TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

COMM 101
Introduction to Communications and Information Management
Trimester 2 – 2005

COURSE OUTLINE

Contact Details

		Room	Tel.	E-mail
Course Coordinator, Lecturer	Lan Anh Tran	EA 233	463 6887	lan.anh.tran@vuw.ac.nz
Tutor	Kamala Bain			kamala.bain@gmail.com

Please make an appointment if you wish to see the lecturer and tutor.

Class Times and Room Numbers

LECTURES   (2 hours/week)   **HU LT220**

Monday   9:00-9:50am
Wednesday   9:00-9:50am

WORKSHOPS (1.30 hours/week)   **MY221**

Wednesday   10:00-11:30am
                11:30-1:00pm
                1:00-2:30pm

Workshop Allocation Procedure
Sign-up sheets for each available time slot will be available on Blackboard. You must sign up for the tutorials yourself in the first week, between 4 and 11 July. Please contact Kamala Bain if you have not signed up by that time. Detailed instructions for signing up for your tutorials are in the file 'Tutorial_Sign_Up.doc' under the 'Discussion Forum' folder. You need to select a time slot that fits your timetable and enter your name on only one of the lists provided. Once you have been allocated to a group, it will be your responsibility to know when your tutorials and workshops are scheduled and where they are located.

Warning:
* Make sure you bring your personal timetable with you so that your selected workshop time does not clash with other classes. It will not be easy to change your selection once accepted.
* If your name appears on more than one workshop list, the Senior Tutor reserves the right to put you in the workshop of her choice.
* Each workshop can take up to 22 students. When a list is full, it is removed from circulation. *As the names are entered on a first-come-first-served basis, it is strongly recommended that you do this <u>in the first week</u>, otherwise you may be assigned to a less desirable time slot.*
* If you have any serious problems with your assigned time slot, see the Lecturer.

Course Details

Credit Value:	18 points
Prerequisite:	None
Restrictions:	None
Dates:	4 July to 9 October 2005

Course Objectives

On satisfactory completion of this course, students should be able to:
1. Understand the concepts of data, information, knowledge, and communication.
2. Be familiar with and able to use various information resources including computer databases, intranet and extranet services, multimedia resources, Internet and web resources.
3. Search for relevant items from various information resources.
4. Evaluate the quality of information using appropriate criteria.
5. Conceptualise and produce through word processing effective academic writing.
6. Present research findings to an audience of peers using standard presentation software.
7. Create and manipulate bibliographic databases using EndNote, and create relational databases using MS Access.
8. Create home pages using Macromedia Dreamweaver and FireWorks.

Course Content

This course introduces students to the nature of information, knowledge and communication, and develops skills in using a wide range of electronic resources, such as computer databases, intranet and extranet services, multimedia resources, Internet and web resources.

It covers conceptual aspects of data, information, knowledge, various types of information resources and communication, and includes practical hands-on work related to modern information management: website design, project management, creating and manipulating databases, storage, retrieval and manipulation of a variety of information resources. The course will increase students' confidence in undertaking research, organising information quickly and efficiently to support their study and their future career, and presenting the results in written or oral form.

Required Readings

COMM101 Textbook. 2005. Wellington: Victoria University of Wellington.

This Textbook contains recommended readings for COMM101. It also provides information relevant to the mid-term test and the research report. (Available from Student Notes Centre.) The course outline, PowerPoint lecture notes, and workshop materials are available on Blackboard.

Assessment Requirements

	%	**Due Date**
Mid-term Test	**35%**	**10 August**
Research Report	**35%**	**5 October**
PowerPoint slides	**10%**	**During workshop in 12th week**
Research Presentation	**10%**	**During workshop in 12th week**
Tutorials/workshops	**10%**	**5 October (Best 7 of 11 marks)**
TOTAL	**100**	

Mid-Term Test: This will be a 45-minute test held in the normal lecture theatre during the normal lecture time on <u>Wednesday 10 August 2005</u>. Unless otherwise stated, all material covered in the lectures and readings up to that point will be assessable. Details will be advised closer to the date. (Objectives: 1, 2, 3, 5)

