

INFT3800: Professional Practice in IT

Callaghan

Semester 1 - 2024



## OVERVIEW

**Course Description** This course covers in-depth ICT professional knowledge, including professional practice responsibilities, the role of certifications, and ICT professional ethical and legal issues. It further develops skills in interpersonal and organisational communication, as well as a comprehensive understanding of IT governance and ICT service management that ICT students will need in their future professional practice. It also provides a theoretical grounding of innovation and entrepreneurship methods and provides practice in the implementation of some of their underlying techniques. As part of this course, students will experience a recognised industry certification process. As part of this course, students will experience a recognised industry certification process.

**Academic Progress Requirements** Nil

**Assumed Knowledge** SENG2130 Systems Analysis and Design or INFT2150 Business Analysis Students must have successfully completed at least 100 units to enrol in this course.

**Contact Hours**  
**Callaghan**  
**Lecture**  
Face to Face On Campus  
2 hour(s) per week(s) for 13 week(s) starting Week 1  
**Tutorial**  
Face to Face On Campus  
2 hour(s) per week(s) for 12 week(s) starting Week 2

**Unit Weighting Workload** 10  
Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# COURSE OUTLINE

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# CONTACTS

<b>Course Coordinator</b>	<b>Callaghan</b> Dr Teuku Geumpana Teuku.Geumpana@newcastle.edu.au (02) 434 84606 Consultation: By appointment via email
<b>Teaching Staff</b>	Other teaching staff will be advised on the course Canvas site.
<b>School Office</b>	<b>School of Information and Physical Sciences</b> SR233, Social Sciences Building Callaghan CESE-SIPS-Admin@newcastle.edu.au +61 2 4921 5513 9am-5pm (Mon-Fri)

# SYLLABUS

<b>Course Content</b>	Topics covered include: <ol style="list-style-type: none"><li>1. Understanding professional practice</li><li>2. Professionalism and ethical practice</li><li>3. IT governance &amp; project management practice</li><li>4. Certification in professional development</li><li>5. Cultural and accessibility considerations</li><li>6. Applied ethics in AI and research practice</li><li>7. Professional practice of leadership</li><li>8. Innovation and entrepreneurship in practice</li><li>9. Sustainable computing in practice</li><li>10. Legal systems in practice</li><li>11. Professional career development</li></ol>
<b>Course Learning Outcomes</b>	<b>On successful completion of this course, students will be able to:</b> <ol style="list-style-type: none"><li>1. Apply the ICT professional code of conduct, and illustrate the roles and expectations of an ICT professional.</li><li>2. Demonstrate skills for organisational communication within the roles that IT professionals will need in their professional practice.</li><li>3. Differentiate between legal, ethical and social obligations of an ICT professional and be able to differentiate ethical and un-ethical behaviours.</li><li>4. Outline contemporary ICT governance in organisations.</li><li>5. Synthesise contemporary and future ethical and social impacts of ICT.</li><li>6. Apply principles of innovation and entrepreneurship and their application in the context of ICT.</li><li>7. Decide on appropriate certifications for ICT career development.</li></ol>
<b>Course Materials</b>	<b>Lecture Materials:</b> <ul style="list-style-type: none"><li>- Provided on Canvas</li></ul> <b>Recommended Reading:</b> <ul style="list-style-type: none"><li>- Habash, R. (2019). Professional Practice in Engineering and Computing: Preparing for Future Careers. CRC Press.</li></ul>

# COMPULSORY REQUIREMENTS

In order to pass this course, each student must complete ALL of the following compulsory requirements:

## Contact Hour Requirements:

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## Course Assessment Requirements:

- Assessment 4 - Presentation: Minimum Grade / Mark Requirement - Students must obtain a specified minimum grade / mark in this assessment item to pass the course. Students whose overall mark in the course is 50% or more, but who score less than 40% in the compulsory item and thus fail to demonstrate the required proficiency, will be awarded a Criterion Fail grade which will show as FF on their formal transcript.

## Compulsory Placement and WHS Requirements:

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# SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Understanding professional practice	Lecture on the foundation of the composite of professional and route to professional practice. No workshop in week 1.	
2	4 Mar	Professional Ethics	Lecture, workshop, and additional reading on professionalism and ethical practice.	
3	11 Mar	Certification in professional development	Lecture, workshop, videos, and additional reading on certification in professional practices.	Assessment 1: Quiz 1 (W1&2)
4	18 Mar	IT Governance in Organisations & Project Management	Lecture, workshop, and additional reading on standards in professional practice and project management practice.	Assessment 2: Study a reflection journal.
5	25 Mar	Legal Responsibilities	Lecture, workshop, and additional reading on legal systems in practice.	Assessment 1: Quiz 2 (W3&4)
6	1 Apr	Ethics and AI	Lecture, workshop, videos, and additional reading on applied ethics in AI.	
7	8 Apr	Leader responsibilities & organizational Communication	Lecture, workshop, and additional reading on professional practice leadership.	Assessment 1: Quiz 3 (W5&6) Assessment 3: Innovation Patent document.
<b>Mid-Semester Recess</b>				
<b>Mid-Semester Recess</b>				
8	29 Apr	Innovation and Entrepreneurship	Lecture, workshop, videos, and additional reading on innovation and entrepreneur practice.	
9	6 May	Accessibility and Culture	Lecture, workshop, and additional reading on cultural and accessibility considerations.	Assessment 1: Quiz 4 (W7&8)

