

FACULTY OF COMMERCE AND ADMINISTRATION  
STUDENT AND ACADEMIC SERVICES

**Course Outline Approval Form**  
(Please complete one of these forms for each course)

Course Code (not CRN)	<u>INFO 527</u>	Trimester taught	<u>1</u>
Course Title	<u>Organisation of Information</u>		
Course Coordinator Name (please print)	<u>Chern Li Liew</u>		
Scrutineer Name (please print)	<u>Kay De Malmanche</u>		

We confirm that the Outline for the above course meets Faculty and University requirements as set out in the Course Outline Template, and as described in detail in the Assessment Handbook 2006, Section 3 *Course Outlines*.

Please note in particular paragraph 3.4 of the 2006 Assessment Handbook, that each course outline must be carefully checked and signed off as correct by another academic staff member (the scrutineer).

Please ensure that this completed form is sent, duly signed, to Anthea O'Sullivan, Room RWW111, by Friday 6 March 2009 for First Trimester courses.

Signed.....	<u>Chern Li Liew</u>	.....	<u>[Signature]</u>
	(Course Coordinator)		(Scrutineer)
Date.....	<u>4 March 2009</u>	.....	<u>4.3.09</u>



School of Information Management

## **INFO 527: ORGANISATION OF INFORMATION**

Trimester One 2009

### **COURSE OUTLINE**

<b>Course Coordinator:</b>	<b>Name</b>	Dr Chern Li Liew
	<b>Room</b>	EA 212, Easterfield Building
	<b>Tel</b>	+64 4 463-5213
	<b>Email</b>	<u><a href="mailto:chernli.liew@vuw.ac.nz">chernli.liew@vuw.ac.nz</a></u>
<b>Programme Administrator:</b>	<b>Name</b>	Chris King
	<b>Room</b>	121 Easterfield Bldg, Kelburn Pde, Wellington
	<b>Tel</b>	463 5309
	<b>Email:</b>	<u><a href="mailto:christine.king@vuw.ac.nz">christine.king@vuw.ac.nz</a></u>

### **Class times**

INFO 527 will be held in the first trimester (March-June) of the 2009 academic year. There will be no sessions for two weeks during the mid-trimester break (13-26 April).

- **Internal students**  
There will be a seminar on Wednesdays (from 2.10-4.00 p.m.) in the Easterfield Building, EA 001. Additional tutorial sessions may be scheduled to introduce you to DB/Textworks.
- **Open learning students**  
The weekly Internet conference sessions will be held on Wednesdays from 6.45-8.15 p.m. A practical session for DB/Textworks may be arranged with interested groups.
- **Open learning students (within Auckland)**  
Sessions for Auckland students will be delivered by a mixture of audioconferencing (Tuesdays from 5.00-6.30 p.m.) and face-to-face teaching. Auckland students should refer to the separate 'Auckland mode' timetable for details.

Week	Dates	Topic	Text chapter (2nd ed.; 2004)	Text chapter (3rd ed.; 2009)
1	2-6 March	Organising information for retrieval in diverse information environments	1	1
2	9-13 March	Retrieval tools	2 & 3	2 & 3
3	16-20 March	Encoding standards	4	5
4	23-27 March	Metadata: schemes and description	6 & 7	4 & 7
5	30 March-3 April	Metadata: access and authority control	8	8
6	6-10 April	Subject analysis and vocabulary control	9 & 10	9 & 10
7	27 April-1 May	Database technology and design	5	6
8	4-8 May	Categorisation and arrangement	11 & 12	11
9	11-15 May	Information architecture		
10	18-22 May	Evaluating information retrieval systems		
11	25-29 May	Information retrieval on the Web ; Semantic Web		
12	1-5 June	Knowledge management, image retrieval		

## Course description

INFO 527 offers an introduction to the theories, functions, standards and the different systems used for the storage, processing and retrieval of information. The course covers an exploration of the various encoding tools, indexing languages, metadata schemes and the design principles of the design of databases for information management and retrieval.