Report: This will be a research paper, reporting your research findings on one of the topics listed below (see Appendix). The completed report must be no more than 2000 words and be consistent with all of the guidelines described in the class. The final report must be consistent with the MS Word report template and be presented for marking in MS Word. The paper must be turned in by <u>4:30pm on Wednesday 5 October 2005</u> in hardcopy unless an approved extension is granted. A marking sheet stating the criteria for marking will be distributed in class. <u>You must declare the topic you will write on by 11 July 2005 or lose 5% of your final report mark (see the instructions in page 10)</u>. Your declared topic will be turned in at the beginning of the lecture on that date and a change of topic must be approved by the Course Coordinator. (Objectives 5, 6, and 7)

PowerPoint Slides: PowerPoint slides used for the in-class presentation of the research findings must be turned in to the marker at the time the presentation is given. The marking criteria for these slides will be included in the Presentation Marking Sheet and must be consistent with the guidelines presented during lectures and workshops. (Objective 4)

Research Presentation: You will be required to present the findings in your research report to your classmates in an 8-minute presentation to be delivered during the 12th week of term. Your presentation will be presented on a provided computer using PowerPoint slides. Points will be deducted for taking more than 8 minutes and not delivering a hardcopy of your PowerPoint slides to your marker. Specific criteria for marking the presentation and slides will be handed out in class as the Presentation Marking Sheet. (Objective 4)

Tutorials: You will be given an assignment to complete each week during the tutorials/computer workshops. Your mark will be the average of the best 7 of the 11 tutorials/workshops. You must show your tutor the completed assignment prior to the next week's tutorial/workshop or will receive 0 for that week. You must complete the assigned text readings prior to the workshop or you will be unable to complete the workshop in the allotted time. **(**Objectives 1, 2, 3, 4, 5, 6, 7**)**

Penalties

In fairness to other students, work submitted after the deadline on the due date will incur a 10% penalty (of the value of the project) for each calendar day late. In the event of bereavement or prolonged illness affecting your ability to meet the deadline, you can discuss this with the tutor, Kamala Bain. In the case of illness, you may be asked to produce a medical certificate.

Mandatory Course Requirements

To pass this course, students must have:

1. correctly enrolled in the course
2. taken the mid-term test
3. attained at least 50% of the possible marks for the research report
4. presented the research findings during their allocated time
5. attained a weighted average over all assessments of at least 50%

Attendance: Students are *expected* to attend all lectures and workshops and to complete the recommended readings from *Course Notes*. Students must complete 7 of 11 workshop/tutorial assignments and they will show the tutor their completed work either visually on the screen or in a printout. It is the student's responsibility to notify the tutor when they are ready to be marked and the tutor is under no obligation to check completed work outside the tutorial/workshop time.

Time: Students are responsible for obtaining any missed material from course sessions. Expect to spend two hours in class, one and half hours in workshop and seven to ten hours working on your own per week.

Assignment material (with the exception of presentation slides and tutorial assignments) should be placed in the COMM 101 box (Box A7) on Easterfield Level 1 by the due date. In fairness to other students, late work will incur a 10% penalty (of the value of the project) for each calendar day late. **Extensions to project deadlines are not ordinarily granted**. Discuss with the Tutor any extraordinary personal circumstance which affects your ability to meet the deadline. You will be asked to verify your claim, e.g., produce medical certificates.

NOTE: All written work must be word-processed. Each assignment <u>must</u> have your name and ID number clearly stated on the front page. All pages should be secured together.

Communication of Additional Information

All notices relating to this paper will be posted on the Blackboard system – COMM101 (http://blackboard.vuw.ac.nz/). Please contact the Tutor, Kamala Bain, if you have a problem with logging onto Blackboard. You are expected to check this website on a regular basis. Lecture slides and the course outline will be available on this website as well.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office
The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

Easterfield (EA) - FCA/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:
There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Adviser. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.
The policy on Staff Conduct can be found on the VUW website at:
www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School

or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website: www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:
> Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything *that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

Plagiarism is not worth the risk.
Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct *(*www.vuw.ac.nz/policy/studentconduct*)* and may be penalized severely. Consequences of being found guilty of plagiarism can include:
- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities
The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support
Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

Maori and Pacific Mentoring programme (Manaaki Pihipihinga)
This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:
- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:
Melissa Dunlop, Programme Coordinator
Ph: 463 6015 or Email: Maori-Pacific-Mentoring@vuw.ac.nz

T I M E T A B L E

Date	Lecture/ Workshop	Topic
WEEK 1		
Mon 4 Jul	Lecture 1	The Nature of Information
Wed 6 Jul	Lecture 2	Types of Information
Wed 6 Jul	Workshop 1	- Introduction to the lab, logging on, moving around different applications. - Using MS Word and Library Tour
WEEK 2		
Mon 11 Jul	Lecture 3	The Structure of Knowledge
Wed 13 Jul	Lecture 4	Introduction to Digital Resources
Wed 13 Jul	Workshop 2	Citation exercise
WEEK 3		
Mon 18 Jul	Lecture 5	Online and CD-ROM Databases
Wed 20 Jul	Lecture 6	Internet Resources
Wed 20 Jul	Workshop 3	Library Catalogue Searching
WEEK 4		
Mon 25 Jul	Lecture 7	Intranet and Extranet Resources
Wed 27 Jul	Lecture 8	Books and Literature on the World Wide Web
Wed 27 Jul	Workshop 4	Internet Searching
WEEK 5		
Mon 1 Aug	Lecture 9	Multimedia Resources
Wed 3 Aug	Lecture 10	Introduction to Communication
Wed 3 Aug	Workshop 5	Database Searching
WEEK 6		
Mon 8 Aug	Lecture 11	Mid-Term Review
Wed 10 Aug	**Lecture 12**	**Mid-Term Test in HU LT220 at 9:00am**
Wed 10 Aug	Workshop 6	FireWorks Tutorial: Creating Graphics
15– 28/08		**Mid-trimester breaks**
WEEK 7		
Mon 29 Aug	Lecture 13	Writing Reports
Wed 31 Aug	Lecture 14	Evaluating Information Quality
Wed 31 Aug	Workshop 7	Basic DreamWeaver Tutorial
WEEK 8		
Mon 5 Sep	Lecture 15	Introduction to Communication Practices
Wed 7 Sep	Lecture 16	Designing Websites

Wed 7 Sep	Workshop 8	Creating Web Pages Using DreamWeaver
WEEK 9		
Mon 12 Sep	Lecture 17	Oral Presentations
Wed 14 Sep	Lecture 18	Applications of Information Technology
Wed 14 Sep	Workshop 9	Creating A Presentation Using MS PowerPoint
WEEK 10		
Mon 19 Sep	Lecture 19	Writing a Research Proposal
Wed 21 Sep	Lecture 20	Applications of Information in Organizations
Wed 21 Sep	Workshop 10	EndNote Tutorial
WEEK 11		
Mon 26 Sep	Lecture 21	Introduction to the Relational Model
Wed 28 Sep	Lecture 22	Course Review
Wed 28 Sep	Workshop 11	Creating a Database Using MS Access
WEEK 12	There will be no lectures and workshop this week	
Wed 5 Oct 2005, EA 001	**EA 001 (10-4pm)**	**Presentation of research papers**
Wed 5 Oct	**Research Report: Due, 4:30pm, Box A7, Level 1 - Easterfield Building**	

Appendix - Research Report: TOPIC INSTRUCTIONS

The primary objective of the research report is to enable the student to explore **one** topic presented in this course in more detail in order to gain practice in the presentation of information. Students must write a research report and present findings in tutorials on one of the following topics:

1. Knowledge management in pursuit of learning according to the knowledge cycle of Rowley (2001).
    Suggestion: You can use Rowley, J. 2001 (in COMM101 Course Book, Recommended reading for lecture 3) as one of your references.

2. The 7 roles of information management.
    Suggestion: You can use Rowley, J. and Farrow, J. 2000 (in COMM101 Course Book, Recommended reading for lecture 1) as one of your references.

3. The business benefits of intranet and extranet.
    Suggestion: You can use Blackmore, P. 2001 (COMM101 Course Book, Recommended reading for lecture 7) as one of your references.

4. The relationship between communication and information.
    Suggestion: You can use Meadow, T. 2002 (COMM101 Course Book, Recommended reading for lecture 10) as one of your references.

5. Using formal and informal communication networks.
    Suggestion: You can use Adler, B. and Elmhorst, M. 2002 (COMM101 Course Book, Recommended reading for lecture 15) as one of your references.

6. A framework for organizational information networks.
    Suggestion: You can use Buyukozkan, G. 2004 (COMM101 Course Book, Recommended reading for lecture 18) as one of your references.