



MONASH University
Information Technology

FIT3125
Information organisation

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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Table of Contents

<u>FIT3125 Information organisation - Semester 2, 2011</u>	1
<u>Mode of Delivery</u>	1
<u>Contact Hours</u>	1
<u>Workload</u>	1
<u>Unit Relationships</u>	1
<u>Prohibitions</u>	1
<u>Prerequisites</u>	1
<u>Chief Examiner</u>	1
<u>Campus Lecturer</u>	2
<u>Caulfield</u>	2
<u>Academic Overview</u>	3
<u>Learning Objectives</u>	3
<u>Graduate Attributes</u>	3
<u>Assessment Summary</u>	3
<u>Teaching Approach</u>	3
<u>Feedback</u>	4
<u>Our feedback to You</u>	4
<u>Your feedback to Us</u>	4
<u>Previous Student Evaluations of this unit</u>	4
<u>Required Resources</u>	4
<u>Recommended Resources</u>	4
<u>Examination material or equipment</u>	5
<u>Unit Schedule</u>	6
<u>Assessment Requirements</u>	7
<u>Assessment Policy</u>	7
<u>Assessment Tasks</u>	7
<u>Participation</u>	7
<u>Examinations</u>	8
<u>Examination 1</u>	8
<u>Assignment submission</u>	8
<u>Extensions and penalties</u>	8
<u>Returning assignments</u>	8
<u>Referencing requirements</u>	8
<u>Other Information</u>	9
<u>Policies</u>	9
<u>Student services</u>	9

FIT3125 Information organisation - Semester 2, 2011

This unit develops understanding of the fundamental principles, concepts and standards that guide the development of information organisation and retrieval systems and web-based information architectures. It deals with standards governing description, distribution and access to information locally and globally cataloguing, indexing, thesaurus construction, classification and metadata for knowledge discovery. It examines the effects of economic, social and technological factors on the development of bibliographic networks and cataloguing operations. Practical sessions deal with the use of major bibliographic tools, schemes and systems for information organisation.

Mode of Delivery

- Caulfield (Day)
- Caulfield (Off-campus)

Contact Hours

2 hrs lectures/wk, 2 hrs laboratories/wk

Workload

This is a 6-point unit which, according to University guidelines, requires students to spend 12 hours per week (a total of at least 144 hours per semester).

For on-campus students, typical weekly workload commitments are:

- 2 hours lecture
- 2 hours tutorial/laboratory (requiring advance preparation)
- 5 hours of practical work and assignment preparation
- 3 hours of assigned reading and reviewing weekly class materials.

Off-campus students generally do not attend lecture and tutorial sessions, however, should plan to spend equivalent time working through the relevant resources and participating in discussion groups/ other designated activities each week.

Unit Relationships

Prohibitions

FIT5106, IMS3617, IMS5017, LAR3651

Prerequisites

Completion of 36 credit points at level 1 or equivalent

Chief Examiner

Professor Sue McKemmish

Campus Lecturer

Caulfield

Sue McKemmish

Contact hours: Available by appointment only. Email to arrange a time to meet or to talk via telephone or skype.

Tom Denison

Contact hours: Available by appointment only. Email to arrange a time to meet or to talk via telephone or skype.

Academic Overview

Learning Objectives

At the completion of this unit students will:

- understand the key principles, concepts and standards that guide the development of information organisation and retrieval systems and web-based information architectures;
- have skills in applying standard cataloguing, classification, indexing, thesaurus construction, and knowledge discovery metadata schemes and tools;
- have developed experience in interacting with selected bibliographic utilities/ networks, and in using bibliographic software; and
- be able to develop systems for organising information and facilitating access to information resources in physical collections or digital/web-based repositories.

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 - Metadata Record	25% (includes 10% class participation)	Tuesday 6 September 2011
Assignment 2 - Information Architecture	25% (includes 5% class participation)	Tuesday 11 October 2011
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.

