MONASH University
Information Technology

# FIT1037
# Information management


# Unit Guide

# Semester 2, 2013

*Last updated: 17 Jul 2013*

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# FIT1037 Information management - Semester 2, 2013

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 requirements

Workload commitments per week 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

**Dora Constantinidis**

# Academic Overview

## Learning 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.

# 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 due |
| 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 due |
| 12 | The future of information management / the exam | Assignment 3 - Presentation during studio |
| | SWOT VAC | No formal assessment is undertaken in 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 learning system.

## 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.

# 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.

Assessment Requirements

# Examinations

- **Examination 1**

  **Weighting:**
  50%
  **Length:**
  3 hours
  **Type (open/closed book):**
  Closed book
  **Electronic devices allowed in the exam:**
  None

# Learning resources

Monash Library Unit Reading List
http://readinglists.lib.monash.edu/index.html

# 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

# 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.monash.edu.au/exams/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

# 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). Please note that it is your responsibility to retain copies of your assessments.

## Online submission

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

## 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.

# 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:
www.policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Aademic integrity;
  http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h
- Assessment in Coursework Programs;
  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.ht
- 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/dates/
- Orientation and Transition; http://intranet.monash.edu.au/infotech/resources/students/orientation/
- Academic and Administrative Complaints and Grievances Policy;
  http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h
- Code of Practice for Teaching and Learning;
  http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tead

## Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.ht

## 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 http://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/.

## Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to 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/.

# Disability Liaison Unit

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://www.monash.edu/equity-diversity/disability/index.htmlTelephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Commuity Services at 03 55146018 at SunwayEmail: dlu@monash.eduDrop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

# 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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions and on student evaluations, see:
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

# Other

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