



UNIVERSITY
OF TASMANIA

School of Information Systems

Faculty of Business

BSA410 Professional Skills

2006

Unit Outline

Dr Patricia Thomson

CRICOS Provider Code: 00586B

Contact details

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Contents

Unit Summary	2
Aim	3
Learning Outcomes and Evidences	3
Generic Graduate Attributes	3
Details of Teaching Arrangements	3
Workshop Schedule	4
Specific Attendance/Performance Requirements	6
Assessment Summary	6
How your Fnal Result is determined	6
Submission of Assignments	6
Intended Learning Outcomes and Evidences	7
Requests for Extensions	8
Penalties	8
Review of Assessment and Appeals	8
Academic Referencing	9
Plagiarism	9
Further Information and Assistance	10
Assessment Details	11
Appendices	12-15

Unit Summary

Unit Code	BSA410
Unit Title	Professional Skills
Unit Description	This Unit is a compulsory Unit in the Bachelor of Information Systems, Honours. It is designed to prepare students for a professional career in Information and Communication Tecnology industries and positions. It is also aimed at introducing students to higher studies in Academia and informing them about research issues.
Teaching Staff	Dr Patricia Thomson
Campus & Mode	Hobart
Unit Weight	12.5%
Teaching Pattern	One 2 hour workshop per week (Weeks 1 until Week 13) – Wednesdays 1.00pm - 3.00pm
Pre and Corequisites	BSA301 (Comparable Skills)
Mutual exclusions	None
Assessment	100% continuous assessment
Required texts, etc	Liebowitz, J., Agresti, W., & Djavanshir G. R., 2006, <i>Communicating as IT Professionals</i> , Pearson Prentice Hall, NJ
Recommended reading	Dwyer, J., 2006, <i>The Business Communication Handbook</i> , 6 th Edition, Pearson Prentice Hall, NJ
Technical requirements	None
Software requirements	None
Access to IT	Honours Students will have 24 hour 7 day a week access to the secure open research area while enrolled in the program. Notes: Login codes are printed on the student's Statement of Fees and Enrolment. Use of these login codes is based on the assumption that each student has read and agreed to abide by the Ethics Agreement form.
Courses	BIS Hons
Faculty web site	www.utas.edu.au/business/

Aim

This Unit introduces a range of professional issues associated with ICT. The Unit also provides workshops in areas relating to the professional aspects of research.

Learning Outcomes and Evidences

On completion of this Unit, you should be able to:

1. Be aware of the range of professional issues associated with information systems in modern society;
2. Have acquired a range of professional skills and knowledge appropriate to the IT profession;
3. Be aware of legal and ethical issues related to the development and management of information systems and related personnel

Generic Graduate Attributes

Attribute	Descriptor	Unit Specifics
Knowledge	Graduates will have an in-depth knowledge in their chosen field of study and the ability to apply that knowledge in practice. They will be prepared for life-long learning in pursuit of personal and professional development.	<ul style="list-style-type: none">• Demonstrated research capabilities in an IS, IT or ICT related area that is specific to emerging issues.• Demonstrated interest in professional development through association or membership of IS Professional Associations
Communication Skills	Graduates will be able to communicate effectively across a range of contexts.	<ul style="list-style-type: none">• Demonstrated oral presentation and written research paper and report requirements
Problem-solving Skills	Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking in a range of problems. They will have developed competencies in information literacy.	<ul style="list-style-type: none">• Demonstrated research capabilities in terms of research skills, literature review and an understanding of associated practical applications of such in the presentation of these in ongoing assessment specifics
Global Perspective	Graduates will be able to demonstrate a global perspective and inter-cultural competence in their professional lives.	<ul style="list-style-type: none">• Demonstrated competencies in respect to all four generic graduate attributes in terms of social responsibility to the IS School and the international research community

Details of Teaching Arrangements

Lectures/Intensive sessions

One 2 hour workshop commencing Week 1 and scheduled until Week 13.

Attendance and participation in all workshops is compulsory and essential to completing this Unit.

Online Activities

Material for this Unit will be made available through WebCT Vista.

Occupational Health and Safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this Unit you should refer to the University's policy at: http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf

