
SISAT

School of Information Systems & Technology
Faculty of Informatics

ISIT945 Information Systems Project Subject Outline Spring Session 2009

Head of School –Associate Professor Peter Hyland, Student Resource Centre, Tel: (02) 4221 3606

GENERAL INFORMATION

Subject Coordinator

Telephone Number:

Email:

Location:

Assoc Professor Peter Hyland

4221 3759

phyland@uow.edu.au

39.114A

Assoc Professor Hyland's consultation times during session:

Day

Tuesday

Friday

Time

10.30-12.30 and 13.30 – 14.30

9.30-10.30pm

Subject Organisation

Session:

Credit Points

Contact hours per week:

Lecture Times & Location:

Tutorial Day, Time and Location can be found at:

Annual (Spr) Session, Wollongong Campus

12 credit points

regular contact with supervisor

No lectures in this subject

<http://www.uow.edu.au/student/timetables/index.html>

Students should check the subject's web site regularly as important information, including details of unavoidable changes in assessment requirements will be posted from time to time via e-Learning space <http://www.uow.edu.au/student/>. Any information posted to the web site is deemed to have been notified to all students.

Subject Description

The aim of this subject is to provide students with the opportunity to study a topic of research interest either within a staff research group in the Information Systems Discipline. The project will be completed under staff supervision and culminates in the production of a substantial written report plus other products such as computer software as appropriate to the project. The subject aims to provide students with the opportunity under staff guidance to investigate/research an area or topic of interest in-depth in the IS Discipline; gain experience in the use of one or more methods, techniques and/or tools of one or more applicable research paradigms; gain experience in organising and using their time and efforts within specified constraints to produce a major piece of work in the form of a final report.

Subject Objectives

On successful completion of this subject students should be able to: find information pertinent to the project from a variety of sources; analyse information collected in light of the aims of the project; summarise and critically evaluate the information collected and apply this knowledge to their chosen topic; produce a well structured report describing their project.

Graduate Qualities

This subject will continue to the following graduate qualities:

- Informed
- Independent learners
- Problem solvers
- Effective communicators
- Responsible
- Innovation and Design

Further information can be found at:

<http://www.uow.edu.au/informatics/sisat/current/SubjectInformation/UOW051055.html>

Attendance Requirements:

Students must attend the meeting with the subject coordinator in week 1 and regular meetings with their assigned supervisor. There will be no lectures in this subject.

The following criteria must be met throughout the duration of this project:

- (a) For a 12 credit points 1 year project,
 - i. students must meet with their supervisor at least 6 times in a session and at least 12 times throughout the duration of the one year project. The supervisor will need to record the date and duration of the meeting and sign on a Project Progress Report Form which is kept by the student, and this Project Progress Record Form will need to be submitted together with the final report.
 - ii. students must submit a progress report in Week 8 of the first session, a second progress report in Week 2 of the second session and the first draft of the final report by Week 9 of the second session. On submitting each progress reports and the first draft of the final report, the supervisor will need to sign and date on the Project Progress Record Form.
- (b) For a 12 credit points 1 session project,
 - i. students must meet with their supervisor at least 8 times during the session. The supervisor will need to record the date and duration of the meeting and sign on a Project Progress Report Form which is kept by the student, and the Project Progress Record Form will need to be submitted together with the final report.
 - ii. student must submit a progress report in Week 6 of the session and the first draft of the final report in Week 10 of the session. On submitting the progress report and the first draft of the final report, the supervisor will need to sign and date on the Project Progress Record Form.

Failure to meet the above criteria may result in a **FAIL** grade, regardless of the final mark of your report, unless the student is given special permission by the supervisor.

A Project Progress Record Form and a Project Assessment Form are attached with the subject outline.

Method of Presentation:

In order to maximize learning outcomes, it is strongly recommended that students attend all supervisor meetings.

There are no lectures as such for this subject. It is conducted via regular meetings with your supervisor, normally over two sessions. During those meetings you will be given instructions relating to the most appropriate method of undertaking the project. Students are required to consult with their supervisor on a regular basis. It is expected that students meet with their supervisor for at least **one hour per week** throughout the duration of the project.

