Faculty of Information Technology
School of Information Management and Systems
Semester 1, 2005
UNIT OUTLINE

Unit: IMS1603 Information Use & Management
(IMS1102 Information Management)

The Handbook entry for IMS1603 can be found at:

Unit webpage: To access the unit webpage, select:

Staff:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Contacting staff: Outside the scheduled class contact hours, you can contact teaching staff by email, phone, during their consultation hours (available on unit webpage or at SIMS Frontdesk) or by making an appointment.

If you need a staff member urgently and are unable to contact them, please contact:

SIMS Frontdesk, Level 7 – Building S, Ph: 9903 2208
Aim: This unit explores fundamental concepts of information in the context of identifying stakeholder needs and expectations at individual, collective, organisational and societal levels. It introduces students to the way information is managed to meet user needs and the role of information and communication technologies in information management.

Objectives: At the completion of this unit the students will:

have knowledge of:

- basic ICTs and information management (IM) tools developed to manage information and meet user needs
- the information-seeking behaviour of users
- the range of information sources
- human computer interfaces to information
- the forms that information can take

have an understanding of:

- the fundamental concepts of information, and its use by individuals, organisations and societies
- information creation, representation, storage, access, retrieval, and use
- the impact of organisational and social contexts upon information needs and uses

have the skills to:

- evaluate information and its sources critically
- identify particular information needs
- evaluate ICTs and IM tools in terms of meeting user needs
- use basic ICTs and IM tools to create, represent, store, access, retrieve and use information

have developed attitudes which enable them to:

- be aware of the role and responsibilities of information professionals
- be aware of the role of ICTs and IM in human activity

Prerequisite knowledge:

**Texts and software:**

**Prescribed texts:**

None.

**Recommended texts:**

See separate lecture notes and tutorials to be provided during the semester.

**Other references:**

The following journals will be useful throughout the unit; other relevant online journals may be found at ‘Information Technology electronic journals’, Monash University Library, http://www.lib.monash.edu.au/ejournals/infotech/index.html, accessed 7 July 2003.

Access to electronic versions is available via the Monash Voyager catalogue http://library.monash.edu.au/.

Hard copies of most of these journals may also be found in the Caulfield library (CA).

- *Information, communication & society* (CA)
- *Information Management Journal* (CA)
- *Information Today*
- *Library philosophy and practice*
- *Records Management Quarterly* (CA)

**Computing and laboratory requirements:**

Lab work will utilise a range of installed software.

Home equipment requirements:

- a computer with Internet access
- Microsoft Word or similar word processing program
- Netscape Navigator or similar browser (eg IE/Opera/Mozilla)

**Study materials:**

It is essential for all students to have the requisite software and Internet access.
We provide:

- Assignment specifications
- Lecture Notes
- Tutorial and laboratory exercises
- A sample examination paper.
Unit structure and organisation:

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topics</th>
<th>Tutorials/Labs</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction and overview</td>
<td>No tutorials or labs this week</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Why information management matters</td>
<td>Introduction and overview</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>What are documents?</td>
<td>Why information management matters</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The documentary web</td>
<td>What are documents?</td>
<td>EASTER (no classes)</td>
</tr>
<tr>
<td>5</td>
<td>Documentary form and analysis</td>
<td>The documentary web</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Documentary form and ICT</td>
<td>Documentary form and analysis</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>User needs and behaviour</td>
<td>Documentary form and ICT</td>
<td>The documentary web Due: Mon 18 April 2005</td>
</tr>
<tr>
<td>8</td>
<td>Matching documents to user needs</td>
<td>User needs and behaviour</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Promotional documents</td>
<td>Matching documents to user needs</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Classifying information</td>
<td>Promotional documents</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Document management and records</td>
<td>Classifying information</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Information management issues</td>
<td>Document management and records</td>
<td>Matching documents to user needs Due: Mon 23 May 2005</td>
</tr>
<tr>
<td>13</td>
<td>Revision</td>
<td>Revision</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Examinations commence</td>
<td></td>
<td></td>
</tr>
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</table>

NB. This information is subject to change.

Workload:

This is a six point unit which, according to University guidelines, requires you to spend 12 hours per week (a total of at least 156 hours per semester).

The anticipated workload is:

- 2 hours per week lecture
- 1 hour per week tutorial, followed by
- 1 hour per week laboratory
- 6 hours per week preparation and assignment
- 2 hours per week reading
Assessment:

Two assignments (50% weighting) and a three hour examination (50% weighting) will be used to assess whether you have achieved the objectives of this subject.