10	13 May	Sustainable Computing	Lecture, workshop, and additional reading on the design for sustainable computing practice.	
11	20 May	Professional Career	Lecture, workshop, and additional reading on professional career development.	Assessment 4: Report Due and Presentation
12	27 May	Revision	Revise the overall materials.	Assessment 4: Presentation
13	3 Jun			
<b>Examination Period</b>				
<b>Examination Period</b>				

## ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Quizzes x 4	Week 3, 5, 7, 9 (During the workshop time)	Individual	10%	1, 3, 5, 6
2	Individual Writing Assignment 1	Week 4	Individual	25%	1, 2, 4, 7
3	Individual Writing Assignment 2	Week 7	Individual	25%	2, 3, 5, 6
4	Group Project and Oral Presentation*	Week 11 and 12 (During the workshop time)	Combination	40%	1, 2, 4, 5, 6

\* This assessment has a compulsory requirement.

### Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

### Assessment 1 - Quizzes x 4

#### Assessment Type

Quiz

#### Description

The purpose and benefit of the regular class quizzes is to provide students with progressive feedback on their learning. These tests highlight areas of concern and may stimulate discussion with tutors and lecturers.

#### Weighting

10%

#### Due Date

Week 3, 5, 7, 9 (During the workshop time)

#### Submission Method

In Class

#### Assessment Criteria

See Canvas

#### Return Method

Not Returned

#### Feedback Provided

In Class - .

### Assessment 2 - Individual Writing Assignment 1

#### Assessment Type

Written Assignment

#### Description

For this assessment, students will research and justify the selection of an industry certification relevant to their chosen job role (a suggested list of certifications is provided on the Canvas site). Students will then undertake the learning material for this certification, and optionally (if relevant), complete the certification exam. Students will prepare a report that includes their research and justification for the selected certification, and a study journal with their reflections on the industry certification process.

<b>Weighting</b>	25%
<b>Due Date</b>	Week 4
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	See Canvas
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	In Class - .

### Assessment 3 - Individual Writing Assignment 2

<b>Assessment Type</b>	Written Assignment
<b>Description</b>	Students will prepare an important document that is required in the professional practice environment: Innovation Patent (IP) document.
<b>Weighting</b>	25%
<b>Due Date</b>	Week 7
<b>Submission Method</b>	Online
<b>Assessment Criteria</b>	See Canvas
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	In Class - .

### Assessment 4 - Group Project and Oral Presentation

<b>Assessment Type</b>	Presentation
<b>Description</b>	Students in groups will conduct research on certain topics in the area of IT professional practices and present their findings to the class. The purpose of this activity is to enable peer-to-peer learning, develop the ability to collect data, synthesise an opinion and communicate findings to their peers in a report format in a well presented manner.
<b>Weighting</b>	40%
<b>Compulsory Requirements</b>	Pass requirement 40% - Must obtain 40% in this assessment item to pass the course..
<b>Due Date</b>	Week 11 and 12 (During the workshop time)
<b>Submission Method</b>	In Class
<b>Assessment Criteria</b>	See Canvas
<b>Return Method</b>	Not Returned
<b>Feedback Provided</b>	In Class - .
<b>Opportunity to Reattempt</b>	Students WILL be given the opportunity to reattempt this assessment.

## ADDITIONAL INFORMATION

### Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark

			will be zero. A fail grade may also be awarded following disciplinary action.
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\*Skills are those identified for the purposes of assessment task(s).

**Communication Methods**

Communication methods used in this course include:

- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.
- Face to Face: Communication will be provided via face to face meetings or supervision.

You are to email staff using ONLY your UoN student email account.

You should check Canvas for announcements regularly.

You should also check you UoN email regularly as all correspondence from university and staff will ONLY go to your UoN student email address.

**Course Evaluation**

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

**Oral Interviews (Vivas)**

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

**Academic Misconduct**

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <https://policies.newcastle.edu.au/document/view-current.php?id=35>.

**Adverse Circumstances**

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;
3. you are requesting a change of placement; or
4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

**Important Policy Information**

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at <https://www.newcastle.edu.au/current-students/respect-at-uni/policies-and-procedures> that support a safe and respectful environment at the University.

## Graduate Profile Statements – Information Technology (UG)

The following table illustrates how this course contributes towards building the skills students will need to work in their profession.

### Level of capability

- Level 1 indicates an introduction to a topic at a university level
- Levels 2 and 3 indicate progressive reinforcement of that topic
- Level 4 indicates skills commensurate with a graduate – entry to professional practice

Graduate attribute	University of Newcastle Bachelor of IT Graduate Profile Statements	Taught	Practised	Assessed	Level of capability
1	Demonstrate a comprehensive understanding of the discipline of information technologies with an emphasis on net-centric applications, information management and user requirements for ethical professional practice	☑	☑	☑	4
2	Apply critical reasoning and systems thinking to understand and support the operation and constraints of contemporary enterprises and their dynamic environment	☑	☑	☑	3
3	Work independently and collaboratively to locate, manage and organize information and resources and apply evidence-based methodologies to create, modify and maintain designs and design solutions	☑	☑	☑	4
4	Use creativity, problem solving skills, project management skills and technical expertise to analyse, interpret, evaluate and generate solutions to complex technical and organizational problems	☑	☑	☑	4
5	Demonstrate professional judgement and responsibility by communicating information technology principles, practices, standards to specialist and non-specialist audience clearly and persuasively	☑	☑	☑	4

*This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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