Delivery of the unit involves two hours of lectures per week, covering the theory and practice of information organisation, and a two-hour tutorial/lab session where students undertake practical exercises.

Off-campus students can access the lecture recording (audio with synchronised slides) via Monash University Lectures Online (MULO), and will have special weekly activities and interactive sessions in lieu of the on-campus tutorials.

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
- Solutions to tutes, labs and assignments

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

Hider, Philip, with Harvey, Ross. (2008). *Organising knowledge in a global society*. Rev. ed. Wagga Wagga: Centre for Information Studies, Charles Sturt University. ISBN 978 1876938 67 3.

Recommended Resources

Students will be given access to online resources including the Library of Congress's *The Cataloger's Desktop* and *Classification Web*, and to *WebDewey*. Access to other resources will be provided as needed.

Kennedy, J. and Schauder, C. (1998). *Records management: A guide to corporate recordkeeping* (2nd ed.). Melbourne: Longmans. Chapters 6 and 7.

Academic Overview

Examination material or equipment

Details will be provided via the Unit Moodle website.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to FIT3125 Information Organisation	Details of Assignment 1 provided
2	Lecture: Introduction to the metadata frameworks, models and policies; Lab/Tute: Introduction to Case Study	
3	Lecture: Metadata schemes; Lab/Tute: Metadata model exercises	
4	Lecture: Metadata schemes; Lab/Tute: Metadata scheme exercises	
5	Lecture: Metadata encoding schemes and tools; Lab/Tute: Metadata scheme exercises	
6	Lecture: Metadata encoding schemes and tools; Lab/Tute: Metadata encoding scheme exercises	
7	Lecture: Information architecture; Lab/Tute: Metadata tools exercises	Assignment 1 due Tuesday 6 September 2011
8	Lecture: Information architecture; Resource description and access; Lab/Tute: Information architecture exercises	Details of Assignment 2 provided
9	Lecture: Resource description and access. Applying rules for selecting access points. MARC records. Authority files; Lab/Tute: RDA and MARC exercises	
10	Lecture: Library schemas: Dewey Decimal Classification (DDC); Lab/Tute: RDA and MARC exercises. Selecting access points and authority files exercises	
11	Lecture: Library schemas: Dewey Decimal Classification (DDC). Library of Congress Subject Headings (LCSH); Lab/Tute: DDC exercises	Assignment 2 due Tuesday 11 October 2011
12	Lecture: Managing information organisation processes (workflows; insourcing and outsourcing; the role of networks; economic considerations); Lab/Tute: DDC exercises	
	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 - Metadata Record

Description:

This assignment involves the development of a Metadata Record for a resource to be included in the Breast Cancer Knowledge Online Portal (see www.bckonline.monash.edu). Components of the Metadata Record will be developed in class exercises and combined together into the submitted assignment. The class exercises will be undertaken in the Tutorial/Laboratory by on-campus students, and via Moodle by off-campus students.

Weighting:

25% (includes 10% class participation)

Criteria for assessment:

Class participation in exercises relating to the development of the Metadata Record (in Tutorials/Laboratories by on-campus students and via Moodle by off-campus students) is an assessable component of this Assignment.

More details of assessment criteria will be advised in separate assignment handouts available via the Unit Moodle website.

Due date:

Tuesday 6 September 2011

• Assessment task 2

Title:

Assignment 2 - Information Architecture

Description:

This assignment can be taken either in a small group, or individually. It explores an information architecture related topic of the students' choice. It involves a presentation in class as well as a hard copy version of the presentation. Alternative guidelines will be provided for off-campus students.

Weighting:

25% (includes 5% class participation)

Assessment Requirements

Criteria for assessment:

Assessment will be based on how well the information explored is presented and documented.

More details of assessment criteria will be advised in separate assignment handouts available via the Unit Moodle website.

Due date:

Tuesday 11 October 2011

Examinations

• 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

More information about referencing will be provided in the detailed instructions relating to each assignment.

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.