FIT1037
Information management

Unit Guide

Semester 2, 2012

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, 2012

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

Martin Atchison

Academic Overview

Outcomes

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

Previous feedback has highlighted the following strengths in this unit: interactive tutorials and lectures, practical assignments.

If you wish to view how previous students rated this unit, please go to
https://emuapps.monash.edu.au/unitevaluations/index.jsp

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

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	Make sure you have allocated yourself to a studio	No formal assessment or activities are undertaken in week 0
1	Introduction to information management/Forms of information	
2	Finding and making sense of information I	
3	Finding and making sense of information II	
4	IM in context I	
5	Organising information I	Assignment 1 - Information Sources
6	Organising information II	
7	Organising information III	
8	Information storage and retrieval	
9	Presenting information I	
10	Presenting information II	
11	IM in context II	Assignment 2 - Resource Kit
12	The future of information management / the exam	Assignment 3 - Presentation
	SWOT VAC	No formal assessment is undertaken during 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

Faculty Policy - Unit Assessment Hurdles
(http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at
http://lib.monash.edu/tutorials/citing/

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
  Remarks:
  An assignment without an extension will accrue a penalty of 5% deducted from its final
  mark for each day that it is late.

- **Assessment task 2**

  Title:
  Assignment 2 - Resource Kit
  Description:
  Coordinating their efforts within small teams allocated by tutors, students are required to
  compile, then **individually** submit a list of relevant resources for **individual** assessment,
  as part of a resource kit relating to a particular topic area of general interest and relevance
  to other undergraduates.
  Weighting:

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. An assignment without an extension will accrue a penalty of 5% deducted from its final mark for each day that it is late.

• **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 at that selected for Assignment 2.

This assignment will be marked in a manner that recognises differential contributions of group members (details to be provided in the assignment specification on Moodle).

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. An assignment without an extension will accrue a penalty of 5% deducted from its final mark for each day that it is late.

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).

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

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-po
- 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. For Sunway see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/

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. At Sunway, visit the Library and Learning Commons at http://www.lib.monash.edu.my/. At South Africa visit http://www.lib.monash.ac.za/.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: http://monash.edu/equity-diversity/disability/index.html;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Commuity Services at 03 55146018 at Sunway

Other

An assignment without an extension will accrue a penalty of 5% deducted from its final mark for each day that it is late.