

ISCG5430 Professional Skills for Information Technology Practitioners
Assignment 1 Marking Guide
Semester 2 2022

Task 1 – Email & Questions – 25 marks

Email – 10 marks

Deduct one mark for each of the following not completed correctly:

Subject Line

Greeting: Dear _____ (one mark, should be formal, not Hi there; should not be addressed to the lecturer)

There is an introduction saying who they are

Content relevant and refers to the attached document

Closing

Name

Signature stating position

Contact details

Correct spelling and grammar

Layout

Total: 10 marks

Questions – 15 marks

For each question (5 questions)

1 mark for the question

1.5 marks for purpose

0.25 mark for correct classification

0.25 mark for layout

Note the purpose of the question and the question need to match to give full marks.

Task 2 – Meetings & Minutes – 40 marks

Agenda and minutes of all meetings plus the list of the final 10 questions. Each of these items should be an MS Word document uploaded to Moodle. The agenda, minutes and questions are completed to a professional standard.

Agenda & Minutes – 20 marks

The agenda and minutes are completed to a professional standard.

Agenda & Minute templates are used (adapted if necessary) with the same template for all meetings

An electronic meeting was held.

Minutes make sense and reflect the agenda.

Action points identified and person responsible

Meets requirements – mark range of 12-15

Merely meeting requirements – mark range 8-11

Does not meet requirements – mark range of 5-7

Unacceptable – mark range 0-4

5 marks for professional standard layout with footer and page number

Questions – 20 marks

Questions are completed to a professional standard.

There are 10 questions (each with reason and type of question).

Questions are relevant to the case study scenario. "The first thing that you must do is to find out more about the company and the way it works at present and then how they think the online system will work."

0.5 mark for each relevant, understandable question written in correct English, 0.75 mark for reason and 0.25 mark for type)

[Deduct half a mark or more if the sentence does not follow English structure, has spelling mistakes, no reason for question or is not relevant to the case study].

Presentation (5 marks). Somewhere on the page, the students should have identified the topic, identified themselves, the questions should be numbered. The questions should be in the same font and size, and follow a consistent format.

Task 3 – Summary – 15 marks

The document is professional in tone and appearance.

The summary is a true and accurate reflection of the system and problems.

The summary needs a topic sentence.

Written in third person.

Comments on the business at the moment

Comments on how the new system should work

Comments on the hardware etc for new system

Grading

A – meets all requirements (9-12 marks)

B – one section missing (8 marks)

C – meets minimum requirements (6 or 7 marks)

Presentation (3 marks). Somewhere on the page, the students should have identified the topic, identified themselves, should be in the same font and size, and follow a consistent format.

Task 4 – Personal Reflection – 20 marks

The document is professional in tone and appearance.

The document has the student's name and a title.

There is an introductory paragraph or headings identifying the three topics chosen.

Students can choose from the following

1. The methods of communication used by the team and when they were used – such as face-to-face, email, Facebook, forum.
2. The manner in which your team made decisions e.g. consensus, authoritarian, majority.
3. The method or methods that your team members used to resolve conflict – competition, withdrawal, accommodation, compromise, collaboration.
4. Potential communication barriers that were present in your team

Each reflection includes sections on the description (past), interpretation (present) and outcome (future) for each part as above.

The personal reflection shows a critical analysis of the processes used within the team to make decisions, and of all the documentation produced.

Grading

- A – the student has covered all three reflections equally well and has used appropriate vocabulary (probably 1.5 to 2 pages (12-15 marks)
- B – the student has met most of the criteria (10 -11 marks)
- C – the student has met minimum requirements (8-9 marks) [Something has been handed in that is reflective in nature]
- D – the work is merely description (6-7 marks)
- E – there is a submission (3 marks)

Presentation (5 marks). Somewhere on the page, the students should have identified the topic, identified themselves, the reflections should be numbered. The reflections should be in the same font & size, and follow a consistent format.