



MONASH University

Faculty of Information Technology

IMS2603 - Information Management in Organisations IMS2102 – Information Management 3

Standards and Processes for Tutorial Presentations

Each student is required to make one presentation to his or her tutorial group. The intention is that a range of materials from all 5 tutorial groups will be accessible to all students taking the subject, and this will be informative and useful for readings for the subject. The body of papers will be helpful for exam revision too.

Assessment:

The assessment of this comprises two elements.

There is 5% for the tutorial presentation. The marks will be assigned by tutors. Key elements of this assessment include:

- Handout or whiteboard notes of major points
- Clear presentation of main issues
- Engaging other students with the material

There is 10% for the written paper. These marks will be assigned by the lecturer who taught the linked material. Main elements for this assessment include:

- Clear presentation of ideas in the paper
- Concise expression of major issues in the topic area
- Comparison of author's material with other main writers in the area
- Bibliography and other mechanisms
- Compliance with delivery requirements

Students should note the following points:

- The requirement for a critical analysis is not the same as a review in a newspaper or a TV game show. You are required to show evidence of careful reading of the material, clear understanding of what the author is saying, and an understanding of where what the author says fits into the broader literature in the topic. If you are not sure, look at some book reviews in academic journals such as JASIST.

- While part of the paper you submit electronically can involve a description of the article/book chapter etc under discussion, at least two thirds of your paper needs to be given over to your reflections concerning the reading you have selected.
- You should assume that the week's reading has already gone through a rigorous process of peer review [not always true] and that the author has considerable expertise in the area.
- You should aim for producing papers of a publishable standard.
- Your written paper needs to be 1000 words in length (not including bibliography).

Submission of papers:

- The paper may well be modified as a result of discussion in the tutorial, so it is not due for submission until one week after the tutorial at which you made your presentation.
- Do not submit late papers.
- Papers are to be submitted as .PDF format files, not paper copies or as *Word* documents..
- You **MUST NOT** have your name or Student ID number on the paper, as it is to be published on the subject web site.
- The paper is to be submitted to Steve Wright. Your email accompanying the paper must clearly identify you [so you get your marks].
- You will have to resubmit papers that are not suitable for publication on the website – quality is important.

David Foott