VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui

School of Information Management

INFO 525: Digital Technologies for Information Professionals

Trimester Two 2008

COURSE OUTLINE

Contact Details

Course Coordinator:	**Name**	Philip Calvert
	Room	Easterfield Building; EA 219
	Tel	+64 4 463-6629
	Email	philip.calvert@vuw.ac.nz
Programme Administrator:	**Name**	Lori Parker
	Room	121 Easterfield Bldg, Kelburn Pde, Wellington
	Tel	463 5309
	Email:	lori.parker@vuw.ac.nz

If you have questions or comments about course material and activities, the preferred "channel" is the appropriate Blackboard discussion forum, so that all students can see your message, and participate in any subsequent discussion. However, if you prefer to send your message via email (particularly if it is sensitive or involves personal information), you should begin the subject line with

[INFO 525]

If you wish to send something by **post**, the address is:

Philip Calvert

School of Information Management

Victoria University of Wellington

PO Box 600, Wellington

Course description

INFO 525 studies some of the latest technologies used for creating, storing, and disseminating information, including hardware, software, and virtual and physical environments. The student will use and evaluate new technologies for information management. Practical work includes the development of Web-based tools.

Introduction to INFO 525

In INFO 525 you will examine a variety of information technologies that are currently being adopted in LIM (library and information management) contexts. The intention is that students who complete the course will be familiar with new technologies being used in information management, and will be able to assess the value and impact of new technologies on a designated information service. The student will also learn some of the practical IT skills necessary to be an information manager in an increasingly digital environment.

One course cannot cover all aspects of the applications of information technology to LIM, and you will find that other courses also cover aspects of IT and its use in LIM work, sometimes going beyond the basic introduction provided here. You are a diverse group with a wide range of previous experience with information technology, and some of you may already have considerable experience in this area. Others may regard themselves as novices. The goal is to make this course interesting and rewarding for both groups; those of you with experience using a range of computer technologies are encouraged to share your knowledge with the rest of the group.

Learning objectives

By the end of the INFO 525 course, students should be able to:

1. Discuss common methods of computer networking; identify the main components of a computer system, and describe their functions; explain how data are represented in a computer system.

2. Demonstrate basic competency in a range of computer-based applications commonly used in LIM work, including using electronic mail, spreadsheets, file transfer protocol, presentation packages, selected applications software, file formatting and editing; and create a simple World Wide Web page using basic HTML.

3. Explain the technical aspects of significant new information technologies that are being used in information management; assess their value and impact on specific information services.

4. Recognise trends in the ICT industry that will make a significant impact on LIM work, and be able to elucidate relevant opinions to colleagues.

5. Discuss key issues in systems maintenance for information management, including system security.

Time commitment

To achieve satisfactory grades, you should expect to spend 12.5 hours per week on INFO 525 (including time spent in the weekly session). If you have previous experience of information technology, you may need significantly less time than this for some of the modules. Up to two hours per week will be spent in the weekly session. The balance of your time should be spent reading the material in the CD-ROM, course text, and on the Internet, and doing your preparation work for the weekly session and assignments.

Special requirements

As part of this course, you will need to use resources on the Internet, as well as selected databases and online services. Access to these services is possible from the School's computer laboratories and from the VUW Library. Open learning students will require access to the Internet to access these databases, and will also need to authenticate some databases using their Student username and password. For more on this, see LIM Programmes Information on Blackboard.

The first area of assessment consists of a number of practical exercises, which require access to an Internet-enabled personal computer with standard email and Web browser software. You will also require access to:

- a spreadsheet application that will produce files compatible with Microsoft Excel
- presentation software such as PowerPoint
- FTP software
- image editing software
- audio editing software

Course materials

The course material for INFO 525 includes a CD-ROM containing readings and course notes associated with each of the modules. The readings are augmented with material on the Blackboard website for INFO 525, available at

> http://blackboard.vuw.ac.nz

See 'Online information' for more on this.

Learning outcomes are specified for each study module. Students should note that some modules include exercises and discussion points; it is important that you complete or prepare these before the weekly session. As the sessions are meant to be interactive, you should be prepared to answer questions, contribute comments, and ask for clarification of issues pertaining to the material under discussion. In some sessions you may be asked to talk about a specific topic, or to share your experience in exploring the resources we are discussing with the rest of your seminar group. You should always be prepared for this.

The study notes for each module include a section giving work to prepare for the weekly session. **You should make sure that you complete the work listed in this section, including all the practical exercises, before the weekly session for that module.** Reading '[material] to prepare for the weekly session' **before** starting work on the module will help you to use your study time effectively.

