# London South Bank University

# Module Guide

Professional Practice

**CSI_4_PPR**

School of Engineering

Level 4

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# 1. MODULE DETAILS

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|---|---|
| **Module Title:** | Professional Practice |
| **Module Level:** | 4 |
| **Module Reference Number:** | **CSI_4_PPR** |
| **Credit Value:** | 20 |
| **Student Study Hours:** | 200 |
| **Contact Hours:** | 65 |
| **Private Study Hours:** | 135 |
| **Prerequisite Learning (If applicable):** | NA |
| **Co-requisite Modules (If applicable):** | NA |
| **Course(s):** | BSc in IT/CS |
| **Year and Semester** | 2019-20, 2nd Semester |
| **Module Coordinator:** | **Francis Babayemi** |
| **MC Contact Details (Email, Tel, Room)** | Babayef3@lsbu.ac.uk, <br> +44 (0)207 815 7417 <br> FW-212 |
| **Teaching Team & Contact Details: (If applicable):** | **Mrs Lucia Otoyo** <br> lucia.otoyo@lsbu.ac.uk <br> +44 (0)20 7815 7480 <br> FW-205 <br><br> **Mr Kasra Mohades Kassai** <br> kasra.kassai@lsbu.ac.uk <br> +44 (0)20 7815 7404 <br> FW-218 <br><br> **Ioannis Iatropoulos** <br> iatropoi@lsbu.ac.uk <br> +44 (0)20 7928 8989 <br> FW-218 |
| **Subject Area:** | Computer Science and Informatics |
| **Summary of Assessment Method:** | Coursework only |
| **External Examiner appointed for module:** | Dr Ying Liang |

## 2. SHORT DESCRIPTION

As a new entrant to the university, this module prepares you for developing an understanding of - and skills for - academic study and the world of work, and the professional and personal skills you will need. You will be introduced to all aspects of university study and being an IT professional, allowing your ideas to be explored and developed throughout your time at LSBU and beyond.

The topics studied will be used to develop the skills that both a graduate and an IT professional will require and will give you ample opportunities to develop your intellectual skills as well as your practical ones. In addition to these topics on professionalism, the module will introduce you to a range of topics relating to computer-based information systems, e-commerce and how enterprise solutions.

The module is largely based on some existing model syllabi (as devised by professional bodies such as the Association for Computing Machinery (ACM) and The Chartered Institute for IT (BCS)) but this has been adapted for the particular needs of LSBU's new entrants.

## 3. AIMS OF THE MODULE

You will develop the skills you need to study independently at a university in order to prepare you for the challenges that lie ahead. You will also develop an understanding for the value of IT in various works of life, and you will again awareness of professionalism and ability to act in a professional manner. These skills are there to prepare you for being a graduate and an IT professional.

## 4. LEARNING OUTCOMES

### 4.1 Knowledge and Understanding
- Understand how to conduct yourself as an undergraduate and to take control of your learning experiences in an effective manner.
- Understand and explore social, ethical and legal issues which affect the development and use of information systems and IT in support of business processes. (Maps to: BCS 2.2.1 a6-a8 and to Course CS a6).

### 4.2 Intellectual Skills
- Develop the ability to identify, analyse, use and criticise relevant literature from appropriate academic, technical and professional sources. (Maps to: BCS 2.2.1 a1, a3 and to Course CS b1, b2, b5).

### 4.3 Practical Skills
- Use University resources to obtain evidence to underpin arguments. (Maps to: BCS 2.2.1 b2, b3 and to Course CS c2).

### 4.4 Transferable Skills
- Make compelling arguments in written and verbal formats. (Maps to: BCS 2.2.1 c1, c2 and Course CS d1, d2,d3, d4).

# 5.  ASSESSMENT OF THE MODULE

Students will **typically** be asked to keep an e-portfolio which will be populated gradually as students complete their weekly and other tasks. Some tasks will be individual and some others will be team-based. (Maps to: BCS 2.2.1 a1, a3, a6, a8, b2, b3, c1, c2;  BCS 2.2.3 a1-a3, a5, a6)

**Summative Assessment**
The Assessment for this module broken down into the following parts:

**Coursework 1 (Weighted 30 marks)**
[Hand-out in Week 2]: Individual self-driven project due in Week 7.

**Coursework 2 (Weighted 70 marks)**
[Hand-out in Week 4]: Team-based project:
  a)  Team Presentation deadline - Week 12.
  b)  Team Report and Personal Reflection submission deadline - Week 13.

**Formative Assessment**
This mode of assessment will take different formats, such as:
  ●  interactive quizzes, think-pair-share concept and class discussions
  ●  observation and questioning to provide instant feedback as the student takes part in learning activities

# 6.  FEEDBACK

  ●  You will receive general feedback during the scheduled tutorial sessions. In addition, your tutor will give you **formative feedback** at regular intervals.
  ●  **Summative feedback** will be given within 15 working days of submitting work for assessment.

