

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>INFO535</u>	Trimester taught	<u>1</u>
Course Title	<u>INFO 535 Introduction to Records Management</u>		
Course Coordinator Name (please print)	<u>Joanna Newman</u>		
Scrutineer Name (please print)	_____		

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>Brande Crumey</u>	<u>[Signature]</u>
	(Course Coordinator) <i>pp. Joanna Newman</i>	(Scrutineer)
Date.....	<u>4/3/2009</u>	<u>04/03/09</u>



School of Information Management

INFO 535: INTRODUCTION TO RECORDS MANAGEMENT

Trimester One 2009

COURSE OUTLINE

Contact Details

Course Coordinator:	Name	Joanna Newman
	Room	EA 231, Easterfield Building
	Tel	+64 4 463-5309 and leave a message
	Email	<u>joanna.newman@vuw.ac.nz</u>
Programme Administrator:	Name	Chris King
	Room	121 Easterfield Bldg, Kelburn Pde, Wellington
	Tel	463 5309
	Email:	<u>christine.king@vuw.ac.nz</u>

Class times

INFO 535 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 Tuesdays (from 1.10-3.00 p.m.) in the Easterfield Building, EA 004.
- **Open learning students**
The weekly Internet conference sessions will be held on Tuesdays, from 5.00-6.30 p.m.

Schedule

Week	Dates	Topic
1	2-6 March	Theory and concepts - 1
2	9-13 March	Theory and concepts - 2
3	16-20 March	Societal context - 1
4	23-27 March	Societal context - 2
5	30 March-3 April	Organisational context
6	6-10 April	Design & Implementation - 1
7	27 April-1May	Design & Implementation - 2
8	4-8 May	Processes & controls - 1
9	11-15 May	Processes & Controls -2
10	18-22 May	Processes & Controls - 3
11	25-29 May	Establishing the Programme
12	1-5 June	State of the art

Course description

INFO 535 provides education in recordkeeping at a fundamental level. The focus is on those functions, principles, and techniques that are required in the operation of a sound records management programme. The course also provides students with a foundation for the development of further knowledge and skills.

Learning objectives

By the end of the INFO 535 course, a student should:

1. Have an overview of the basic concepts and theories of records management.
2. Be familiar with the environment within which records management operates in New Zealand and internationally.

3. Be able to describe the roles and responsibilities of records managers, and the relationship between their work and that of archivists and other information professionals.
4. Have an introductory knowledge of the major records management functions, principles, and techniques.
5. Understand the major considerations, tools, and processes involved in organising and managing a records management programme.

Instructions for subscribing to the New Zealand Records List

It is highly recommended that you sign up for the New Zealand Records List for the duration of the course. The list usually receives around five messages a day and has an interesting mix of members — records managers, archivists and librarians. Often short term work contracts are advertised and full-time jobs, as well as the regular meetings held by the Records Management Association Australia and the Archives and Records Association of New Zealand. To subscribe, go to:

<http://lists.vuw.ac.nz/mailman/listinfo/nzrecords>

Time commitment

To achieve satisfactory grades, you will need to spend approximately 12 hours per week on INFO 535, including time spent in the seminar or Internet conference 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.**

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>

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. Analysis of recordkeeping context	April 9	45%	1500 words max.
2. Report on recordkeeping culture	May 29	55%	2000 words max.

Late assignments

Assignments submitted or postmarked after they are due will have a 5% 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 unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

Presentation

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

Word count

Each submitted assignment **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.) The penalty for not including your word count, or going over the word count, will be 5%.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism above, and also in the *Administration Handbook*; you *must* acknowledge all sources you use.. 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.***

Submission

All assignments for INFO 535 will be submitted digitally. **See the Assignment section of the INFO 535 Blackboard site for details.** Remember to keep a copy of each assignment you send, just in case the original goes astray.

Prescribed text

There is no prescribed text for this course; **instead, you are expected to be diligent in completing the weekly readings for each module.**

Online information

The course material for INFO 535 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

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.

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.