

School of Information Management

**MMIM 582:
LEADERSHIP AND INFORMATION
MANAGEMENT**

First Trimester 2006

COURSE OUTLINE

Contact Details

Course Coordinator:	Name:	Associate Professor Pak Yoong PhD
	Room:	EA225, Easterfield Building, Kelburn Campus
	Tel:	463 5878
	Email:	pak.yoong@vuw.ac.nz
	Fax	463 5446
Office hours:	By appointment	

Class Times and Room Numbers

Dates:	27th February to 23rd June, 2006
Lectures:	Wednesday, 5.40 – 7.30 pm; Venue: RWW 129
Workshop:	Saturday, 18 March 2006, 1 to 5 pm Saturday, 6 May 2006, 1 to 5 pm

Course Aims and Objectives

A study of the nature and role of leadership associated with the management of information and related services within an organisation. Topics may include nature and types of leadership, intra-firm or inter-firm and global leadership, leading global teams and online knowledge networks, leadership in an e-commerce or knowledge management environments and case studies of leadership activities in IT organisations.

On satisfactory completion of this course, students should be able to:

- 1) Describe the various leadership theories and its implications for the management of information and related services within an organisation; and
- 2) Describe the nature of leadership in a knowledge management, e-commerce and virtual organisation environments.

Course readings

There is no textbook set for this course. Instead, readings will be made available either electronically (on Blackboard) or in hard copy form in class. *Either way, students are expected to have read the readings before the relevant lecture for that week.*

Assessment Requirements

		<u>Due Dates</u>	<u>Type</u>
1. Assignment 1	20%	29 March	Individual
2. Assignment 2 – Individual	50%	26 April	Individual
3. Assignment 2 – Group	25%	24 May	Group
4. Assignment 2 – Group presentation	5%	31 May	Group

TOTAL	100%		

Penalties

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due date/ time will incur penalties for lateness. The penalty is up to 5% of the report's grade per calendar day late. Submissions that are more than 5 days late will not be marked Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but need to be discussed with the paper coordinator as soon as possible.

Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic.

Course Content

Wk	Lecture (L) or Workshop (W)	Focus and Topics covered	Assignments Due
1	Wed 1 Mar (L) 5.40 to 7.30 pm	Course details and arrangements The nature of leadership and leadership theories in Information Management environment	
2	Wed 8 Mar (L)	Leadership and innovations in an IM environment (Part 1)	
3	Wed 15 Mar (L)	No lecture (see 18 March workshop)	
3	Sat 18 Mar (W) 1 to 5.00 pm	Workshop 1: Leadership and innovations in an IM environment (Part 2) – Room EA 004 on Kelburn Campus	
4	Wed 22 Mar (L)	No lecture (see 18 March workshop)	
5	Wed 29 Mar (L)	Nature of leadership in emerging IM environment (1): <i>Leading and facilitating inter-organisational strategic alliances: The case of business clusters</i> Group work	<i>Assignment 1 is due</i>
6	Wed 5 Apr (L)	Nature of leadership in emerging IM environment (2): <i>Leading and facilitating inter-organisational groups: The case of virtual teams</i> Group work	
--Mid Trimester Break--			
7	Wed 26 Apr (L)	Nature of leadership in emerging IM environment (3): <i>Leading and facilitating knowledge-based groups: The case of communities of practice</i> Group work	<i>Assignment 2 (individual report)</i>
8	Wed 3 May (L)	No lecture (see 6 May workshop)	
8	Sat 6 May (W) 1 to 5.00 pm	Workshop 2: The ‘facilitative’ style of leadership Group proposal presentation	
9	Wed 10 May	No lecture (see 6 May workshop)	
10	Wed 17 May	Champions and IS Implementation Group work	
11	Wed 24 May	The future of leadership in IM environments Group work	<i>Assignment 2 (group report)</i>
12	Wed 31 May	Summing up and final group presentations	<i>Assignment 2 (group presentations)</i>

Notice: This schedule may change during the course; any changes will be communicated via Blackboard.

Mandatory Course Requirements

In order to pass the course students must have:

- correctly enrolled in the course;
- obtained an overall average of 50%;
- attended and participated in the two Saturday workshops.

Important Notes:

- *No extension is possible based on a student's workload. You are expected to manage your workload to ensure there is sufficient time to complete assignments as required.*
- *You are expected to 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, etc. to the last minute – The printers can be overloaded in the labs (especially on the day an assignment is due). Be smart and print it BEFORE the due date. Extensions will not be granted if your file is languishing in the print queue!*
- *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 and diagrams you use must be ENTIRELY your own.** In this way, we will have your perspective on the topic - not someone else's!*

Communication of Additional Information

Additional information will be communicated to students via the Blackboard system and through announcements in lectures

Other Relevant Information

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. To check for opening hours call the office on (04) 463 5376.

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 is available for 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.

Check with the Student Administration Office for opening times (04) 463 5376.

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 Advisor. 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 Grievances 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.

Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social sciences and Commerce and Administration).

- **What:** Academic Mentoring for Maori and Pacific students studying at all levels in the above faculties. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the faculty's study rooms and computer suite at any time at Kelburn and Pipitea.
- Mature student and Post grad network

If you would like to register as a mentor or mentee please contact the coordinator.

Where:

Melissa Dunlop
Programme Coordinator
Room 109 D
14 Kelburn Parade: back courtyard
Ph: (04) 463 6015
Email: Maori-Pacific-Mentoring@vuw.ac.nz

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Coordinator for details.