In general there are three broad styles of project that are appropriate:

Activity based, Literature based, Research based

In all of these styles of project students should be expected to carry out an initial literature review. This initial review should take approximately 10-12 weeks of consistent effort and result in the

production of the first part of the report in the form of an annotated bibliography. This part should contain enough commentary by the student to demonstrate that they have been actively engaged in the review.

Students involved in the *Activity* based project will then proceed in the second part of the report to describe/report/analyse/etc the activity they were engaged in.

Students involved in the *Literature* based projects need to extend the initial literature review, focusing on some specific and perhaps narrow aspect of the problem domain critically analysing both the initial literature review and supplementary (specific) readings from this perspective.

Students involved in a Research based project need to extend the literature review by following a research method to gather and analyse data to solve a problem or answer a question.

It is important to note that this subject involves the writing of a significant report (10,000 - 12,500 words) in English. If you feel that your written English language skills are not sufficient you should seek help from the **Learning Resource Centre (Rm 19.G102)** which conducts a free academic skills program. More information can be gained about the centre by accessing their web page at

<http://www.uow.edu.au/student/services/>

This should be done in consultation with your supervisor and be organised early (e.g. in the first session).

Lecture Schedule:

There are no formal lectures in this subject apart from the meeting in Week 1

Subject Materials:

Any readings/references are recommended only and are not intended to be an exhaustive list. Students are encouraged to use the library catalogue and databases to locate additional readings and research material.

Other materials as required by your project supervisor.

Assessment:

This subject has the following assessment components.

ASSESSMENT ITEMS & FORMAT	% OF FINAL MARK	GROUP/ INDIVIDUAL	DUE DATE
Project final report + project progress record	100%	Individual	Friday prior to the commencement of the University's examination period in session 2.

Notes on Assessment:

All assignments are expected to be completed independently. Plagiarism may result in a FAIL grade being recorded for that assignment.

Project Submission

The project final report and the Project Progress Record Form along with any other accompanying products must be completed and submitted to your supervisor by the Friday prior to the commencement of the University's examination period in the final session of your project. For a project starting in Spring, this will usually be the Friday of week 13 Autumn.

Please note that there is no mechanism provided in this subject for the late submission of the final project report. Normal provisions for submission of late assignments as apply in other subjects (see School's web site) **do not apply in this subject**. If through illness or other serious circumstances beyond your control you are unable to submit your final report on or before the final deadline, you must make a formal written application for Student Academic Consideration. Both your supervisor and the coordinator must be informed at the earliest possible time of any problems which may affect the completion of your project on time.

Length and Format of the Project Report

While it is recognised that different report styles have different requirements for length and format the following guidelines apply. Project reports should be between 10,000-12,000 words in length and must not exceed 15,000 words in length.

Two copies of the report must be submitted. One of these copies is retained by the School and the other is returned to the student with comments by your supervisor. Projects must be word processed on A4 paper with double line spacing. The report should be "spirex" bound with appropriate protective covers.

The submitted report must include:

1. A cover sheet with the following details
 - Title of Project
 - Student Name and Number
 - Supervisor's Name
 - The statement:
"This project is submitted as part of the course requirements for the Master of Information Systems. The work contained herein is my own except where due acknowledgment is given"
2. An abstract of about 200 words for the project
3. A table of contents for the report
4. The body of the report organised into chapters
5. Appendices (if any)
6. A bibliography/reference list as per the faculty guidelines for citations

A Project Progress Record Form and a Project Assessment Form are attached with the subject outline (see Appendix A and B)

Electronic Submission of Assessment Items:

Unless otherwise notified by the subject coordinator, all written assignments must be submitted electronically.

Procedures for the return of assessment items:

To be arranged with project supervisor.

Penalties for late submission of assessment items:

Penalties apply to all late work, except if student academic consideration has been granted. Late submissions will attract a penalty of 10% of the assessment mark per day including weekends. Work more than 10 days late will score a mark of zero.

Tutorial/Lab Closure Policy

If for any reason, the number of students in a tutorial or lab falls below a sustainable enrolment level, as determined by the Head of School, tutorials/labs offered for that subject may be collapsed or deleted.

You will have to attend the new tutorials/lab if this closure affects the one you are attending.

We will endeavour to make this decision no later than Week 4 of session.

