Table of Contents

FIT5086 Organisational informatics - Semester 1, 2015.................................................................1
  Mode of Delivery..........................................................................................................................1
  Workload Requirements...........................................................................................................1
    Additional workload requirements......................................................................................1
Chief Examiner................................................................................................................................1
Campus Lecturer.........................................................................................................................2
  Caulfield..................................................................................................................................2
Tutors...........................................................................................................................................2
  Caulfield..................................................................................................................................2
Your feedback to Us......................................................................................................................2
Previous Student Evaluations of this Unit..................................................................................2

Academic Overview....................................................................................................................3
  Learning Outcomes....................................................................................................................3

Unit Schedule...............................................................................................................................4
  Teaching Approach....................................................................................................................4
  Assessment Summary...............................................................................................................5

Assessment Requirements...........................................................................................................6
  Assessment Policy.....................................................................................................................6
  Assessment Tasks.......................................................................................................................6
    Participation..............................................................................................................................6
Learning resources.......................................................................................................................7
Reading list...................................................................................................................................7
Feedback to you..........................................................................................................................8
Extensions and penalties.............................................................................................................8
Returning assignments................................................................................................................8
Referencing requirements..........................................................................................................8
Assignment submission..............................................................................................................8
Online submission.......................................................................................................................8

Other Information.......................................................................................................................9
  Policies......................................................................................................................................9
  Faculty resources and policies...............................................................................................9
    Graduate Attributes Policy................................................................................................9
Student Charter...........................................................................................................................9
Student services.........................................................................................................................9
Monash University Library.........................................................................................................9
Disability Liaison Unit................................................................................................................9
FIT5086 Organisational informatics - Semester 1, 2015

This unit presents a coherent understanding of informational practices within organisations. It explores the structural and functional aspects that constitute organisational informatics and how these aspects combine to support diverse activities undertaken by organisations. The emphasis is to explore how information, and the ability to exploit it, contributes to corporate memory, enterprise knowledge and innovation in products, services and processes. Particular attention is given to diverse organisational setting to address private and public enterprises as well as third sector organisations.

Mode of Delivery

- Caulfield (Day)
- Caulfield (Online)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

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

- One 2-hour seminar
- One 2-hour tutorial

(b.) Study schedule for off-campus students:

- 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 each week.

(c.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

See also Unit timetable information

Additional workload requirements

The workload commitments for 8 hours of independent study per week during the semester, comprising:

- 4 hours of reading and individual study time
- 4 hours of assignments

Chief Examiner

Dr Henry Linger
Campus Lecturer

Caulfield

Henry Linger

Consultation hours: By appointment

Tutors

Caulfield

To be announced

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

Based on student feedback:

- Tutorials have been extended to 2 hours
- Assignment due dates have been adjusted to spread the workload more evenly through the semester
- iSETU will again be conducted mid semester to get formal feedback on the progress of the unit
- Lecture schedule has been changed so that the framework for Organisational Informatics is introduced in week 1

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

Learning Outcomes

On successful completion of this unit students should be able to:

- critically evaluate the concept of organisational informatics;
- develop socio-technical approaches to organisational informatics practices;
- analyse informational practices within organisations;
- critique a range of theoretical and disciplinary influences on organisational informatics;
- assess the extent to which technology can support informational practices.
# Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Introduction and Frameworks for Organisational Informatics</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Context: Organisational design</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Context: Information infrastructure</td>
<td>Assignment 1: Journal paper approval</td>
</tr>
<tr>
<td>4</td>
<td>Context: Technology</td>
<td>Assignment 3: Case study approval</td>
</tr>
<tr>
<td>5</td>
<td>Reflective practice: Sense-making</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Reflective practice: Remembering</td>
<td>Assignment 3: Part 1 due</td>
</tr>
<tr>
<td>7</td>
<td>Reflective practice: Learning</td>
<td>Assignment 1: Critical Review due</td>
</tr>
<tr>
<td>8</td>
<td>Organisational informatics case study</td>
<td>Assignment 3: Part 2 due</td>
</tr>
<tr>
<td>9</td>
<td>Implementing organisational informatics</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Constructing a viable organisation</td>
<td>Assignment 3: Part 3 due</td>
</tr>
<tr>
<td>11</td>
<td>The value proposition of Organisational Informatics</td>
<td>Assignment 2: Evaluation Essay due</td>
</tr>
<tr>
<td>12</td>
<td>Reflection on Organisational Informatics</td>
<td>Assignment 3: Case Study Report due</td>
</tr>
<tr>
<td>SWOT VAC</td>
<td></td>
<td>No formal assessment is undertaken in SWOT VAC.</td>
</tr>
</tbody>
</table>

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

## Teaching Approach

### Lecture and tutorials or problem classes

Teaching of the unit will comprise of lecture or seminar presentations, tutorial discussions and practical assignments.

