COIT13238 *Industry Work Placement*
Term 3 - 2020

All details in this unit profile for COIT13238 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

Industry Work Placement provides you with an opportunity to reflect on the Information and Communications Technology course through a paid, supervised Work Integrated Learning (WIL) experience. You will apply knowledge and skills that you have gained in your academic units to this work environment. You will practise your soft skills such as teamwork and communication skills in an authentic work environment. You will reflect on your strength and weakness in knowledge and skills, related both to your discipline and workplace experience for future improvement. You will evaluate how your university studies prepared you for the industry. Your industry supervisors will also provide you with feedback to assist this reflective process.

Details

Career Level: *Undergraduate*
Unit Level: *Level 3*
Credit Points: *12*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.25*

Pre-requisites or Co-requisites

Completion of 72 credit points, or special approval by the Head of Course.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 3 - 2020

- Brisbane
- Melbourne
- Mixed Mode
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

Class Timetable

Regional Campuses

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Written Assessment**
Weighting: 100%

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from The Unit Coordinator's reflection

Feedback
More placements for students are expected.

Recommendation
Continuously improve the industry engagement plan from the school level: more industry engagement activities are recommended.

Unit Learning Outcomes

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

1. Apply ICT knowledge and skills in an authentic work environment
2. Practise soft skills such as teamwork and communication skills in an authentic work environment
3. Evaluate how your university studies prepared you for a job in the industry
4. Critically reflect on strength and weakness in knowledge and skills, related both to your discipline and workplace experience.

Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is in use in over 100 countries and provides a widely used and consistent definition of ICT skills. SFIA is increasingly being used when developing job descriptions and role profiles.
ACS members can use the tool MySFIA to build a skills profile at
https://www.acs.org.au/professionalrecognition/mysfia-b2c.html
This unit contributes to the following workplace skills as defined by SFIA. The SFIA code is included:

- Technical specialism (TECH)
- IT management (ITMG)
- Methods and tools (METL)
- Application support (ASUP)
- Problem management (PBMG)
- Learning and development management (ETMG)
- Professional development (PDSV)

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level   ○ Introductory Level   ● Intermediate Level   ● Graduate Level   ○ Professional Level   ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Written Assessment - 100%	●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	●	●	●	●
2 - Problem Solving	●		●	●
3 - Critical Thinking	●	●	●	●
4 - Information Literacy	●	●	●	●
5 - Team Work	●	●	●	●
6 - Information Technology Competence	●		●	●
7 - Cross Cultural Competence	●	●	●	●
8 - Ethical practice	●	●	●	●
9 - Social Innovation	●	●		
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Written Assessment - 100%	●	●	●	●	●	●	●	●	●	

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard (author-date)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Michael Cowling Unit Coordinator
m.cowling@cqu.edu.au

Schedule

Week 1 - 09 Nov 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Submit Placement Diary Entry 1
Week 2 - 16 Nov 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Week 3 - 23 Nov 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Submit Placement Diary Entry 2
Week 4 - 30 Nov 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Vacation Week - 07 Dec 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
Week 5 - 14 Dec 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**
		Submit Reflective Report 1
Week 6 - 21 Dec 2020		
Module/Topic	**Chapter**	**Events and Submissions/Topic**

Vacation Week - 28 Dec 2020

Module/Topic	Chapter	Events and Submissions/Topic

Week 7 - 04 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Placement Diary Entry 3

Week 8 - 11 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic

Week 9 - 18 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic

Week 10 - 25 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Reflective Report 2

Week 11 - 01 Feb 2021

Module/Topic	Chapter	Events and Submissions/Topic

Week 12 - 08 Feb 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Placement Diary Entry 4

Exam Week - 15 Feb 2021

Module/Topic	Chapter	Events and Submissions/Topic
		Submit Placement Report
		Placement Portfolio Due: Exam Week Friday (19 Feb 2021) 11:45 pm AEST

