OVERVIEW

Introduction
As a professional in computing you will be expected to bring more to your work than technical computing skills. A computing professional is expected to be able to communicate effectively and to work with other people. There are laws that are particularly relevant to computing. There are also areas where a professional needs to consider the social impact of their work. They may be confronted with the need to consider ethical grounds for discussions in their work. This unit discusses social, legal and ethical aspects of the computing industry; exposes students to existing standards of professional behaviour and encourages them to develop personal responsibility towards a personal ethical framework. Students will develop skills appropriate to professional computing employment, particularly written and verbal communications skills, group work, time and meeting management.

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

1. demonstrate ability to communicate information and ideas effectively and fluently, in both written and oral forms using communication technologies as appropriate;
   - structure material for oral presentation and use appropriate supporting technology;
   - analyse and prepare ICT research papers using appropriate referencing styles and publication level formatting.
2. analyse the social and ethical issues raised by the use of computers in society;
3. demonstrate understanding of the social, legal and ethical responsibilities expected of a computing professional who is a member of a professional society;
4. demonstrate ability, both individually and in a group, in the following professional skills in preparation for the transition to an ICT working environment:
   - write and speak competently;
   - perform research and analysis;
   - critically evaluate assumptions and arguments;
   - reason and argue convincingly;
   - use time efficiently and effectively.

Unit Content

1. Professional
   - Time Management;
   - ICT Profession and Career Paths;
   - Reading and adhering to instructions;
   - Reviewing and Analysing Documents;
   - Document Searching;
   - Team Management;
   - Meeting Management.
2. Communication
   - Oral Communication – Presentations;
   - Oral Communication – Interviewing/Negotiating/Conflict;
   - Written Communication – Papers;
   - Written Communication – Job Apps, CVs, Reports, Letters, Email;
   - Non-verbal communication.
3. Ethics
   - Ethical behaviour in workplace;
   - Professional Behaviour & Responsibility;
   - Professional Societies & Codes;
   - Intellectual Property;
   - Legal Agreements;
   - Plagiarism;
   - Freedom of Expression;
   - Privacy;
   - Computer crime and security;
   - Ethical Issues.

For more information see the section titled 'Content' on the unit website.

Generic Skills

The university has defined a set of generic graduate attributes expected in its graduates. http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/POLGEN.html Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to reflect on and improve these skills.

These are the generic skills that you should be developing in this unit:

Knowledge

1. Develop research skills to identify and use appropriate sources of information to analyse an ethical issue;
2. Demonstrate understanding of the social, legal and ethical responsibilities expected of a computing professional.

Communication Skills

1. Develop the ability to analyse and organise the information and formulate ideas and to communicate all the information and ideas effectively and fluently, in both written and oral forms using communication technologies as appropriate.
1. Ability to interact effectively with others in order to work towards a common outcome;
2. Ability to analyse the social and ethical issues raised by the use of computers in society.

Global Perspective

1. Demonstrate mastery of skills appropriate to professional practice in preparation for the transition to an IT working environment.

LEARNING AND TEACHING

Approach to Learning

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives.

You are expected to:

- attend all scheduled lectures and tutorials, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in lectures and tutorials
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'. [http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/CTEA.html](http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/RULES/CTEA.html)

Schedule

See the 'Schedule' section on the unit website.

Teaching and Support Staff

Unit Coordinator:

Nicole Clark
E-Mail: Nicole.Clark@utas.edu.au
Phone: (03) 6226 2908
Room: 464, Sandy Bay Campus, Hobart

Lecturing Staff

Newnham Campus, Launceston: Robert Ollington
North West Centre, Burnie: Robert Ollington
Sandy Bay Campus, Hobart: Nicole Clark

School Help Desk

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

- **Hobart:** the Help Desk is located near the School's reception desk and is open from 10am - 4pm Monday-Friday. The phone number is 6226 2960.
- **Launceston:** the Help Desk is located near the entrance to the computing labs and is open in the morning from 10am - 12pm, and in the afternoon from 2pm - 4:30pm, Monday-Thursday. On Fridays it is open from 10am - 12pm in the morning and 2pm - 4pm in the afternoon. The phone number is 6324 3447.
- **Burnie:** the computer labs at the NWC are maintained by ITS. Please contact the University Help Desk for assistance. The 6 Macs are maintained by the School of Computing. If you have a query or problem that is specific to the School of Computing please phone the School of Computing Help Desk in Launceston.

University Services and Support

The University has staff available to assist you, such as the:
Resources

Unit Website

The unit website contains unit information and resources. You will need to access the website to complete some assessment items.

Prescribed Text

None

Readings

All the following books will be used to prepare the lecture notes, you only need to read one from each category for a good overview of the unit.

1. Communication

   1. Sue Ellyard, Paul Taylor: Communication for IT, 2nd Edition
   2. Terry Mohan, Helen MacGregor, Shirley Saunders, Ray Archee: Communicating as Professionals

2. Ethics

   1. Herman T. Tavani: Ethics & Technology: Ethical issues in an Age of Information and Communication Technology
   3. George Reynolds: Ethics in Information Technology
   4. Lisa Strite Jedlicka: Computers in Our World

Software

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the School's computing labs. If you intend to use software on other computers please check that the versions are compatible.