Workshop Schedule

<i>Week</i>	<i>Date</i>	<i>Topic</i>	<i>Presenter</i>
	** 27 th Feb Orientation	IS Honours Orientation 9.30am - 1.00pm	Co-ordinator and IS Staff
1	1 st March	Introduction to Honours Year (Review Text Chapter 5)	James Dillon/ Co-ordinator
2	8 th March	Time & Stress Management	Study Skills Consultant
3	15 th March	Critical Thinking	Jo Kelder
4	22 nd March	Library searching (e-learning lab)	Library Staff
5	29 th March	Using Endnote (e-learning lab)	Library Staff
6	5 th April	Ethical Issues in Research (Readings & Text Chapter 6)	Jo Kelder
7	12 th April	Academic issues, Roles of Supervisors (Review Text Chapter 3)	Co-ordinator
	Easter		
8	26 th April	Academic Writing, Abstracts/Executive Summary Thesis Structuring /Chapters (Readings & Text Chapter 1)	IS Research Staff
9	3 rd May	Literature Reviews	Elizabeth Cummings
10	10 th May	Career Planning (Review Text Chapters 2,4,8)	Peter Tatham
11	17 th May	Interview Skills	HR Consultant
12	24 th May	Government IS/IT, ACS and allied industry bodies (Review Text Chapter 9)	Guest Speakers
13	31 st May	Presentation Skills (Review Text Chapter 7)	Co-ordinator
	1 st week Semester Break	Assessment Feedback	By appointment

Learning Expectations and Strategies

Expectations

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

“Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or Unit framework, comply with workload expectations, and submit required work on time.”

- It is expected that students will familiarise themselves with access and use of the WebCT/Vista system operated by the University for the electronic delivery of course materials, and for various forms of communication.
- It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the Unit, and for notification of the results of assignments.
- It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, Lecturers and fellow students.

Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

1. To have all appropriate course material available electronically (on a week-by-week basis) via the University WebCT Vista system.
2. To be able to contact a Lecturer or tutor by electronic mail, to raise issues arising in the Unit, either relating to content or student performance within the Unit.
3. Subject to availability, to be able to discuss such issues in person with the Lecturer or tutor.
4. That assignments will be marked and the marks will be returned with 3 weeks of due dates.
5. That all relevant notices regarding the administration of the Unit, including any necessary changes, will be communicated to all students enrolled in the Unit via email.

These expectations are in addition to those specified in relevant University Regulations.

Learning Strategies

If you need assistance in preparing for study please refer to your tutor or Lecturer. For additional information refer to the Learning Development website:

<http://www.utas.edu.au/learndev/>

If you will be using WebCT/Vista for the first time and would like some information on how to use WebCT/Vista refer to the following guide:

http://www.utas.edu.au/coursesonline/docs/using_webct.pdf

Some of the Units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide. <http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf>

Specific Attendance/Performance Requirements

Participation and the active contribution of all students in their allocated workshop will be monitored for assessment purposes (see section on Assessment details).

Assessment Summary

Component	Weight/Value	Due
Academic Paper and Literature Review	40% (split between two components)	10/5/2006
Honours Presentations and Demonstration of Graduate Attributes	35% (15% and 20% respectively)	19/5/2006
Curriculum Vitae and Skills Portfolio	25%	2/6/2006

How your Final Result is determined

In order to pass a Unit, the School of Information Systems expects that students:

- Achieve a total of at least 50% in each piece of continuing assessment of the Unit; and
- Achieve a total mark of at least 50% in the total assessment of the Unit.

Note:

In exceptional circumstances, the School reserves the right to adjust the above assessment rule.

Submission of Assignments

Students must submit assignments for the Unit by the specified dates and times (if given), unless prior approval has been granted via an assignment extension form, at least 24 hours before the assignment is due to be submitted.

Every assessment task has a due date and method of submission. These due dates and methods of submission must be adhered to. For each piece of assessment, there will be two methods of submission. For BSA410 all assignments are to be submitted via WebCT/Vista ***and*** a hard copy provided to the Co-ordinator. No email submissions will be accepted. Students are to name their files in the following manner: <username>_Assignment<Number>. **For example: bloggsj_Assignment1.**

Notes:

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

- Once submitted to WebCT/Vista, submitted files **MUST** be checked by the student to ensure that correct submission of the file has been undertaken.
- Students are expected to notify the Lecturer **WITHIN TWO HOURS** of submission if their files have not been submitted correctly.

Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.

Intended Learning Outcomes and Evidences

Upon successful completion of this Unit a student should have demonstrated in a holistic manner that they can enter the ICT industry and participate as a professional while exhibiting the qualities that is expected of them as a graduate of this Univeristy.*font style ?*

<i>Assessment</i>	<i>Evidence:</i>
HD	Displays excellent understanding of the professional issues relating to the ICT industry. Demonstrate extremely high standard of written, oral and presentation skills. Exhibit all identifiable characteristics that would be aligned to an Honours graduate. Demonstrates very effective understanding of relevant theory and literature and thoughtful and critical analysis. Demonstrates innovative approaches to assessment requirements.
DN	Displays high levels of understanding of ICT industry. Demonstrate high standard of written, oral and presentation skills. Exhibit most identifiable characteristics that would be aligned to an Honours graduate. Demonstrates effective understanding of relevant theory and literature. Demonstrates thoughtful and critical analysis.
CR	Displays good understanding ICT industry. Demonstrate good standard of written, oral and presentation skills. Exhibit several identifiable characteristics that would be aligned to an Honours graduate. Demonstrates acceptable understanding of relevant theory and literature. Demonstrates thoughtful and critical analysis.
PP	Displays moderate understanding ICT industry. Demonstrate reasonable standard of written, oral and presentation skills. Exhibit some identifiable characteristics that would be aligned to an Honours graduate. Demonstrates acceptable understanding of relevant theory and literature.
NN	Inadequate evidence demonstrated relating to industry understanding. Unacceptable standard of written, oral and presentation skills. Lacks identifiable characteristics that would be aligned to an Honours graduate. Failed to demonstrate acceptable understanding of relevant theory and literature.

