



MONASH University
Information Technology

FIT5146
Data curation and management

Unit Guide

Semester 2, 2015

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FIT5146 Data curation and management - Semester 2, 2015

This unit provides students with an understanding of the tasks and the main issues associated with the management of data in modern organisations and communities for business and societal purposes. The unit will examine some of the key issues that affect the data management function, incorporating recordkeeping, information accessibility, knowledge management and the governance and accountability for the data repositories. This will be used as a basis for explaining the nature of specialist work in this field and associated professional roles and responsibilities. Topics cover digital repository infrastructures, digital continuity planning; data archiving; data migration; the development of systems to support data discovery and reuse; mediated access to digital information; negotiation of data rights (ownership, copyright, access, privacy etc); utilisation of cloud computing platforms, and the data curation continuum.

Mode of Delivery

- Caulfield (Day)
- Caulfield (Online)

Workload Requirements

Minimum total expected workload equals 144 hours per semester comprising:

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

- Two hours/week lectures
- Two hours/week laboratories

(b.) Contact hours for online (Caulfield) students:

- Online students generally do not attend lecture, tutorial and laboratory sessions, however should plan to spend equivalent time working through resources and participating in discussions.

(c.) Contact hours for Monash Online students:

- Two hours/week online group sessions
- Monash online students do not attend lecture, tutorial and laboratory sessions, however should plan to spend equivalent time working through resources and participating in discussions.

(d.) Additional requirements (all students):

- A minimum of 8 hours per week of personal study (22 hours per week for Monash Online students) for completing lab/tutorial activities, assignments, private study and revision, and for online students, participating in discussions.

See also Unit timetable information

Chief Examiner

Dr Tom Denison

Campus Lecturer

Caulfield

Tom Denison

Consultation hours: Tuesdays 2.00 - 4.00, or by appointment. Email to arrange a time to meet or to talk via telephone or skype.

Tutors

Caulfield

Tom Denison

Consultation hours: Tuesdays 2.00 - 4.00, or by appointment. Email to arrange a time to meet or to talk via telephone or skype.

Hamid Pousti

Consultation hours: Thursdays 3.00 - 4.00

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

FIT5146 Data Curation and Management is a new unit, running for the first time in Semester 2, 2015. As a consequence, there has been no student feedback received to date.

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

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

- devise and propose a data curation strategy;
- evaluate and critique existing data architectures and processes;
- analyse and compare different approaches to delivering data services;
- describe and explain ethical, legal, social and organisational issues that impact the creation and use of digital repositories;
- recognise and describe specialist professional roles and responsibilities associated with digital repositories.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to data curation	
2	Big data: context and quality; Tutorials begin	Assignment 1: Research Project and Presentation
3	Data curation models	
4	Metadata, data dictionaries and taxonomies	Assignment 1: Research Project and Presentation due 21 August 2015
5	Data acuration strategies	
6	Data curation case studies	Assignment 3: Data curation models and strategies due 4 September 2015
7	Service delivery	
8	Data tools: data discovery, analytics and visualisation	
9	Data curation, business and society	
10	Data curation: ethical and legal issues	
11	Data curation within an organisation	
12	The future of data curation	Assignment 4: Preparing a Data Management Plan due 23 October 2015
	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 learning system.

Teaching Approach

A number of teaching approaches will be adopted in the delivery of this unit. The basic approach for both on- and off-campus students will be that of the flipped classroom, with students being required to prepare some material in advance of online sessions. This will be modified for on-campus students who will also be involved in Lectures and Seminars. There will also be elements of Problem-Based Learning. This mix of approaches is being used so as to give students a variety of ways to approach the material, and reflects the rapidly developing nature of the field, where practitioners need to adapt and focus on meeting new challenges.

Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Assignment 1: Research Project and Presentation	20%	Week 2

Unit Schedule

Assignment 2: Data Curation: Basic Concepts	10%	21/8/2015
Assignment 3: Data curation models and strategies	10%	4/9/2015
Assignment 4: Preparing a Data Management Plan	Part 1: 30%; Part 2: 30%	23/10/2015

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: Research Project and Presentation

Description:

For this assessment task, students will be asked to research job roles related to data curation and to identify the tasks and responsibilities generally associated with those job roles. They will further be asked to present their findings to the rest of the class.

Weighting:

20%

Criteria for assessment:

The assignment will be assessed on:

- ◆ the quality of the research effort in identifying job roles and responsibilities
- ◆ the organisation of the material collected
- ◆ the quality of the final presentation

Due date:

Week 2

Remarks:

This assessment relates to Learning Outcome 5.

• Assessment task 2

Title:

Assignment 2: Data Curation: Basic Concepts

Description:

A test based on a mix of 10 multiple choice and short answer open-ended questions will be done.

Weighting:

10%

Criteria for assessment:

The assignment will be assessed based on the correctness of the answers and the students understanding of the basic concepts of data curation.

Due date:

21/8/2015

Remarks:

This assessment relates to Learning Outcome 2.

• **Assessment task 3**

Title:

Assignment 3: Data curation models and strategies

Description:

A test based on a mix of 10 multiple choice and short answer open-ended questions will be done.

Weighting:

10%

Criteria for assessment:

The assignment will be assessed based on the correctness of the answers and the students understanding of the basic concepts of data curation.

Due date:

4/9/2015

Remarks:

This assessment relates to Learning Outcome 3.

• **Assessment task 4**

Title:

Assignment 4: Preparing a Data Management Plan

Description:

Assignment 4 will involve the development of a Data Management Plan based on a case study to be presented. It will be in two parts: 1) Development of an actual Data Management Plan; and 2) Reflection on the process of developing the Plan and a discussion of the issues faced and the reasoning behind the decisions taken.

Weighting:

Part 1: 30%; Part 2: 30%

Criteria for assessment:

Part 1 will be assessed on the structure and detail of the Data Management Plan, and its conformance with standards. Part 2 will be assessed on the ability of the student to identify the issues raised in relation to each element of the plan, and to justify why particular choices were made - including decisions to delete parts of a standard template as being inappropriate to the given case.

Due date:

23/10/2015

Remarks:

This assessment relates to Learning Outcomes 1, 4 and 5.

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
- Test results and feedback
- Quiz results

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.

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.

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 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