Computing Facilities

The School has PC labs (Windows XP), Mac labs (Mac OS-X 10.3), and Networking labs at the Newnham and Sandy Bay campuses. It also maintains 6 Macs (Mac OS-X 10.3) at the NW Centre. Unix accounts can be accessed from all Macs and PCs.

If you have not used these facilities before please contact the School Help Desk to organise your account details. If you would like to access the facilities at the Newnham and Sandy Bay campuses after hours please contact the School Help Desk.

Please contact the School Help Desk if you have difficulty accessing or using these facilities.

Use of Facilities
Use of computing facilities provided by the School is subject to the School's Ethics Guidelines - [http://www.comp.utas.edu.au/app/ethics.jsp](http://www.comp.utas.edu.au/app/ethics.jsp). Copies of the guidelines are also available in all School labs. The School's facilities may only be used for study-related purposes, and may not be used for personal gain. The playing of games is strictly prohibited in all labs at all times. Before being granted access to the School'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. Disciplinary action may be taken against students who violate the guidelines.

**Occupational Health and Safety**

The university is committed to providing a safe and secure teaching and learning environment. For more information see [http://www.admin.utas.edu.au/hr/ohs/pol_proc/](http://www.admin.utas.edu.au/hr/ohs/pol_proc/)

**ASSESSMENT**

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<th>Assessment Items</th>
<th>Item 1</th>
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| **Title:** Individual Presentation | **Type:** In-Semester - individual assignment  
**Weighting:** 4%  
**Due:** Monday week 4, 3pm (14/03/2005) |

Submit the powerpoint presentation you will use by Monday 3pm in week 4. You will deliver the presentation in the tutorial in weeks 4 and 5.

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<th>Item 2</th>
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| **Title:** Group Presentation  
**Type:** In-Semester - group assignment  
**Weighting:** 6%  
**Due:** Monday 3pm, week 10 (14/03/2005) |

Submit the powerpoint presentation you will use by Monday 3pm in week 10. You will deliver the presentation in the tutorial or the lecture in week 10.

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<th>Item 3</th>
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| **Title:** Group Paper  
**Type:** In-Semester - group assignment  
**Weighting:** 8%  
**Due:** Friday 3pm, week 13 (27/05/2005) |

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<th>Item 4</th>
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| **Title:** Case Studies  
**Type:** In-Semester - individual assignment  
**Weighting:** 16%  
**Due:** Assessed in Tutorials in weeks 8, 11  
Case studies will be completed online using Vista  
Must be completed by Monday 3pm in week due.

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<th>Item 5</th>
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| **Title:** Research Journal  
**Type:** In-Semester - individual assignment  
**Weighting:** 4%  
**Due:** Friday 3pm, Week 13 (27/05/2005) |

You complete a research journal to reflect your individual effort towards your group paper and presentation.

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<th>Item 6</th>
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| **Title:** Timesheet  
**Type:** In-Semester - individual assignment |
You complete a timesheet to record all your KXA155 activities.

Item 7

**Title:** Formal Examination  
**Type:** Formal Examination  
**Weighting:** 60%  
**Due:** University Examination Period  

2 hour exam

See the 'Assessment' section in unit website for more detailed information about assessment items.

**In-Semester Assessment**

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

**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; or
- 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, and the academic integrity resources on the web at [http://www.utas.edu.au/tl/supporting/academicintegrity/index.html](http://www.utas.edu.au/tl/supporting/academicintegrity/index.html).

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. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see [http://www.utas.edu.au/policy/subject.html#students](http://www.utas.edu.au/policy/subject.html#students).

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

**Referencing**

The university document on plagiarism contains information about referencing the work or ideas of others. (See [http://www.utas.edu.au/plagiarism/](http://www.utas.edu.au/plagiarism/).) The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system).

**Submissions**

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. If this undertaking is not signed, the assignment will not be marked. The Assignment Cover Sheet is available from the School Help Desk in Launceston and Hobart, and on the School's web site [http://www.comp.utas.edu.au/app/studyresources.jsp](http://www.comp.utas.edu.au/app/studyresources.jsp).

**Extensions**

Assessment items will not be accepted after the due date except under the conditions stated in the school policy on late assessment. [http://www.comp.utas.edu.au/app/late_assess.jsp](http://www.comp.utas.edu.au/app/late_assess.jsp)

**Formal Examination**

The formal examination is conducted by the University Registrar. The 'Current Students' section on the university website contains information about the conduct of, and timetable for, formal examinations.
Final Grade

Overall assessment will be based on the student's performance throughout the semester as well as in a formal examination. In order to achieve a pass (or better) result, a student must obtain:

1. at least 40% of the total mark for in-semester assessment items
2. at least 40% of the mark for the formal examination
3. at least 50% of the overall mark

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

The maximum mark awarded to a student who fails the unit will be 44.

For more information, including other grades such as Supplementary and Terminating grades, see the School of Computing's guidelines for assessment - available at: [http://www.comp.utas.edu.au/app/assess.jsp](http://www.comp.utas.edu.au/app/assess.jsp)