

**FIT1037**  
**Information management**

**Unit Guide**

**Semester 2, 2014**

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# Table of Contents

<b><u>FIT1037 Information management - Semester 2, 2014</u></b> .....	<b>1</b>
<u>Mode of Delivery</u> .....	1
<u>Workload Requirements</u> .....	1
<u>Unit Relationships</u> .....	1
<u>Prohibitions</u> .....	1
<u>Chief Examiner</u> .....	1
<u>Campus Lecturer</u> .....	1
<u>Caulfield</u> .....	1
<u>Your feedback to Us</u> .....	2
<u>Previous Student Evaluations of this Unit</u> .....	2
 <b><u>Academic Overview</u></b> .....	 <b>3</b>
<u>Learning Outcomes</u> .....	3
 <b><u>Unit Schedule</u></b> .....	 <b>4</b>
<u>Teaching Approach</u> .....	4
<u>Assessment Summary</u> .....	4
 <b><u>Assessment Requirements</u></b> .....	 <b>5</b>
<u>Assessment Policy</u> .....	5
<u>Assessment Tasks</u> .....	5
<u>Participation</u> .....	5
<u>Examinations</u> .....	7
<u>Examination 1</u> .....	7
<u>Learning resources</u> .....	7
<u>Feedback to you</u> .....	7
<u>Extensions and penalties</u> .....	7
<u>Returning assignments</u> .....	7
<u>Referencing requirements</u> .....	8
<u>Assignment submission</u> .....	8
<u>Online submission</u> .....	8
<u>Required Resources</u> .....	8
<u>Recommended Resources</u> .....	8
 <b><u>Other Information</u></b> .....	 <b>9</b>
<u>Policies</u> .....	9
<u>Faculty resources and policies</u> .....	9
<u>Graduate Attributes Policy</u> .....	9
<u>Student Charter</u> .....	9
<u>Student services</u> .....	9
<u>Monash University Library</u> .....	10
<u>Disability Liaison Unit</u> .....	10
<u>Other</u> .....	10

# **FIT1037 Information management - Semester 2, 2014**

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)

## **Workload Requirements**

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- Two hours of lectures
- One 2-hour studio

(b.) Additional requirements (all students):

- A minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

## **Unit Relationships**

### **Prohibitions**

FIT1021, FIT2054, IMS1603, IMS2603

### **Chief Examiner**

Dr Steven Wright

### **Campus Lecturer**

#### **Caulfield**

**Dora Constantinidis**

**Henry Linger**

## **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/](http://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](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>

# Academic Overview

## Learning Outcomes

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

- describe the fundamental concepts of information and its use;
- explain the impact of organisational and other contexts upon information needs and uses;
- explain 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;
- apply basic IM tools to create, represent, store, access, retrieve and use information;
- demonstrate the teamwork skills necessary to identify particular information needs, prepare relevant resources for a target audience, and present their findings.

## 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: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

\*Unit Schedule details will be maintained and communicated to you via your learning system.

## Teaching Approach

### Lecture and tutorials or problem classes

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

## 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

# Assessment Requirements

## Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurdles>)

Academic Integrity - Please see resources and tutorials at

<http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/>

## 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 as 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

## Learning resources

Monash Library Unit Reading List (if applicable to the unit)

<http://readinglists.lib.monash.edu/index.html>

Faculty of Information Technology [Style Guide](#)

## Feedback to you

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback after official results have been published. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see <http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html>

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/student-academic-integrity-managing-pla>

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](http://www.policy.monash.edu.au/policy-bank/academic/education/index.html)

Key educational policies include:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;  
<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>

### Faculty resources and policies

Important student resources including Faculty policies are located at

<http://intranet.monash.edu.au/infotech/resources/students/>

### Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h>

### Student Charter

[www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html](http://www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html)

### 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 Malaysia 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](http://www.lib.monash.edu.au) or the library tab in [my.monash](#) portal for more information. At Malaysia, 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.html>
- Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Malaysia
- Email: [dlu@monash.edu](mailto:dlu@monash.edu)
- Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Malaysia Campus

## Other

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