Requests for Extensions

Extensions will be given only under the following conditions:

- Employment related issues: Arrangements for an extension must be made with the Lecturer prior to the assignment due date. Documentation from your employer is required.
- Illness: A medical certificate must be presented to the Lecturer either prior to the due date or as soon as possible after the due date.

The Unit Controller will address any extraordinary extension falling outside of these criteria.

All extensions must be applied for on the appropriate form, which is available at http://www.infosys.utas.edu.au/students/forms/asst_extension.pdf. Verbal extensions will not be accepted.

Students should not assume that all extension applications will be granted. Students must have received confirmation of the extension by the Lecturer in order for an extension to be granted. Any extension granted will have a new submission due date and time.

Assignments that are not submitted by the due date and time will incur the following penalties:

Penalties

10% (of mark achieved) per day or part thereof (excluding extensions) for late submissions.

Review of Assessment and Appeals

It is expected that students will adhere to the following policy for review of any piece of continuous assessment.

- Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer/Coordinator. **The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.**
- Following this discussion, students may request a formal re-mark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This re-mark will be undertaken, where practicable, by an alternative assessor.

Students under with Rule of Academic Assessment 111, Clause 23 may also request a review of the final result in a Unit. The request and payment must be made within 10 days from the date of the result notification. Students are referred to <http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/RULE111.html>
http://www.admin.utas.edu.au/ac_serv/flowchart_review_assesment.pdf

Academic Referencing

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The appropriate referencing style for this unit is Harvard.

For information on presentation of assignments, including referencing styles:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

Please read the following statement on plagiarism. Should you require clarification please see your Unit Co-ordinator or Lecturer.

Plagiarism

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source.

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your Lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see <http://www.utas.edu.au/universitycouncil/legislation/> "

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

It is important that you understand this statement on plagiarism. Should you require clarification please see your Unit Co-ordinator or Lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: <http://www.utas.edu.au/tl/supporting/academicintegrity/students.html>

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The appropriate referencing style for the School of Information Systems is Harvard Referencing. Students are expected to adhere to the School of Information System's preferred method of Referencing and Citation, as outlined in

<http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>.

For information on presentation of assignments, including referencing styles:

<http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

Further Information and Assistance

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with your Lecturer in the first instance.

There is a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/>
Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

Help Resolving Concerns about this Unit

In the first instance you should contact your Lecturer and/or Unit Co-ordinator.

If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website: http://www.admin.utas.edu.au/ac_serv/complaints_info.html

The Hobart based Tasmanian University Union (TUU) or the Launceston/Burnie based Student Association (SA) may also be able to assist.

Assessment Details

Assessment Task 1

Task Description	Academic Paper and Literature Review
Task Length	2,500 words paper and 10 page (minimum) Literature Review.
Links to Unit's learning outcomes	1, 2 & 3
Assessment Criteria / guidelines	1.a. Prepare a background research paper. This paper should be on a chosen professional issue that is facing the ICT industry to inform your intended research. 1.b. Prepare a literature review for your dissertation. This literature review should be at least 10 pages in length as a preliminary review for your dissertation.
Due Date	10 th May (subject to negotiation)

Assessment Task 2

Task Description	CV and Skills portfolio
Task Length	5 – 8 pages (recommended) plus appropriate portfolio CD
Links to Unit's learning outcomes	1, 2 & 3
Assessment criteria / guidelines	Students are to prepare a portfolio of skills and attributes along with Curriculum Vitae. This can be accompanied by a CD illustrating skills and introducing yourself and particular skills.
Due Date	19th May, 2006

Assessment Task 3

Task Description	Presentation and Report on Graduate Attributes
Task Length	Presentation 15 minutes and Report 10 pages
Links to Unit's learning outcomes	1, 2 & 3
Assessment criteria / guidelines	Provide a Presentation and Report to the Honours Co-ordinator on how you meet the graduate attributes. This should include: <ul style="list-style-type: none"> • Affiliation or the membership of professional bodies • Contribution to the IS School/Faculty development • Evidence of enhancement of communication skills • Generic research skills and research proposal • Individual portfolio related to IS literacy
Due Date	31 st May and 2 nd June, 2006

Appendix 1 - What is Academic Integrity?

