



MONASH University
Information Technology

FIT1037
Information management

Unit Guide

Semester 2, 2011

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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FIT1037 Information management - Semester 2, 2011

This unit introduces fundamental concepts in information, and examines their implications for the use of IT-based systems that manage information. The management of information is a major area of concern for any organisation as it seeks to meet its objectives. The unit examines a variety of approaches to the creation, representation, storage, access, retrieval, and use of information, and the practical contribution of information management (IM) as a discipline to the achievement of such tasks. Particular emphasis will be placed upon the consequences for these practices of information-seeking behaviour by users, as well as the application of a range of popular IM tools and techniques commonly used when addressing the information needs of users.

Mode of Delivery

Caulfield (Day)

Contact Hours

2 hrs lectures/wk, 2 hr studio/tutorial/wk

Workload

Workload commitments are:

- two-hour lecture and
- two-hour studio (requiring advance preparation)
- a minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.
- You will need to allocate up to 5 hours per week in some weeks, for use of a computer, including time for newsgroups/discussion groups.

Unit Relationships

Prohibitions

FIT1021, FIT2054, IMS1603, IMS2603

Chief Examiner

Dr Steven Wright

Campus Lecturer

Caulfield

Steve Wright

Academic Overview

Learning Objectives

At the completion of this unit students will be able to:

- understand the fundamental concepts of information and its use;
- understand the relationship between data, information and knowledge;
- understand the impact of organisational and other contexts upon information needs and uses;
- understand the basic IM tools (eg classification and metadata) that have been developed to manage information and meet user needs;
- evaluate information and its sources critically;
- identify particular information needs;
- evaluate technology-based IM tools in terms of meeting user needs;
- use basic IM tools to create, represent, store, access, retrieve and use information.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:
 - a. engage in an internationalised world
 - b. exhibit cross-cultural competence
 - c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

Assessment Summary

Examination (3 hours): 50%; In-semester assessment: 50%

Assessment Task	Value	Due Date
Assignment 1 - Information Sources	15%	Week 5
Assignment 2 - Resource Kit	25%	Week 11
Assignment 3 - Presentation	10%	During studio in Week 12
Examination 1	50%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Required Resources

There is no textbook for this unit.

Recommended Resources

There is no specific software requirement beyond access to word-processing and web browsing facilities. These are freely available in Labs.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0. Make sure you have allocated yourself to a studio.
1	Introduction to information management	
2	Forms of information	
3	Finding and making sense of information I	
4	Finding and making sense of information II	
5	Organising information I	Assignment 1 - Information Sources
6	Organising information II	
7	Organising information III	
8	Information storage	
9	Information retrieval	
10	Presenting information I	
11	Presenting information II	Assignment 2 - Resource Kit
12	The future of information management / the exam	Assignment 3 - Presentation
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

Assessment Requirements

Assessment Policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 50% then a mark of no greater than 49-N will be recorded for the unit

Assessment Tasks

Participation

• Assessment task 1

Title:

Assignment 1 - Information Sources

Description:

This assignment requires you to examine critically the information provided in a document, as well as the evidence advanced in a number of associated information sources.

Weighting:

15%

Criteria for assessment:

The criteria used to assess submissions are:

1. Correctness and understanding - there may be more than one "right" answer in many cases. We will look for answers that reflect understanding of the underlying principles and theories.
2. Completeness - that you have answered all parts of each question. Presentation - that you have presented your answers in a suitably formatted report style.
3. Use of evidence and argument - you are able to explain your position by using logical argument drawing on the theory presented in the unit.

Specific tasks and marking criteria will be distributed at the appropriate time during the semester.

Due date:

Week 5

• Assessment task 2

Title:

Assignment 2 - Resource Kit

Description:

Working as part of small groups allocated by tutors, students are required to compile, then individually submit a list of relevant resources, as part of a resource kit relating to a particular topic area of general interest and relevance to other undergraduates.

Weighting:

Assessment Requirements

25%

Criteria for assessment:

The criteria used to assess submissions are:

1. Correctness and understanding - there may be more than one "right" answer in many cases. We will look for answers that reflect understanding of the underlying principles and theories.
2. Completeness - that you have answered all parts of each question. Presentation - that you have presented your answers in a suitably formatted report style.
3. Use of evidence and argument - you are able to explain your position by using logical argument drawing on the theory presented in the unit.

Specific tasks and marking criteria will be distributed at the appropriate time during the semester.

Due date:

Week 11

Remarks:

The topic area in question will be selected by students in consultation with their tutor.

• **Assessment task 3**

Title:

Assignment 3 - Presentation

Description:

Working in small groups allocated by tutors, students are required to introduce a particular topic area of general interest and relevance to other undergraduate students. The topic area in question will be the same as that selected for assignment 2.

Weighting:

10%

Criteria for assessment:

The criteria used to assess submissions are:

1. Correctness and understanding - there may be more than one "right" answer in many cases. We will look for answers that reflect understanding of the underlying principles and theories.
2. Completeness - that you have answered all parts of each question. Presentation - that you have presented your answers in a suitably formatted report style.
3. Use of evidence and argument - you are able to explain your position by using logical argument drawing on the theory presented in the unit.

Specific tasks and marking criteria will be distributed at the appropriate time during the semester.

Due date:

During studio in Week 12

Remarks:

The topic area in question will be selected by students in consultation with their tutor.

Examinations

Assessment Requirements

• Examination 1

Weighting:

50%

Length:

3 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

<http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

Returning assignments

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later

Referencing requirements

You are required to follow the APA style guide explained at

<http://www.lib.monash.edu.au/tutorials/citing/infotech.html>

Other Information

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);
and
- Academic and Administrative Complaints and Grievances Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)
- Codes of Practice for Teaching and Learning
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students. The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: <http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html>;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.