Term Specific Information

Unit Coordinator: A/Prof. Michael A. Cowling, m.cowling@cqu.edu.au

Assessment Tasks

1 Placement Portfolio

Assessment Type
Written Assessment

Task Description
Details
The Placement Portfolio consists of three main elements:

- a daily diary entry
- two reflective reports
- one placement report

Diary
The Diary is a document consisting of daily entries - templates will be provided on the unit web site. The Diary entries must be submitted according to the following schedule:

- end of Placement Week 1
- end of Placement Week 3
- end of Placement Week 7
- end of Placement Week 12

Feedback will be provided on all submissions. The completed Placement Diary will form an attachment to the Placement Report

Daily entries are to consist of notes capturing significant activities and events that occurred during the day, and any reflections on those activities and events that demonstrate personal development identified as unit objectives. They will take the following form:

- date
- notes on significant activities and events
- reflections

Reflective reports
Reflective reports will be completed at the end of Placement Week 5 and Placement Week 10. Reflective Reports are designed to consolidate and summarise reflections that demonstrate personal development that has occurred in preceding weeks - a template will be provided.
Reflective Reports should consist of between 1000 to 2000 words. The document will consist of two parts:

1. significant activities and events
2. personal reflections on the activities and events

The reflective part of the document should consist of a minimum of 500 words, and should report on any insights gained into:

- the relevance of academic knowledge in the workplace
- the value of skills developed through academic study
- the importance of good communication skills in the workplace
- the relevance of legal and ethical issues
- the role of teams in the workplace
- learning styles that work for me
- areas of strength and weakness in my knowledge base
- areas of IT about which you would like to learn more
- aspects of IT work that have particular appeal to me
- aspects of IT work that do not appeal to me

Placement Report
The Placement Report is a document that provides an overview of the whole industry placement experience. The report is designed to provide

- an instrument of reflection for you,
- an instrument of assessment for the Academic Supervisor, and
- a document for a prospective employer to quickly assess the placement undertaken by the applicant.

A template is provided on the unit web site for the Placement Report. Major sections within the report are listed below:

- Overview
- Placement Procurement and Orientation:
- Significant Activities and Events
- Summary Reflections
- Attachments
- Placement Artefacts.

The **Overview** section provides a brief summary of the placement undertaken by you and describes the following sections of the report. The **Placement Procurement and Orientation** section provides a brief description of the process that led up to you securing the placement. It also describes the orientation undertaken by you on starting the placement. You will be asked to provide reflections on all processes involved. Feedback gained will be used for continual improvement of the Industry Placement unit. The **Significant Activities and Events** section will summarise activities and events reported in the two Reflective Reports and report on additional activities and events from the last weeks of the placement. The **Summary Reflections** section will provide additional insights based on your reports and diaries, combined with insights gained in the last weeks of the placement. The **Attachments** section will include a collection of items that serve to illustrate the tasks undertaken throughout the placement. **Placement Artefacts** should be numbered, and explanatory references provided in the section Significant Activities and Events.
Students are entitled to submit a draft copy of their Placement Report for feedback. The timing of this submission would

normally occur in Placement Week 10 or Placement Week 11, or at a time that is mutually convenient for the student and the Academic Supervisor.

Assessment Due Date
Exam Week Friday (19 Feb 2021) 11:45 pm AEST
Placement Diary Entries & and Reflective reports, as per Schedule or Agreement, Placement Report as per final due date

Return Date to Students

Placement Diary Entries: Weeks 2,4,8, and 13. Reflective Reports: Weeks 7 & 12. Placement Report: on Certification Day

Weighting
100%

Assessment Criteria
This is a Pass/Fail assessment item. Pass grades will be awarded to students who are judged to have made a reasonable attempt to comply with all requirements of the assessment item.

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Submission Instructions
Refer to unit web site.

Learning Outcomes Assessed

- Apply ICT knowledge and skills in an authentic work environment
- Practise soft skills such as teamwork and communication skills in an authentic work environment
- Evaluate how your university studies prepared you for a job in the industry
- Critically reflect on strength and weakness in knowledge and skills, related both to your discipline and workplace experience.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem