Kit105

ICT Professional Practices

12.50 Credit points

Semester 1, 2019

Unit Outline

Unit Coordinator
Dr Jimmy Cao
CONTACT DETAILS

Unit coordinator

Unit coordinator: Dr Jimmy Cao
Campus: Sandy Bay
Email:
Phone:
Room location and number: Centenary Building Level 4
Consultation hours: To be Advised

Other teaching staff
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WHAT IS THE UNIT ABOUT?

Unit description

An undergraduate student needs to acquire an understanding of the vast and diverse nature of the ICT industry to plan and manage a successful career. Students develop awareness of the skills, attributes, qualities and values required of ICT professionals. Students will explore a gamut of issues that ICT professionals must manage, allowing students to identify and understand current and emerging issues generated by an ever-changing technology.

This unit provides a practical and theoretical introduction to what it means to be an ICT professional today:

Students will appreciate the roles and responsibilities of ICT professionals in organisations and society, and comprehend relevant work-related behaviours and issues and how professionals should respond;

Students will gain an understanding and appreciation of the ethical conduct pertinent to an ICT professional from a range of perspectives, professionalism and codes of conduct;

Students will understand the Australian and international legislative and regulatory obligations and standards as they relate to ICT environments in organisations and appreciate their impact on the work of the ICT professional;

Students will develop an understanding of the entrepreneurial process and its application beyond the inception of new ideas and an appreciation of entrepreneurial opportunities in ICT.

Students will appreciate the importance of information privacy and the value of ICT security and comprehend the impact of computer crime and criminals;

Students will begin to develop communication and team work skills required of an ICT professional;

Students will develop an awareness of what it means to undertake a user-centred approach to ICT and the importance of considering the human factors involved with ICT.
Intended Learning Outcomes

On completion of this unit, you will be able to:

1. demonstrate the ability to work co-operatively in a team as well as take initiative and work independently, and reflect on the performance of each member and self
2. employ the elements of effective communication and interpersonal skills and demonstrate the ability to make effective use of technology in oral and written communication
3. outline the roles and responsibilities and skill sets required of ICT professionals and summarise the role of ICT professional associations in society, and demonstrate the ethical conduct pertinent to an ICT professional
4. analyse the ethical, legal and criminal issues relating to the use of ICT and ICT security and privacy
5. explain the importance of developing a system from a user perspective and employ a user-centered approach when evaluating an ICT-based solution
6. identify entrepreneurial opportunities in ICT and apply the entrepreneurial process beyond the inception of new ideas

Graduate Quality Statement

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. Course learning outcomes are available from the Course Coordinator. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills, and develop critical and creative literacies and numeracies and skills of inquiry. They demonstrate the ability to apply this knowledge in changing circumstances. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability, are entrepreneurial and creative, and are mindful of their own wellbeing and that of the community. Through respect for diversity and by working in collaborative ways, our graduates reflect the values of the University of Tasmania.
Alterations to the unit as a result of student feedback

The content and structure of this unit has been significantly updated.

Prior knowledge &/or skills

No Prior Knowledge or Skills Required.
### HOW WILL I BE ASSESSED?

**Assessment schedule**

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Date due</th>
<th>Percent weighting</th>
<th>Links to Intended Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Quizzes</td>
<td>Refer to Assessment Description</td>
<td>5</td>
<td>LO3, LO4, LO5</td>
</tr>
<tr>
<td>Examination - invigilated (externally - Exams Office)</td>
<td>Exam Period 50</td>
<td>50</td>
<td>LO2, LO3, LO4, LO5, LO6</td>
</tr>
<tr>
<td>Ethics Case Study</td>
<td>Week 10 &amp; 12 15</td>
<td>15</td>
<td>LO1, LO2, LO3</td>
</tr>
<tr>
<td>Short Talk &amp; Summary</td>
<td>Week 2 5</td>
<td></td>
<td>LO2</td>
</tr>
<tr>
<td>SFIA</td>
<td>Week 3 &amp; 4 10</td>
<td>10</td>
<td>LO2, LO3</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>Week 6 &amp; 9 15</td>
<td>15</td>
<td>LO1, LO2, LO5, LO6</td>
</tr>
</tbody>
</table>

