Report and Presentation Preparation</b>	
17-Sep		
24-Sep		
1-Oct		
8-Oct	<b>Presentations</b>	
15-Oct	<b>Report Finalisation</b>	