Supplementary Exams

Supplementary Exams will be dealt with in accordance with student academic consideration policy (<http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>) 9.2 Timing of

Supplementary Exams.

While the School normally grants supplementary exams when the student does not sit the standard exam for an acceptable reason, each case will be assessed on its own merit and there is no guarantee a supplementary exam will be granted. If a supplementary exam is granted, you will normally be notified via SOLS Mail the time and date of this supplementary exam. You must follow the instructions given in the email message.

Please note that if this is your last session and you are granted a supplementary exam, be aware that your results will not be processed in time to meet the graduation deadline.

Student Academic Consideration Policy

The School recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for student academic consideration in order to complete all assessable work.

The University applies strict criteria to the granting of student academic consideration. Before applying for student academic consideration, students should carefully read the University's policy which can be found at: <http://www.uow.edu.au/about/policy/studentacademicconsiderationpolicy.pdf>.

Plagiarism

When you submit an assessment task, you are declaring the following

1. It is your own work and you did not collaborate with or copy from others.
2. You have read and understand your responsibilities under the University of Wollongong's policy on plagiarism.
3. You have not plagiarised from published work (including the internet). Where you have used the work from others, you have referenced it in the text and provided a reference list at the end of the assignment.

Students must remember that:

Plagiarism will not be tolerated.

Students are responsible for submitting original work for assessment, without plagiarising or cheating, abiding by the University's policies on Plagiarism as set out in the University Handbook under University Policy Directory and in Faculty handbooks and subject guides. Plagiarism has led to the expulsion from the University.

Student Academic Grievance Policy

The School aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Informatics Appeal Against Decision or Action Affecting Academic Experience form from the Informatics Student Enquiry Centre. (<http://www.uow.edu.au/content/groups/public/@web/@inf/@faculty/documents/doc/uow017433.pdf>) The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgment of the lecturer and can only review the grievance to ensure proper procedure has been followed.

Relevant University Policies, procedures and students services:

For more information students must refer to the Faculty handbook, online references or consult the UOW policy in full at <http://www.uow.edu.au/handbook/courserules/studacgrievpol.html> which contains a range of policies on educational issues and student matters.

This outline should be read in conjunction with the following documents:

Code of Practice - Teaching and Assessment http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf	Code of Practice - Students http://www.uow.edu.au/handbook/codesofprac/cop_students.html
Code of Practice-Honours http://www.uow.edu.au/handbook/CodeofPractice-Honours.pdf	Acknowledgement Practice Plagiarism will not be tolerated: http://www.uow.edu.au/handbook/courserules/plagiarism.html
Key Dates http://www.uow.edu.au/student/dates.html	Student Academic Consideration Policy: http://www.uow.edu.au/about/policy/studentacademicconsideration_policy.pdf
Course Progress Requirements: http://www.uow.edu.au/student/mrp/index.html	Graduate Qualities Policy: http://www.uow.edu.au/about/teaching/qualities/index.html#_The_new_UOW
Academic Grievance Policy (Coursework and Honours students) http://www.uow.edu.au/handbook/courserules/studacgrievpol.html	Non-Discriminatory Language Practice and Presentation http://staff.uow.edu.au/eed/nondiscrimlanguage.html
Occupational Health and Safety http://www.uow.edu.au/about/policy/ohs.html	Ownership of Work & Intellectual Property Policy: http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html
Human Research Ethics Committee: http://www.uow.edu.au/research/rso/ethics/human/	Rules for student conduct: http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf
Independent Learners' Introductory Program http://www.uow.edu.au/student/attributes/ilip/	Informatics Faculty Librarian, Ms Annette Meldrum, phone: 4221 4637, email: ameldrum@uow.edu.au
Student Support Services: http://www.uow.edu.au/student/services/ Informatics Faculty SEDLO (Student Equity and Diversity Liaison Officers) Virginie Schmelitschek, phone 4221 3833, virginie@uow.edu.au	SISAT Internet Access & Student Resource Centre http://www.uow.edu.au/informatics/sisat/current/uow024466.html
SISAT Computer Usage Rules http://www.uow.edu.au/informatics/sisat/current/uow024457.html	SISAT Subject Outlines http://www.uow.edu.au/informatics/sisat/current