# 7.  INTRODUCTION TO STUDYING THE MODULE

## 7.1 Overview of the Main Content

**The areas which will be covered include:**

  ●  Environments. Business, political, economic, social, technological, legal and environmental factors. Globalisation.
  ●  Organisation & information systems. Enterprise systems. Competitive advantage.
  ●  The role of information management in businesses.
  ●  Business processes. Goods and services. Business functions and supply chain management.
  ●  Professionalism. Professional and ethical issues in the IT industry.
  ●  Study skills. Listening and reading skills. Time management. Researching and analysing information. Accessing and using academic literature.
  ●  Group and teamwork. Group dynamics. Giving and receiving feedback. Meetings.
  ●  Writing skills. Essay writing. Business report writing.
  ●  Oral presentation skills. Presenting using visual skills.

## 7.2  Overview of Types of Classes

**There will be two types of classes:**

- **Whole group session - 2 Hour Lecture:** These are sessions where various speakers will be invited to give guest talks on a wide range of topics which will be of benefit to you.

- **Lab – 1 Hour (Tuesdays only):** These are guided sessions where the aim is for you to learn practical and transferable skills. These are sessions where you interact with your tutor, it is also an opportunity for you to talk through the work that you did between the sessions. Tutors will give you feedback regularly on your progress.

- **Remember:** these weekly contact hours are nowhere near enough the amount of time you ought to be spending on the module (or any other module). The general guidance is you should be spending 2 hours of your private time for each hour of contact (see below).

## 7.3 Importance of Student Self-Managed Learning Time

Your responsibility in the learning and development process will be emphasised. You are required to undertake directed self-study and prepare solutions/discussions to questions relative to various topic areas. You will be encouraged to identify for yourselves particular problems of difficulty and to use seminar discussions, where appropriate, for the resolution of these. You must regularly access the Moodle site for this module. You should download the module materials from the Moodle site, and do the recommended reading/work before each class.

Where appropriate, you are also expected to download the relevant seminar questions and study them in advance of each seminar, in order to derive maximum benefit from seminar time. The programme of teaching, learning and assessment gives guidance for each week - the purpose of which is to encourage further reading/work both on and around the topic.

## 7.4  Employability

This module will ensure that as a new entrant to the degree you have the foundations to build all of the skills required by a Chartered IT Professional (CITP).

## 8. <u>THE PROGRAMME OF TEACHING, LEARNING AND ASSESSMENT</u>

| WK | Lectures | Tutorial session |
|---|---|---|
| 1 | Professional Practice module overview. **Guest Speaker topic:** Library service | Creating a Personal Development Plan |
| 2 | Tools and Strategies for Thinking | Creative and critical thinking, problem solving and decision making. **CWK1 Hand-out: Individual self-driven project.** |
| 3 | Finding a research topic & critical literature review | Finding a research topic and literature review |
| 4 | Developing academic writing styles | Academic writing styles **CWK2 Hand-out: Team-based project.** |
| 5 | Teamwork and project management | Team formation and project planning |
| 6 | Product application development principles | Product application development tasks |
| 7 | Information management and GDPR | Data storage, GDPR, Ethics **CWK1 due in Week 7 (Friday 13 March 2020 by 3pm)** |
| 8 | Basic principles of project management | Teamworking, project planning, communications, and the use of collaboration tools |
| 9 | Presentation and report writing | Verbal communication and professionalism and Structured report writing and Referencing |
| 10 | Understanding assessment criteria | Personal Reflection, Peer Evaluation and general Marking scheme |
| 11 | Professional Practice recap | **Support session, Q&A, and Kahoot award** |
| 12 | **Live Presentation CWK2** | **Tutorial groups may be combined** **Tuesday 05 May 2020** |
| 13 | **Final submission of CWK2** | **CWK2 due in Week 13 (Friday 15 May 2020 by 3pm)** |

**NOTE:** Students studying this module should understand that the guide, as shown above, is an indication of how the course ideally fits into the structure of the semester. Although every attempt will be made to try to follow this structure, there may be times when it is impossible to do so. Any changes will be notified using lectures, Moodle and e-mail. Students are advised to check email accounts regularly and to keep up to date with Moodle.

## 9. <u>STUDENT EVALUATION</u>

This is a new Moodle.

# 10. LEARNING RESOURCES

## 10.1 Reading List

**Core**:

Cotterell, Stella (2013) *The Study Skills Handbook* – Basingstoke: Palgrave (Macmillan).

Stair, Ralph M. and Reynolds, George (2014) *Fundamentals of Information Systems.* Cengage Learning. International edition 7e. ISBN-13:9781285072982

**Background Reading**

Baase Sarah  (2008) Gift of Fire: International Version: Social, Legal, and Ethical Issues for Computing and the Internet – Upper Saddle River, NJ, Pearson Education

Oz, Effy, and Jones, Andy (2008) Management Information Systems. London, Cengage Learning EMEA.

**Website - BCS Higher Education Qualifications:**

As the IT skills shortage grows there has never been a better time to consider a career in technology. Weblink URL: https://www.bcs.org/category/18011