These sessions will raise significant issues related to weekly topics and provide students with the knowledge of fundamental theories and concepts. The issues will be critically examined through presentations and discussions based on reading materials and published case studies. Citation for reading materials will be posted on the unit website in advance of the scheduled discussion. It is expected that students will have prepared for the session by reading the set material.

Students are also encouraged to contribute material that they consider relevant to the topics/issues as well as presenting their personal experiences. Practitioners will be invited to lead specific seminars.
### Assessment Summary

In-semester assessment: 100%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Critical Review</td>
<td>30%</td>
<td>Week 7</td>
</tr>
<tr>
<td>Assignment 2: Evaluation Essay</td>
<td>20%</td>
<td>Week 11</td>
</tr>
<tr>
<td>Assignment 3: Case Study Assignment</td>
<td>50%</td>
<td>Part 1 due week 6; Part 2 due week 8; Part 3 due week 10; Final case study report is due in week 12.</td>
</tr>
</tbody>
</table>
Assessment Requirements

Assessment Policy

Faculty Policy - Unit 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: Critical Review

  Description: An academic essay of 3000 words that will critically review a published journal paper.

  Weighting: 30%

  Criteria for assessment:

    ♦ Originality and clarity of argument
    ♦ Ability to critically evaluate issues in Organisational Informatics
    ♦ Understanding of Organisational Informatics theory and concepts
    ♦ Use of current literature

  Detailed specifications will be provided on the Assignment sheet.

  A Marking Guide for this assignment will be made available on the unit Moodle website.

  Due date: Week 7

• Assessment task 2

  Title: Assignment 2: Evaluation Essay

  Description: An academic essay of 2000 words. You will comment on aspects of Organisational Informatics and will need to support your comments with reference to theories and concepts covered in the unit as well as current literature.

  Weighting: 20%

  Criteria for assessment:

    ♦ Originality and clarity of argument
    ♦ Ability to critically evaluate issues in Organisational Informatics
    ♦ Understanding of Organisational Informatics theory and concepts
    ♦ Use of current literature
Assessment Requirements

Detailed specifications will be provided on the Assignment sheet.

A Marking Guide for this assignment will be made available on the unit Moodle website.

Due date:
Week 11

• Assessment task 3

Title:
Assignment 3: Case Study Assignment

Description:
This assignment will involve the analysis of an organisation or a workplace, drawing on Organisational Informatics principles and concepts, to understand how information and knowledge are utilised in that setting.

Weighting:
50%

Criteria for assessment:

❖ Understanding of case study context from an Organisational Informatics perspective
❖ Depth of analysis of how Organisational Informatics is implemented in the case study
❖ Understanding and application of appropriate Organisational Informatics theory and concepts

Detailed specifications will be provided on the Assignment sheet.

A Marking Guide for this assignment will be made available on the unit Moodle website.

Due date:
Part 1 due week 6; Part 2 due week 8; Part 3 due week 10; Final case study report is due in week 12.

Remarks:
Students will submit specified sections of their case study for assessment at specified times during the semester.

Learning resources

Reading list

Lectures and seminars will be supported with relevant articles, papers and other materials that will be detailed on the unit Moodle website.

The following books provide a good overview of the current thinking (despite their publication dates) on the topic but approach Organisational Informatics from a knowledge perspective:


Monash Library Unit Reading List (if applicable to the unit)
http://readinglists.lib.monash.edu/index.html
Assessment Requirements

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

Please refer to the Library Guides for Citing and Referencing at http://guides.lib.monash.edu/content.php?pid=88267&sid=656564

Assignment submission

It is a University requirement 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 electronic submission). 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.
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

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.html

Student Charter


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 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
- 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