Using or quoting course notes

The course notes used in the LIM programmes have been developed over a period of time. As a result, they are likely to include new material contributed by the coordinator and staff involved in the current offering of the course, as well as material contributed by staff involved in earlier offerings. Every effort has been made by our academic and editorial staff to ensure that all material is correctly attributed and complies with the University's copyright license obligations. If quoting or referring to material written for this course, you should treat it as being contributed anonymously rather than being attributable to the person delivering the particular module in which it appears, unless the authorship is clearly indicated.

Course schedule

INFO 525 will be held in the second trimester (July-October) of the 2008 academic year, with no sessions for two weeks during the mid-trimester break (18-31 August).

- **Internal students**
  There will be a seminar on Wednesdays from 2.10-4.00 p.m. in the Easterfield Building, EA 206.
- **Open learning students**
  The weekly conference sessions will be held on Wednesdays from 6.45-8.15 p.m.
- **Open learning students (within Auckland)**
  Sessions for Auckland students will be delivered by a mixture of audioconferencing and face-to-face teaching. The weekly audioconference sessions will be held on Thursdays from 5.00-6.30 p.m. There will be two Saturday classes from 10.30 a.m.-2.00 p.m. on 26 July (Modules 2 & 3) and 13 September (Modules 7 & 8).

Schedule

Week	Date	Topic
1	7-11 July	Information technology
2	14-18 July	Representing data in computer systems
3	21-25 July	Computer networks
4	28 July-1 Aug.	XML
5	4-8 Aug.	Blogs and RSS
6	11-15 Aug.	Open URL
		Mid-term break
7	1-5 Sept.	Wireless networking
8	8-12 Sept.	RFID
9	15-19 Sept.	Institutional repositories
10	22-26 Sept.	Open Archives Initiative and metadata harvesting
11	29 Sept-3 Oct.	Adaptive technologies
12	6-10 Oct.	Computer security

Assessment

None of the LIM courses has a formal final examination. INFO 525 is internally assessed, with the following assignments to be completed in order to satisfy the terms requirements. Full details, including explanatory notes and criteria, and guidelines for working in groups, are available under "Assignments" on Blackboard.

Assignment	Date due	Value	Length
1. Exercises 1-6	see Blackboard	50%	n/a
2. Report of environmental scan	14 Oct. 2008	50%	2000 words max.

Late assignments

Any part of Assignment 2 submitted or postmarked after it is due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted or postmarked more than one week after they are due will not be accepted. **Exercises 1–6 cannot be accepted after the due date and will not be marked**.

Word count

The length given for the report is intended to give you an indication of the required word count. Assignments that are significantly under the suggested length may lack important information, and assignments that are significantly over may include too much detail, or be repetitive. If you are concerned about the word count of your background paper, please discuss it with us before submitting your assignment.

Plagiarism

While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points. You are expected to present information in your own words, based on your understanding of the background material you read. *Any assignment which is extensively plagiarised will receive an automatic fail grade*. Note: Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine http://www.turnitin.com.

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*.

Submission

Remember to keep a copy of each assignment you send us, just in case the original goes astray. **Exercises 1-7 and Assignment 2 will be submitted electronically via Blackboard.**

Prescribed text and recommended reading

Courtney, N. (Ed.). (2005). *Technology for the Rest of Us: A Primer on Computer Technologies for the Low-Tech Librarian*. Libraries Unlimited. The price (including student discount) is approximately $114.95.

Ordering the text

The prescribed text is available from Vic Books, PO Box 12-337 (or c/- Students' Union Building), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email `vuwtexts@vicbooks.co.nz`. You can use any of these methods to place an order. Please give the details of the book(s) you want, your delivery address, and your daytime phone number. If you have a credit card, you can also give your credit card number and expiry date, and the book will be sent to you directly. Otherwise, once your order is placed, you will be asked to send a cheque for the book(s) and postage. There is an $8.00 handling and delivery charge. It is also possible to order texts through the Vic Books' online book ordering service at

http://www.vicbooks.co.nz/cms_display.php

Online information

In addition to the course material on CD-ROM, you will be required to use the resources for this course which are available in the School's Blackboard online learning environment:

http://blackboard.vuw.ac.nz/

The Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion. You should also read the appropriate module Web pages in conjunction with the module

readings and course notes. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All LIM students will be automatically enrolled in 'LIM Programmes Information' on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Windows Vista, XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

https://conferencing.sim.vuw.ac.nz/

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times.

For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

LIM Students email list

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

The `lim-students` email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is subscribed -- one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages).

Emails are sent to `lim-students` often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

To subscribe, go to:
http://lists.vuw.ac.nz/mailman/listinfo/lim-students

General University information

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office
The Faculty's Student and Academic Services 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 Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :
- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

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

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the School, handwritten work may be copy typed by the School and subject to checking by Turnitin*. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx.

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:
- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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. The University defines plagiarism as follows:

> *The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:
- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

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

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210,

Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.