**Assessment details**

**Assessment Task 1: Module Quizzes**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modules 3,6,7,8 have a short quiz which you must completed by specified date. There are 5 quizzes and 5 marks available. To earn a mark, you must achieve at least 80% on the quiz. These are due as specified on the quiz (almost weekly)</td>
<td>See the 'Assessment' section in unit website for more detailed information about assessment items.</td>
<td>LO3, LO4, LO5</td>
</tr>
</tbody>
</table>

**Assessment Task 2: Examination - invigilated (externally - Exams Office)**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hour closed book exam</td>
<td>See the 'Assessment' section in unit website for more detailed information about assessment items.</td>
<td>LO2, LO3, LO4, LO5, LO6</td>
</tr>
</tbody>
</table>
Assessment Task 3: Ethical Case Study

| Task Description | This assignment has 3 parts and each part is completed by a different team of students:
| | • Each team will be given a case study and are required to complete a paper template to identify the relevant Code of Professional Conduct clauses and why.
| | • Each team will use the same case study and are required to complete a template to identify the relevant Australian Privacy Principles and why.
| | • After each individual has identified 5 possible courses of action for the case study, Each team is required to agree on the two (2) best possible actions for the case study (handed out in week 10). |

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>See the 'Assessment' section in unit website for more detailed information about assessment items.</td>
<td>LO1, LO2, LO3, LO4</td>
</tr>
</tbody>
</table>

Task Length: 3 templates
Due by date: Week 10 & 12

Assessment Task 4: Short Talk & Summary

| Task Description | Prepare a 3 minute verbal review and a written summary on a news item for presentation at the week 2 tutorial. |

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>See the 'Assessment' section in unit website for more detailed information about assessment items.</td>
<td>LO2</td>
</tr>
</tbody>
</table>

Task Length: 3 minute talk and survey
Due by date: Week 2

Assessment Task 5: SFIA

| Task Description | You will prepare a template about a SFIA skill and present that skill in the week 4 tutorial |

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>See the 'Assessment' section in unit website for more detailed information about assessment items.</td>
<td>LO2, LO3</td>
</tr>
</tbody>
</table>

Task Length: 4 pages, plus verbal answers to questions
Due by date: Week 3 & 4
Assessment Task 6: Entrepreneurship

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Individuals will prepare a 30-second elevator pitch on an idea to change the world to be presented in week 6 tutorial. Teams will then be formed to continue with some ideas and teams will prepare a 4 minute video pitch and user experience template. These team pitches and reports will be submitted in week 9.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion Number</td>
<td>Criterion Description</td>
</tr>
<tr>
<td></td>
<td>See the 'Assessment' section in unit website for more detailed information about assessment items.</td>
</tr>
<tr>
<td>Task Length</td>
<td>30 second pitch, 4 minute pitch, 3 page report</td>
</tr>
<tr>
<td>Due by date</td>
<td>Week 6 &amp; 9</td>
</tr>
</tbody>
</table>

How your final result is determined

To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes.

Assessment will be based on your performance throughout the semester as well as in the formal examination. In order to achieve a pass (or better) result, you must obtain:

1. at least 45% of the combined mark for in-semester assessment items
2. at least 45% of the mark for the formal examination
3. at least 50% of the overall mark, and
4. you need to demonstrate your attainment (gain at least 40% in) of each of the Intended Learning Outcomes (ILOs).

Your overall mark in this unit will be determined by combining your results from each assessment task. These marks are combined to reflect the percentage weighting of each task. You need to achieve an overall score of at least 50% to successfully complete this unit. It is expected that you will seek help (from the unit coordinator in the first instance), well before the due date, if you are unclear about the requirements for an assessment task.

- PP (pass) at least 50% of the overall mark but less than 60%
- CR (credit) at least 60% of the overall mark but less than 70%
- DN (distinction) at least 70% of the overall mark but less than 80%
- HD (high distinction) at least 80% of the overall mark

All grades are provisional, until confirmation by the Assessment Board at the end of semester.
Submission of assignments

The act of submitting your assignment will be taken as certification that it is your own work.

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. The Assignment Cover Sheet is available from the ICT Help Desk in Launceston and Hobart, and on your unit MyLO site.

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

- 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.

