FIT1037
Information management

Unit Guide

Semester 2, 2015

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, 2015

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.

See also Unit timetable information

Unit Relationships

Prohibitions

FIT1021, FIT2054, IMS1603, IMS2603

Chief Examiner

Associate Professor Henry Linger

Campus Lecturer

Caulfield

Henry Linger

Consultation hours: By appointment

Tutors

Caulfield

Henry Linger

Consultation hours: By appointment

Hamid Pousti

Consultation hours: By appointment

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

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: 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.

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-hurd

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.

    Learning outcomes: 1, 3, 4.
    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.
    3. Presentation - that you have presented your answers in a suitably formatted report style.
    4. 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.

Learning outcomes: 2, 4, 5, 6.
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.
3. Presentation - that you have presented your answers in a suitably formatted report style.
4. 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).

Learning outcomes: 4, 6.
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.
3. Presentation - that you have presented your answers logically, in a suitably format and within the allocated time.
4. 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.You must be present and participate in the presentation to be assessed for this assignment unless your absence has been approved by the tutor.

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

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/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 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.

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

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

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 Commuity 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

Other

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