



School of Information Management

INFO 301 STRATEGIC INFORMATION SYSTEMS MANAGEMENT

Second Trimester 2005

COURSE OUTLINE

Contact and Communication Details				
Course Coordinator & Lecturer:	Name	Val Hooper		
	Room	218 Easterfield Building		
	Tel	463-5020	Email:	val.hooper@vuw.ac.nz
	Fax	463-5446		
Lecturer:	Name	Dr Beverley Hope		
	Room	216 Easterfield Building		
	Tel	463 5876	Email:	beverley.hope@vuw.ac.nz
Senior Tutor:	Name	Hugo Gong		
	Room	111 Easterfield Building		
	Tel	463-5233X8915	Email:	hugo.gong@vuw.ac.nz
Dates:	6 July – 5 October 2005, excluding mid-trimester break (12 lectures in total)			
Times:	3:10 – 5pm			
Venue:	MC LT 102			
Pre-requisites:	INFO 201 or ELCM 211			
Notices:	<p>Notices relating to this course will be announced in lectures and posted on Blackboard (http://blackboard.vuw.ac.nz). If you must miss a lecture, make sure that when you ask your classmates about the work and material missed, you also ask about any notices. The responsibility for remaining informed, rests with the student. Similarly, copying of any handouts missed due to non-attendance in class is the student's responsibility.</p>			

Course Objectives:

Within the last few decades IT and IS have had an enormous impact on organizations and their ability to gain and maintain a competitive advantage. This impact has been felt at both the operational and strategic level. However, it is at the strategic level where the impact of IS decisions has had the most significant impact.

“With the proliferation of the Web and e-business, information systems are at the heart of virtually every business interaction, process, and decision. Managers who let someone else make decisions about their information systems are letting someone else make decisions about the foundation of their business.”

(Pearlson & Saunders, 2004)

It is against this backdrop that we address the challenge of assessing the impact of IT and IS developments on the way in which organizations are, and can be managed, and the way in which organizations, in turn, direct the development of IT and IS so as to gain the greatest benefit.

Learning Outcomes:

As a final year undergraduate course, INFO 301 aims to pull together the many strands of the preceding IT and IS courses and enable the students to make their final preparations to enter into the business world. By the end of the course students should be able to demonstrate skills in understanding and analyzing the recursive influence of IT / IS and organizations upon one another. They should be able to appreciate the key strategic issues and the way in which IS has, and can, impact upon them.

More specifically, they will gain practice in analysing real-life situations where IS plays a significant strategic role; they will gain in-depth knowledge of a number of leading edge IT applications; they will be able to identify, analyse, evaluate and consolidate relevant academic literature pertaining to a variety of strategic IS management issues; and they will be able to present their findings or analyses of situations in a logical and convincing fashion.

Course Content and Schedule:

Lecture	Date	Lecturer	Topic	Text-book chapter	Deliverable/assessment	Tutorial	Topic (Same as the topic of the week's lecture plus the following:)
1	6 July	Val & Beverley	General introduction – Does IT matter?				No tutorial

			The IS strategy triangle	1			
2	13 July	Beverley	Strategic use of information resources	2			Academic writing
3	20 July	Beverley	Organizational impacts of IS use	3		1	Guidance on case study analysis
4	27 July	Beverley	IT and the design of work	4		2	
5	3 Aug	Beverley	IT and the changing business processes	5	LEIT's	3	Guidance on the "deliverable" case study
6	10 Aug	Beverley	Knowledge management	11	LEIT's Assignment	4	
7	31 Aug	Val	Architecture and infrastructure	6	LEIT's	5	
8	7 Sept	Val	Doing business on the Internet	7	LEIT's Case study	6	
9	14 Sept	Val	The MIS organization	8	LEIT's Feedback by case study organization	7	
10	21 Sept	Val	Funding IT	9	LEIT's	8	
11	28 Sept	Val	Using information ethically	12	LEIT's	9	
12	5 Oct	Val		12	Test		No tutorial

Workloads and Mandatory Course Requirements

Students are expected to attend all course sessions and tutorials, read assigned materials, and contribute to discussions. For each week of the course, plan to spend two hours in class, two hours in tutorials, and five hours preparing for class/tutorials. Additional time will be required for completion of course deliverables.

Mandatory Requirements

To pass the course, students must gain more than a weighted average of 50% across all deliverables.

Learning Resources:

Textbook

Pearlson, K. E. & Saunders, C.S. (2004). Managing and using information systems: A strategic approach. 2nd Edition. New York, Wiley.
(Available at Vic Books at \$90.95.)

Readings

A set of readings for tutorials will be available from Student Notes.

