COIT13238 *Industry Work Placement*
Term 2 - 2024

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 the 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 weaknesses 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

Application Development major: Pre-requisites: COIT12200 Software Design and Development AND COIT12207 Internet Applications AND COIT12208 ICT Project Management Co-requisites: COIT13229 Applied Distributed Systems AND COIT13234 Mobile Software Development Business Analysis major: Pre-requisites: COIT12203 Workflow Analysis and Management AND COIT12208 ICT Project Management Co-requisites: COIS13013 Business Intelligence AND COIT13231 Enterprise Analysis and Modelling Cyber Security major: Pre-requisites: COIT12202 Network Security Concepts AND COIT12208 ICT Project Management Co-requisites: COIT13146 System and Network Administration AND (COIT13240 Applied Cryptography OR COIT13229 Applied Distributed Systems) Head of Course approval is required for any deviation from the requisites for your major.
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 2 - 2024

- Mixed Mode

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 Student Feedback, Self Reflection
Feedback
Students enjoyed their placements, as this presented them with a great learning opportunity.

Recommendation
Student learning can be enhanced by being in regular touch with the Unit Coordinator to gain guidance on any workplace issues faced during placements

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 strengths and weaknesses in knowledge and skills, related both to your discipline and workplace experience.

The Australian Computer Society (ACS) recognises the Skills Framework for the Information Age (SFIA). SFIA is adopted by organisations, governments and individuals in many 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.

This unit contributes to the following workplace skills as defined by SFIA 8 (the SFIA code is included):

- Specialist advice (TECH)
- Technology service 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				

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information
You will need access to the following IT resources:

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

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Microsoft Teams
- Zoom (both microphone and webcam capability)
- Access to Microsoft software such as Word, PowerPoint, MS Project and Visio

Referencing Style

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

Teaching Contacts

Ergun Gide Unit Coordinator
e.gide1@cqu.edu.au

Schedule

Week 1 - 08 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
Meeting 1 - Assessment Overview		Attend host organisation as per placement/training agreement. **Zoom meeting** with Unit Coordinator: Friday, 4pm AEST. Attendance is mandatory. Topic: overview of assessment requirements, Moodle site and internship/placement expectations.

Week 2 - 15 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement.

Week 3 - 22 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement.

Week 4 - 29 Jul 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement. **Deadline:** 6pm AEST, Friday Week 4 - **Plan**

Week 5 - 05 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Meeting 2 - Career Planning		Attend host organisation as per training agreement. **Zoom meeting** with Unit Coordinator: Friday, 4pm AEST. Attendance is mandatory. Topic: self-assessing skills with ICT frameworks (e.g., SFIA)

Vacation Week - 12 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement. **You do not have a Vacation Week as you attend the host organisation for 12 consecutive weeks.**

Week 6 - 19 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement.

Week 7 - 26 Aug 2024

Module/Topic	Chapter	Events and Submissions/Topic
Meeting 3 - Report Update		Attend host organisation as per training agreement. **Zoom meeting** with Unit Coordinator: Friday, 4pm AEST. Attendance is mandatory. Topic: check-in on diary of weekly tasks and discuss finalising the report.

Week 8 - 02 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement.

Week 9 - 09 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		Attend host organisation as per training agreement.

Week 10 - 16 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
Meeting 4 - Presentation Planning		Attend host organisation as per training agreement. **Zoom meeting** with Unit Coordinator: Friday, 4pm AEST. Attendance is mandatory. Topic: discuss expectations of presentations.