Requests for extensions

Assessment items will not be accepted after the due date except under the conditions stated in the Discipline policy on late assessment. http://www.utas.edu.au/__data/assets/pdf_file/0003/231960/ExtensionPolicy.pdf (PDF 100KB). A request for an extension to the due date for an assessment task should be made in writing and submitted to the Unit Coordinator THREE (3) days before the assignment due date. Independent documentation (medical certificate, counsellor’s report, etc.) in support of the application should be attached to the form OR a current Learning Access Plan may be used as supporting documentation, as appropriate.

If you are ill on the day of an examination or have other serious circumstances which prevent you from sitting an examination, you may apply for a deferred examination (see http://www.utas.edu.au/__data/assets/pdf_file/0006/314628/ApplicationforaDeferredExamination1.4.pdf (PDF 290KB) for form and further details). If you are ill, you should see a doctor on the day of the examination and the doctor must return the form to the Exams Office within 3 working days of the examination. Please note that having a medical certificate does not guarantee that a deferred examination will be approved.

Students who have completed an examination(s) and who feel that they have been disadvantaged due to illness or other circumstances affecting their study may request special consideration in the marking of their examination(s) (see http://www.utas.edu.au/__data/assets/pdf_file/0019/314623/SpecialConsideration).
pdf (PDF 143KB) for form). Forms should be submitted directly to the relevant discipline, accompanied by appropriate supporting documentation, as soon as possible after the completion of the examination(s) and no more than 3 working days after completion of the student’s last examination. Granting of special consideration is at the discretion of the lecturer and discipline.

Penalties

Students who submit assignment work after the due date (without having obtained an extension by the method specified above) will have the work assessed subject to the following penalty:

• Up to 24 hours after the due date. The assignment will be marked in the usual way and the mark recorded will be 80% of the actual mark obtained.

• More than 24 hours and up to 7 days after the due date. The assignment will be marked in the usual way and the mark recorded will be 50% of the actual mark obtained.

• Later than 7 day after the due date – the assignment will not be marked.

For some internal work it is not possible to accept late assignment submissions. The Unit Coordinator will ensure that it is stated on the description of the assessment task if late submissions will not be accepted. In this case, any work submitted late (without an approved extension) will receive zero marks no matter how late.

Review of results and appeals

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

a. Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. 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.

b. Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

2. Students 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 Rule of Academic Assessment 111, clause 23 at http://www.utas.edu.au/universitycouncil/universitygovernance/rules and http://www.utas.edu.au/__data/assets/pdf_file/0018/314622/ReviewofAssessment.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 how to maintain academic integrity.

The University library provides information on presentation of assignments, including referencing styles and should be referred to when completing tasks in this unit.

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

**Plagiarism**

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. You may also find the Academic Honesty site on MyLO of assistance.

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.

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.

For further information on this statement and general referencing guidelines, see the Plagiarism and Academic Integrity page on the University web site or the Academic Honesty site on MyLO.
Academic misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline – Part 3 Academic Misconduct.

Student Behaviour

The University Behaviour Policy sets out behaviour expectations for all members of our University community including students and staff.

The aim in doing so is to ensure that our community members are safe, feel valued and can actively contribute to our University mission.

It is expected that community members behave in a manner that is consistent with our University values – respect, fairness and justice, integrity, trust, responsibility and honesty. There are also certain behaviours that are considered inappropriate, such as unlawful discrimination, bullying and sexual misconduct.

The accompanying University Behaviour Procedure sets out the process and avenues that University community members can access to resolve concerns and complaints regarding inappropriate behaviour by a University community member. Wherever possible, the focus will be on early intervention and a ‘restorative’ approach that creates awareness of inappropriate behaviour and its impact on others. However, in some cases, students who engage in inappropriate behaviour may be subject to disciplinary proceedings, which may impact upon continuation of their studies.

Students can seek support and assistance from the Safe and Fair Community Unit SaFCU@utas.edu.au or ph: 6226 2560.

Matters are dealt with in confidence and with sensitivity.
WHAT LEARNING OPPORTUNITIES ARE THERE?

MyLO

MyLO is the online learning environment at the University of Tasmania. This is the system that will host the online learning materials and activities for this unit.

Getting help with MyLO

It is important that you are able to access and use MyLO as part of your study in this unit. To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit.

For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the MyLO Student Support page on the University website.