Additional literature

For your essay, you may use the library on campus or search any of the online journal databases. PROQUEST and EMERALD are likely to be particularly useful. You can access these through the universities website or from computers within the library. The library also provides training sessions on searching online databases.

Computer labs

Enrolment in this course entitles students to use the Faculty of Commerce and Administration (FCA) computer labs. The primary purpose of the labs is the support of teaching programs. When the labs are not in use for teaching purposes, they are available to FCA students for completing course work.

If you wish to use the computer labs, you must sign and return the relevant terms of use agreement. Find out more about the Student Computing Service at: <http://www.vuw.ac.nz/scs/>

Assessment:

Students will be assessed on five deliverables. They are listed below together with their due dates and the percentage of the final course mark which they constitute.

Deliverables	Marks%	Date
Assignment *	25%	10 August
Case study *	25%	7 September
LEIT	20%	Continuous 3 August – 28 September
Tutorial leadership and participation	10%	Continuous 13 July – 28 September
Term end test	20%	5 October

* To be placed in Assignment box 3 – INFO 301, Level 1, Easterfield Building

Assignment

An essay on one of several topics offered. You will need to obtain 5-8 relevant journal articles and prepare a focused essay or discussion of the chosen topic.

Further information will be provided when the topics are announced.

Case Study

These are written descriptions of actual situations in real organizations, often with a decision point for the key player(s) in the case. They allow you, the student, to step figuratively into the position of a particular decision-maker. You will be required to provide a written analysis for the case.

Case analysis will be taught in tutorials with a practice case in Week 3.

Further guidance on the “deliverable case study” will be provided in tutorials in Week 5.

LEITs (Leading Edge Information Technologies)

The class will be divided into groups of four or five. Each group will be allocated a leading edge information technology topic to research. They will make a presentation on their topic on a designated date.

Presentations will begin in Week 5. Each presentation should be 15 minutes long plus 5 minutes for questions from the class. A one to two-page summary of the key points, plus a copy of the Powerpoint slides or other electronic presentation materials, should be made available to the Course Coordinator one day (24 hours) before the relevant class so that copies can be made for distribution to the class.

A longer five-page paper should also be provided to the Lecturer for evaluation, together with whatever Powerpoint or other electronic presentation materials have been prepared.

Further information will be provided when the groups are formed and the topics allocated.

Tutorial leadership

Each student will present a designated reading in a designated week to their tutorial group. A single-page hand-out summarizing the article must be provided to the tutor and to each student in the group, and a learning activity prepared. Students will be graded on their ability to extract the main ideas and to engender interest and discussion from the group. Practice will be provided in the first tutorial in Week 2.

All students are expected to have read the articles thoroughly, as well have prepared answers to the set questions from the textbook. Although these do not need to be handed in, preparation is essential.

Students will also be graded on their participation in tutorial discussions generally. Both quality and quantity of contribution will be assessed.

Students are expected to attend all ten tutorials

Term end test

A two-hour test held in the normal class period of Wednesday, 5 October 2005. You may bring to this test two sheets of A4 paper with the knowledge of your choice written or typed on each side (total 4 sides). The summary must be your own and no photocopies or duplicates will be permitted. It must be named and handed in with your exam script, but will not be graded. Further details regarding the test will be advised in class closer to the date. Questions will be answered in tutorials in Weeks 10 and 11.

Standards

The case study and essay are to be presented to a standard appropriate to a management document, that is, concise, precise, typed, excellent English (spelling and grammar checked), logical structure, and high quality tables and graphics. The referencing style preferred for the course is APA.

Late Submission

In fairness to other students, work submitted after the deadline (1 pm) will incur a 5% penalty (of the mark obtained) for each day late. In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Course Co-ordinator. You must substantiate your claim with appropriate documentation, for example, a medical certificate.

Important Notes:

No extensions are possible based on a student's workload. You are expected to manage your workload to ensure there is sufficient time to complete assessments as required.

You must back up your work – From time to time files are lost, computers crash, etc., so it is critical that you get into the habit of backing up important files (on floppy disk or ZIP disk, for example).

Do not leave printing, to the last minute – The lab printers can be overloaded (especially on the day an assignment is due). Be smart and print **BEFORE** due date. Extensions will not be granted if your file is languishing in the print queue!

Ensure that you hand your assignment and case study in to the Lecturer of the relevant class.

Working together – You are encouraged to discuss aspects of assignment work with others. However, when it is time to develop your solution & write your assignment, **the words you use must be ENTIRELY your own.** In this way, we will have your perspective on the topic - not someone else's! Markers have been instructed to check for signs of plagiarism and joint efforts

General University Requirements:

Faculty of Commerce and Administration OfficesRailway 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