1) Two assignments (total assessment value 50%)

Assignment 1, Value 15%
Due Date: 5pm, Monday 18 April 2005, ‘The documentary web’

Assignment 2, Value 35%, comprising

a) individual component (25%)
Due Date: 5pm, Monday 23 May 2004, ‘Matching documents to user needs’

b) group presentation (10%)
Due Date: during tutorials in the week beginning 23 May 2005.

2) A "closed book" examination, 3 hours, assessment value 50%.

The formal supervised assessment for this unit will be an exam scheduled in the formal examination period following the last week of semester. You are required to be available for the exam and any necessary supplementary assessment procedures until the end of the assessment period. Alternative times for exams will not be approved without a medical certificate for a significant illness, or equivalent evidence.

Note:

- Assignments in this unit are no less important than those of other units. Your inability to manage your time or computing resources will not be accepted as a valid excuse. (Several assignments falling due at the same time is often unavoidable.)
- Backup copies are required to be made of all assignments and retained for 12 months, in case of loss.
- Hardware failures are not normally recognised as a valid reason for obtaining an extension or handing in a late assignment.
- While attendance at tutorials and laboratories is not compulsory, rolls will be kept. Should a student find themselves in a borderline position between P and N or another grade, their attendance is one of the factors which will be considered in the final decision.
Assessment Notes

1 Acknowledgment of sources
Each time you complete any assessment, please refer to and make yourself familiar with the most current information regarding acknowledgement of sources, plagiarism and academic conduct contained in the SIMS Policy website.
http://www.sims.monash.edu.au/policies

2 Assignments

2.1 Standards for presentation
All printed assignment work must be word processed and meet the standards set out in the assignment. Refer also to the School of Information Management and Systems guidelines for writing assignments for additional information on presentation standards:

2.2 All assignments must include an appropriate signed SIMS assignment cover page. See the SIMS web site for downloadable (PDF) copies of SIMS assignment cover pages

2.3 Extensions
If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. All applications for extensions must be made in writing to your lecturer. Medical certificates or other supporting documentation will be required.

Late assignments submitted without an approved extension may be accepted (up to one week late) at the discretion of your lecturer, but will be penalised at the rate of 10% of total assignment marks per day (including weekends).
Example:
Total marks available for the assignment = 100 marks
Marks received for the assignment = 70 marks
Marks deducted for 2 days late submission (20% of 100) = 20 marks
Final mark received for assignment = 50 marks

2.4 Submission of assignments
Assignments should be received at your tutor’s pigeon hole on or before the due date.

2.5 Return of assignments
Assignments will either be returned in specified tutorials during semester or via the SIMS Frontdesk collection system outside semester.
In general, assignments will be returned within two to three weeks of the due date.

3 Student Academic Grievance Procedure
If you have a concern or issue about aspects of your assessment or other academic matters, you are encouraged to follow the SIMS Student Academic Grievance Procedure: http://www.sims.monash.edu.au/policies
4. Pass requirements
The 40% rule applies to units and determines the final result for a student where the student's performance in either the examination or assignment component of the unit is unsatisfactory. Students need to be aware of the 40% rule which is:

In order to pass a unit, a student must gain all of the following:

- at least 40% of the marks available for the examination component: i.e. the final examination and any tests performed under exam conditions, taken as a whole
- at least 40% of the marks available for the assignment component: i.e. the assignments and any other assessment tasks (such as presentations) taken as a whole
- at least 50% of the total marks for the unit

Where a student gains less than 40% for either the examination or assignment component, the final result for the unit will be no greater than ‘44-N’.

5. Grades
The grades awarded by the Faculty of Information Technology are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80-100</td>
</tr>
<tr>
<td>Distinction</td>
<td>D</td>
<td>70-79</td>
</tr>
<tr>
<td>Credit</td>
<td>C</td>
<td>60-69</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50-59</td>
</tr>
<tr>
<td>Fail</td>
<td>N</td>
<td>0-49</td>
</tr>
<tr>
<td>Near Pass</td>
<td>NP</td>
<td>45-49 (may be awarded by Board of Examiners only)</td>
</tr>
<tr>
<td>Deferred</td>
<td>DEF</td>
<td>-</td>
</tr>
<tr>
<td>Withheld</td>
<td>WH</td>
<td>-</td>
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</tbody>
</table>