Week 11 - 23 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic

		Attend host organisation as per training agreement. Deliver your presentation at designated slots throughout the week. **Deadline**: 6pm AEST Friday, Week 11 - **Presentation Slides**
Presentations		

Week 12 - 30 Sep 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		**Deadline**: 6pm AEST Friday, Week 12 - **Career Planning**

Review/Exam Week - 07 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic
(no meeting)		**Deadline**: 6pm AEST Friday, Week 13 - **Report** **Deadline**: 6pm AEST Friday, Week 13 - **Host Organisation Feedback**

Exam Week - 14 Oct 2024

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Unit Coordinator: A/Professor Ergun Gide
E-mail: e.gide1@cqu.edu.au
Telephone: (02) 9324 5782
Office Location: 400 Kent Street, Level 2, Sydney, NSW 2000

Communicating with Staff
You should use the Zoom internship meetings as the first point of contact with teaching staff. Ask questions of the Unit Coordinator in the meetings.
You are recommended to ask questions in Microsoft Teams. A link to the unit Teams site is available in the "Learning Community" tile on Moodle. You may post a question at anytime in the Teams General channel. All staff and students can see posts in the General channel, so avoid posting personal information (such as phone numbers or your assessment solutions). The teaching team will try to respond to Teams posts as soon as possible, with an aim of within 24 hours. While response times by staff over weekends may be longer (and may not be until Monday morning), other students may respond to your question as well.
Avoid using private chat to contact staff members in Teams. Instead, post in the General channel so all staff and students can see and potentially respond to your question, and so the answer can be shared with all students. If you have a private matter that you do not want to share with others, then contact the Unit Coordinator via email. However if you ask questions about the unit content via email, then response may take longer than if using Teams, and the staff may choose to reply via Teams (so all students see the answer).

Assessment Tasks

1 Placement/Internship Assessments

Assessment Type
Written Assessment

Task Description
Assessment Components
This is a pass/fail unit. There are multiple components of the assessment, and you must achieve a pass for every component in order to pass the unit. The components are:

1. **Plan**: a written report that provides an overview of the host organisation, your role and that of the people you are working with, and your planned tasks.
2. **Presentation**: an oral presentation, with slides, where you summarise your tasks and learnings. The presentation is between 15-20 minutes, including questions and answers.

3. **Report:** a written report that expands on the Plan, where you describe the actual tasks completed and reflect on your learnings. This must include a diary of tasks completed each week (which you update each week).
4. **Career Planning**: assess your own skills against ICT frameworks (e.g., SFIA) and against currently available jobs (e.g., on SEEK), and updating your CV in preparation for those jobs.
5. **Host Organisation Feedback**: you will complete evaluation forms during the term and submit them to your host organisation. Your host will evaluate you and return the forms to CQU.

Further details of each component, including templates, are provided on Moodle.

Deadlines
The deadlines for each component is included in the schedule.
The oral presentations will be scheduled across multiple time slots in Week 11. You will be given a choice of time slots prior to Week 11.

Assessment Due Date

See schedule for deadlines of each component

Return Date to Students

Plan and Presentation returned 2 weeks after submission; others returned on Certification of Grades day.

Weighting
100%

Assessment Criteria

Submission
The **Plan, Presentation slides, Report** and **Career Planning** must be **submitted on Moodle**. The **Career Planning** outputs must also be submitted on your **ePortfolio**. The Presentation must be delivered live in a scheduled presentation slot.
The **Host Organisation Feedback is not submitted on Moodle**, but via an external system. Instructions for use will provided during the term.
All written reports must be submitted as Microsoft Word files, and presentation slides as Microsoft PowerPoint format. Other formats, including zip, will not be accepted.

Marking Criteria
All assessments must be prepared to professional level expected of an ICT graduate. This includes professional formatting, writing styles, referencing in written reports, and professional appearance, formatting and speaking in the presentation. There are no word or page limits on reports. Your reports and presentation must demonstrate your in-depth knowledge of the technologies and processes used in the host organisation, and demonstrate your ability to evaluate issues and identify approaches to solving them. You must provide sufficient detail to allow teaching staff, including the Unit Coordinator, to understand what you have done and learnt at the host organisation.

Failure to submit components in the required format may result in a fail mark. Failure to attend your presentation in your designated time slot may result in a fail mark.

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 strengths and weaknesses in knowledge and skills, related both to your discipline and workplace experience.

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