

School of Information Management

BBIS489 INDIVIDUAL IT PROJECT

Trimesters 1 & 2 2014

COURSE OUTLINE

Course Coordinator

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Course Dates

Teaching Period: Monday 3rd March 2014 – Friday 17th October 2014

Withdrawal from Courses:

1. Your fees will be refunded if you withdraw from this course on or before Friday 14th March 2014.
2. The standard last date for withdrawal from this course is Friday 22nd August 2014. 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.

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.

There will be an inaugural meeting of all students enrolled in the course on Thursday, 6th March 2014 from 4:30pm to 5:30pm in RH421.

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.

Group Work

There is no Group Work in this course.

Expected Workload

This course is worth 30 points 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 set-up, plan and start the project as soon as possible - catching up later may not be possible.**

An overview calendar of the course is given for guidance in the appendix.

Prescription

An individual information systems project 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
[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 Content

This course is a 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.

Readings

There is no set text for this course. Students may construct a reading list appropriate to the needs of their individual 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

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>. In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C- (please see below for the new grade table).

This course is assessed entirely on course work. There are no mid-term or final examinations. The following table provides a summary of the assessment elements that apply to this course. Full details of the assessments and their marking criteria will be introduced/discussed in the inaugural Meeting and subsequently published on Blackboard.

<i>Due date</i>	<i>Assessment</i>	<i>Marks%</i>
Individual deadlines will be set before: 16th May 2014	Practicum/Project Description & Specification	20%
	Practicum/Project Plan & Milestones/Progress Reports	20%
In the week starting 6th October 2014	Practicum Achievements - Presentation	10%
Not later than 17th October 2014	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. After acceptance of the Project Plan the students will present a progress report milestone programme (agreed with the sponsor/mentor) for acceptance by the course coordinator.
- **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 BBIS 489 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 may be considered when arriving at a mark for the assignment.

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

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. The new grades (in effect from 3rd March), percentage equivalents and descriptions used are supplied in the table below:

<i>Grade</i>	<i>%Equivalent</i>	<i>Description</i>	<i>Extended Description</i>
A+	Over 90	Outstanding	Far exceeds requirements, flawless, creative
A	85-89	Excellent	Polished, original, demonstrating mastery
A-	80-84	Very Good	Some originality, exceeds all requirements
B+	75-79	Good	Exceeds requirements in some respects
B	70-74	Satisfactory	Fulfils requirements in general
B-	65-69	Acceptable	Only minor flaws. Unoriginal
C+	60-64	Pass	Mistakes, recapitulation of course material
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

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 responsibilities 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

In addition to obtaining an overall course mark of 50 or better 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**; sponsors & mentors be asked to certify satisfactory attendance.
2. The students must **attend all scheduled progress meetings at Victoria**;
3. Students must **complete all assessments**;
4. The final **Practicum Achievements Report must be passed with a minimum mark of 50%** to pass the course.

Communication of Additional Information

Additional information will be notified to students via email and announcements on the BBIS 489 Blackboard site, which will also carry general information and resources for the course.

Link to general information

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Appendix: Dates, Activities, Milestones and Deadlines

This calendar provides an overview of the time available during the course.

You have to start work very early in the course – due to the nature of BBIS489 you cannot catch up in the last few weeks.

<i>Week from</i>	<i>Activities/Milestones/Deadlines</i>		
3-Mar	Inaugural meeting		
10-Mar	<i>Alternate week for meeting</i>		
17-Mar	Establishing Sponsors and nominating Mentors		
24-Mar			
31-Mar			
7-Apr			
14-Apr			
21-Apr	<i>Easter Break</i>		
28-Apr	<i>Mid-Term Break</i>		
5-May	Project Planning		Latest possible start for half/part-time project work
12-May	Progress Reporting	23 May is the <u>Last Deadline for Project Plans</u> (N.B.: if Sponsors have not been identified and/ or plans have not been established then it may now be impossible to finish the project)	
19-May	Schedules		
26-May			
2-Jun			
9-Jun			
16-Jun			
23-Jun			
30-Jun	<i>Mid-Year Break</i>	Latest possible start for fulltime project work	
7-Jul	<i>Mid-Year Break</i>		
14-Jul	Continuing full-time project work		
21-Jul			
28-Jul			
4-Aug			
11-Aug			
18-Aug			
25-Aug	Contingency for schedule overruns		<i>Mid-Term Break</i>
1-Sep			<i>Mid-Term Break</i>
8-Sep	Report and Presentation Preparation		
15-Sep			
22-Sep			
29-Sep			
6-Oct	Presentations		
13-Oct	Report Finalisation	Project Reports due 17 October	