## Learning objectives

By the end of the INFO 527 course, students should be able to:

1. Explain the need for different types of information retrieval systems in different contexts, in particular the type of information environment, the users' information requirements, and the nature of the information resource involved.
2. Describe a model of information retrieval, and outline some measures of evaluation and effectiveness for a text-based information retrieval system.
3. Articulate the theory and functions of descriptive, administrative, and structural metadata in an information retrieval system.
4. Articulate the theory and functions of subject retrieval metadata -- including controlled vocabulary systems such as classification schemes, subject headings lists, and thesauri -- in an information retrieval system.
5. Explain the theory and practice of constructing indexes and abstracts, selecting appropriate index terms and distinguishing among the different types of abstracts.
6. Use appropriate design principles to create a database application for information retrieval.
7. Discuss issues in the provision of intellectual access to information involving newer forms of information retrieval systems.
8. Describe the relationship of *knowledge management systems* to information retrieval systems in private sector and public organisations.

## Practical work

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 Victoria University 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.

INFO 527 will use a database application, DB/Textworks as an example of an information retrieval system. DB/Textworks is used in a number of information centres, and you will have access to a demonstration version. This will be included on your CD-ROM of course resources.

## Time commitment

To achieve satisfactory grades, you will need to spend approximately 12 hours per week on INFO 527, including time spent in the seminar/lab or Internet/audioconference sessions. You may find that particular aspects of the course require less time, whereas others may require slightly more time. It is important that you manage your time wisely, ensuring that you spend time outside of the weekly sessions reading the relevant course material from your text and the CD-ROM, any additional readings posted on Blackboard, doing the module's preparation work, and working on the assignments.

**Before the session, you should have read the material for the week's topic, have looked at any additional course content in Blackboard, and be ready to discuss the readings and other preparation work.**

## Assessment

None of the LIM courses has a final examination. This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Value	Length
1. Report and presentation on a reading	Allocated week (starting from Week 3)	50%	5 minute presentation + report of 1500 words approx.
2. Creation of a database	11 May 2009	10%	Data dictionary
	8 June 2009	40%	10-record final database + Report of 1500 words max.

## Late assignments

Assignments submitted after the due date and without prior arrangement with the course coordinator will have the mark reduced by 10 percentage points.

## Presentation

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

## Plagiarism

You should read and take heed of the statement on collaboration and plagiarism below, and also in the *Administration Handbook*; you *must* acknowledge all sources you use. *Any assignment which is extensively plagiarised will receive an automatic fail grade.*

## Submission

All assignments for INFO 527 will be submitted digitally. **See the Assignment section of the INFO 527 Blackboard site for details.**

## Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in the required timeframe.

**Withdrawal dates:** Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

## Prescribed and recommended text

The text for INFO 527 is:

Taylor, Arlene G. (2004). *The Organization of Information*. 2nd ed. Westport, Conn.: Libraries Unlimited. The price to VUW students is \$117.95 approx.

This is the edition used when order was placed with Vic Books. Nevertheless, you may use the recently published third edition:

Taylor, A. G. and Joudrey, D. N. (2009). *The Organization of Information*. (3rd ed.) Westport, Conn.: Libraries Unlimited.

The required 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](mailto:vuwtexts@vicbooks.co.nz). It is also possible to order texts through the Vic Books' online book ordering service. You can use any of these methods to place an order.

## Recommended reading

Links to further recommended texts will appear on the INFO 527 Blackboard site.

## Course resources

The other course material for INFO 527 includes:

- this course information section (in which the contents of the INFO 527 course are discussed along with course-specific administrative information and Internet conference or internal session details).
- materials on the Blackboard website for INFO 527 (see 'Online information' for more on this), including a study guide for each module, discussion forum, etc.
- a CD-ROM containing readings associated with each of the modules, and the DB/TextWorks software used in the database project.

## Online information

The course material for INFO 527 includes a CD-ROM containing readings for each of the modules, augmented by material on the School's Blackboard online learning environment:

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

The Blackboard environment will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages in conjunction with the material on your CD-ROM. 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](mailto: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>

## **Changing your e-mail address**

If you change email addresses, you must unsubscribe from `lim-students` and re-subscribe with your new email address.



## 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.

### Use of Turnitin

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](http://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](http://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](http://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](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or phone (04) 463 6015. To contact the Pacific Support Coordinator, email [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or phone (04) 463 5842.