Academic integrity is about mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts.

At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

Commonly Used terms

Attribution: the ascribing of a work or an idea to a particular author or artist.

Citation: the act of directly quoting or giving intellectual credit to another person's work or ideas.

Collusion: “any form of joint effort, between students, or between students and other persons, intended to deceive an assessor as to who was actually responsible for producing the material submitted for assessment”. (University of Western Sydney 2000).

Common Knowledge: can be defined as facts known by a large number of people. These "facts" do not have to be cited.

Group Work: can be described as “a formally established project to be conducted by a number of students in common, resulting in a single piece of assessment or a number of associated pieces of assessment”. (Newcastle University 2002).

Legitimate Collaboration: Newcastle University describes legitimate collaboration as “any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students”.

Paraphrasing:

1. A restatement of a text or passage in another form or other words, often to clarify meaning.
2. The restatement of texts in other words as a studying or teaching device.

Plagiarism: the stealing or passing off as one's own (the idea or words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (*Webster's Third New International Dictionary of the English Language*, Unabridged, p. 1728).

Quoting: to place an excerpt from a source word for word into one's paper. The source must be cited, giving credit to the original author.

Summarising: to put someone else's concept or main ideas into one's own words.

Appendix 2 - Common Forms of Academic Dishonesty

- Cheating in an exam either by copying from other students or using unauthorised notes or other aids.
- Submitting, as your own, an assignment that another person has completed.
- Downloading information, text, computer code, artwork, graphics or other material from the Internet and presenting it as your own without acknowledgment.
- Quoting or paraphrasing material from a source without acknowledgment.
- Preparing a correctly cited and referenced assignment from individual research and then handing part or all of that work in twice for separate subjects/marks.
- Copying from other members while working in a group.
- Contributing less, little or nothing to a group assignment and then claiming an equal share of the marks.

From: James R, McInnis, C and Devlin, M (2002)
Assessing Learning in Australian Universities
Centre for the Study of Higher Education - University of Melbourne
Viewed 29 December 2002
<<http://www.cshe.unimelb.edu.au/assessinglearning/03/plagMain.html>>

Using words, ideas, computer code, or any work by someone else without giving proper credit is academic dishonesty. Academic dishonesty is often referred to as plagiarism or cheating.



When you use information from a source, you must cite it.

Appendix 3 - How to achieve and maintain Academic Integrity

Utilise the Right Sources

In order to articulate your ideas, defend your own argument and refute counter-arguments, you will need to identify the most appropriate sources of material to help you. In order to identify the most appropriate material you will need to evaluate your research results.

Start Writing

The next step in the process is to document the validity of your position, and crediting those whose work you have used to establish your position. To do this you will need to apply the appropriate referencing style for your discipline to your work. If you are not sure what style you should be using check with your tutor or your unit outline. The University also provides a list of preferred text referencing system for undergraduate students at http://www.utas.edu.au/staff/tl/policies/School_referencing_system_table.htm

When you begin writing your assignment/project report you must give credit to the sources for the ideas you are using. There are standard ways to properly integrate sources into your assignment. They include:

- *Direct quotes* – This is when you place an excerpt from your source word for word into your paper. The source must be cited, giving credit to the original author.
- *Paraphrasing* – This means to restate a passage from your source in your own words. The source and author of the passage you paraphrase must be cited.
- *Summarising* – When you summarise the key concept or main idea from someone else's work in your own words, you must give credit for summarised ideas to the original source.

More Information on Writing Skills

Developing your own writing style is an important part of good scholarship. For information and assistance on essay writing go to the Learning Development website at <http://www.utas.edu.au/learndev/essays.html>



Remember that when you use a direct quote, paraphrase or summarise to not only provide the in-text reference but also provide a full reference in your reference list.

Appendix 4 - What happens if I don't maintain Academic Integrity?

While studying at University you are expected to submit work that is your own. This does not mean that you can't use other people's ideas to support your own or to enhance your argument. What it does mean is that you are required by the University to acknowledge the source of those ideas as in text references in your assignments and the setting out of a list of references or a bibliography at the end of your assignment, acknowledging all sources utilised.

The academic tradition, on which Australian universities are founded, expects that all scholarly efforts undertaken be done so in keeping with the rules of attribution. This means that all material that is submitted or presented for assessment that contains work other than your own, must be attributed to its source.

Failure to do so constitutes academic dishonesty (plagiarism). It is important that students understand how to correctly refer to the work of others and maintain academic integrity.

Ordinance 58: Student Discipline outlines the process for initiating formal discipline procedures for academic/general misconduct matters.

<http://www.utas.edu.au/universitycouncil/legislation/ord58.pdf>

You should also refer to any policies and procedures specific to your Faculty/School.