IMS2501: Second Year Studio
Week 1: Studio Activity
Introduction to IMS2501

These notes are available on the IMS2501 Web site via http://www.sims.monash.edu.au
Please contact your tutor if you require assistance with these exercises. Tutor email address and consultation times are available on the subject’s Web page under Staff.

Objective of session

- Ensure you are in the correct studio
- To test your studio computer account
- Distribute and read case study
- Getting to know each other
- Complete your first Reflective Journal Entry

Assessment

This session will not be assessed

Activity 1 – Studio Registration Process [20 mins]

- Check with your tutor to register your presence – they will check your name against the Allocate lists, and advise you of and record any discrepancies – these will be attended to as soon as is possible.
- If you want to move to another Studio session (different time and/or day) it is important that you let your Studio academic and tutor know. If you can amicably arrange a swap with someone yourself then let us know – this should be relatively easy to organize.
- We may not be able to accommodate all requests to change classes but in the event of clashes it may be necessary to swap students around rather than having to deal with overloading some classes and under loading others.
- Please notify your studio academic if you have issues relating to clashes of IMS2501 with other units – they will obtain your details and where possible these issues will be resolved as quickly as we can – it may take a day or two to fix these but we will attempt to minimize any inconvenience.

Activity 2 – Studio Computer Accounts [20 mins]

Each student will be issued with a studio account. Login into your account and visit the IMS2501 Website. Ensure that you can do the following:
- Download and view the seminar notes and the studio notes.
- Send an email to your tutor and studio leader
- Post a message up on the subject’s discussion board

Please note that the primary purpose of the discussion board is for students to discuss issues relating to the IMS2501 case study. It will be monitored on a daily basis by the tutors and any abusers of the system will have their accounts terminated immediately.

Activity 3 – Student Guide [15 mins]

Each student will be issued with an IMS2501 Student Guide. Please make yourself familiar to the contents of the Guide; the Studio Academic will go through the relevant sections with you.
Activity 4 – Getting to know each other - Ice breaker [25mins]
Take some time to get to know the students in your studio. Complete the attached ice breaker activity in Appendix 1. As you get to know your classmates keep in mind that an IMS2501 Studio Representative (see Student Guide for position description) will be selected later in the studio, so please give some thought to who this person should be as you spend this time getting to know each other.

Activity 5 – Select Studio Representative [10mins]
Students will be asked to nominate a female and male studio representative. After all nominations have been received two studio representatives will be selected. Details of the studio representatives will be collected by your studio academics and then posted up on the IMS2501 Website so that students in this studio can email the representatives with any comments and concerns regarding the operation of the studio.

Activity 5 – Setting Priorities and Report Back [30mins]
In groups of 3 or 4 do the following:
1. Reach agreement upon, and rank in priority order, the 6 most important tips for working successfully in a team. Appoint one member of the group as ‘scribe’ to record the group’s decision.
2. Report back to the whole studio on your group’s list of tips. What processes did you use in reaching your decisions?
3. Discuss the various approaches used by different groups to reach a decision. What are the advantages and disadvantages of each approach?

Activity 6 – Case Study [45mins]
Each student will be issued with a case study. Read through the case study so that you clearly understand the objectives. Your studio academic will provide you with some background to the case study highlighting the deliverables and functions to be implemented. A copy of the current working system will be available for students to experiment with.

Activity 7 – Reflective piece [15mins]
Send an email to your tutor and studio academic with subject heading “IMS2501 Journal Entry – Student ID”. Express your expectations of this subject, and include a reflection on what has happened in your first week of IMS2501 and lessons learnt to date.

Preparation for next week:
- Read the case study
- Prepare interview question for next week.
Appendix 1 – Getting to know your studio class

Find a student in your studio that satisfies one of the criteria (row + column) in the table below. Once you have found someone get them to put their signature in the box. Each signature must be unique. Make sure you have spoken to everyone in the room.

<table>
<thead>
<tr>
<th></th>
<th>Has Cable connection</th>
<th>Would like to be the IMS2501 Studio student rep</th>
<th>Speaks a European language</th>
<th>Speaks an Asian language</th>
<th>Enjoys being a team leader</th>
<th>Likes Visual Basic Programming</th>
<th>Likes public speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drives to uni</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catches a bus to uni</td>
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<tr>
<td>Walks to uni</td>
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<tr>
<td>Lives near the campus</td>
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</tr>
<tr>
<td>Has a brother</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a sister</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owns a pet</td>
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</tbody>
</table>