If something is not working as it should, contact the Service Desk (Service.Desk@utas.edu.au, phone 6226 1818), or Request IT Help Online.

Resources

Required readings

You will need the following text [available from the Co-op Bookshop]:

All required readings are available from MyLO

Recommended readings

N/A

Reading Lists

Reading Lists provide direct access to all material on unit reading lists in one place. This includes eReadings and items in Reserve. You can access the Reading List for this unit from the link in MyLO, or by going to the Reading Lists page on the University Library website.

Other Required Resources

COMPUTING FACILITIES

The Discipline of ICT has PC labs, Mac labs, and special purpose Networking labs at the Newnham and Sandy Bay campuses. All students are provided with logins for Windows, Macintosh and Unix environments. If you have not used these facilities before please contact the ICT Help Desk. If you would like to access these facilities after hours please contact the ICT Help Desk.
USE OF FACILITIES

Use of computing facilities provided by the Discipline of ICT is subject to the Discipline’s Ethics Guidelines, details of which are posted at http://www.utas.edu.au/technologyenvironmentsdesign/ict/currentstudentresources/ethicsguidelines.

Copies of the guidelines are also available in all ICT labs. The Discipline's facilities may only be used for study related purposes, and may not be used for personal gain. Antisocial behaviour in labs such as game playing, viewing pornography, loud discussion, audio without the use of headphones, etc is strictly prohibited in all labs at all times.

Eating, drinking, and smoking is not permitted in the labs. Before being granted access to the Discipline's facilities, you will be required to sign a declaration that you have read and understand these guidelines, and that you will abide by them. You will also be required to complete the relevant MyLO course to gain access. Disciplinary action may be taken against students who violate the guidelines. Details about gaining access to the labs can be found at ICT Reception.

Activities

Learning 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.

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.
Details of teaching arrangements
There are fortnightly tutorials for this unit. The weeks you do not have a tutorial you should be completing self-study and the MyLO modules.

Week 2 – News Item & CRAs
Week 4 – SFIA
Week 6 – Entrepreneurship
Week 8 – Self-study (Assignment 3)
Week 10 – Privacy/ACS
Week 12 – Ethics

Specific attendance/performance requirements
Tutorial Attendance is required in this unit.

Teaching and learning strategies
The University is committed to a high standard 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.

Work Health and Safety (WHS)
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 Work Health and Safety website and policy.

Communication
News and announcements will be posted to MyLO News, and students will be expected to be aware of the content of such posts within 48 hours of them being posted.

Important announcements will also be emailed to students' University of Tasmania email address. In this case, students will be expected to be aware of the content of such emails within 24 hours of them being sent.
Concerns and complaints

The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the ‘How to resolve a student complaint’ page.

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 the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support, Student Advisers, Disability Services, and more which can be found on the Student Support and Development page of the University website.

Should you require assistance in accessing the Library, visit their website for more information.

HELP DESK (DISCIPLINE OF ICT)

Contact the ICT Help Desk if you have any queries or problems with accessing, using, or printing from the computers in the Discipline of ICT labs.

In Hobart the Help Desk is located on level 3 in the Centenary Building, and is open from 10:00am - 12:00pm, and 2:00pm - 4:00pm Monday to Friday. The phone number is 6226 2929.

In Launceston the Help Desk is located near the entrance to the computing labs and is open from 10:00am - 12:00pm, and 2:00pm - 4:00pm Monday to Friday. The phone number is 6324 3447.

Both help desks will accept queries over the phone outside the standard opening hours.

The computer labs at the Cradle Coast Campus are maintained by ITS please contact the University Help Desk for assistance with these computers.

DISCIPLINE WEBSITE

Discipline of ICT, School of Technology, Environments and Design College of Sciences and Engineering
http://www.utas.edu.au/technologyenvironmentsdesign/ict

COLLEGE WEBSITE

Information and Resources for College of Sciences and Engineering students are available on the College website at: http://www.utas.edu.au/scieng
UNIVERSITY WEBSITE

Information and Resources for 'Current Students' are available on the university website at:

http://www.utas.edu.au/students/

<table>
<thead>
<tr>
<th>Unit schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEEK/TOPIC</strong></td>
</tr>
<tr>
<td>Please refer to MyLO for details of topics and activities per week</td>
</tr>
</tbody>
</table>