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 2009

COURSE OUTLINE

Contact Details

Course Coordinator:	**Name**	Philip Calvert
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Programme Administrator:	**Name**	Chris King
	Room	121 Easterfield Bldg, Kelburn Pde, Wellington
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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

Assignments should *not* be sent to the above address; see the details under 'Assessment' below. Non-assignment material being delivered by courier or in person should go to the Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of 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.

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.

Prescribed text

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` or Vic Books' online book ordering
service at `http://www.vicbooks.co.nz/cms_display.php`. 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.

Schedule

INFO 525 will be held in the second trimester (July-October) of the 2009 academic
year. There will be no sessions for two weeks during the mid-trimester break (24
August-6 September).

- **Internal students**
    There will be a seminar on Mondays (from 10.00-11.50 a.m.) in the Cotton
    Building, Lecture Room CO 119.

- **Open learning students**
    The weekly Internet conference sessions will be held on Mondays from 5.00-
    6.30 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 Wednesdays from 6.45-8.15 p.m.

    **There will be two Saturday classes for Auckland students, from 10.30 a.m.-
    2.00 p.m. on 25 July (Modules 2 & 3) and 19 September (Modules 7 & 8).**

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.

Timetable

Week	Begins	Topic
1	13 July	Information technology
2	20 July	Representing data in computer systems
3	27 July	Computer networks
4	3 August	XML
5	10 August	Social media
6	17 August	Open URL
Mid-term break		
7	7 September	Wireless and mobile networking
8	14 September	RFID
9	21 September	Institutional repositories
10	28 September	Open Archives Initiative and metadata harvesting
11	5 October	Adaptive technologies
12	12 October	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 mandatory course requirements. **Full details, including submission instructions, explanatory notes, and criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Length	Value
1. Exercises 1-7	Fridays, see Blackboard	n/a	50%
2. Report of environmental scan	9 October 2009	2000 words approx.	50%

Late assignments

Note: Exercises 1–7 cannot be accepted after the due date and will not be marked.
If **Assignment 2** is submitted or postmarked after the due date it will have a 10%
penalty imposed unless an extension has been granted by the course coordinator. If
Assignment 2 is submitted more than one week late without an extension it will be
given a zero grade.

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
http://turnitin.com, which is an online plagiarism prevention tool which compares
submitted work with a large database of existing material. 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.

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.**

*Note: Your assessed work may also be used for quality assurance purposes, such as to
assess the level of achievement of learning objectives as required for accreditation and
audit purposes. The findings may be used to inform changes aimed at improving the
quality of FCA programmes. All material used for such processes will be treated as
confidential, and the outcome will not affect your grade for the course.*

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/withdrawlsrefunds.aspx

Course delivery and resources

The course material for INFO 525 includes:

- this course information section (in which the contents of the INFO 525 course are discussed along with course-specific administrative information and Internet conference or internal session details);

- materials on the Blackboard website for INFO 525 (see 'Online information' for more on this), which 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.

- a CD-ROM containing readings and course notes associated with each module.

In the module notes on the CD-ROM you will encounter two types of boxes, which separate work to be done from the body of the text. Boxes in this format:

> **Reading from the course text:**
> **Now read Hastings and Lewis, "Lets Get Digital," Chapter 11 from your textbook.**

detail reading which you should do before continuing with the module text. These readings are either from your course text (as in this case), included as PDFs in the study module to which they apply, or are available on the Internet. Boxes in this format:

> **Focus question**
> **What is the 'disk defragmenter'? When was the last time you ran this system tool?**

contain focus questions. You should consider these, and jot down your answers or conclusions, before continuing with the module course notes. These focus questions will usually be discussed during the weekly session for the module.

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

Each week discussion will be based on:

- set chapters from the textbook;
- introductory material, discussion points, and exercises; and
- required readings from the material provided.

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.

Online information

In addition to material on the CD-ROM, you will be required to use the online resources for this course that are available in 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 pages and any additional notes 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:

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

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https://conferencing.sim.vuw.ac.nz/
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There is also an 'i-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 LIM Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIM 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.

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LIM Students email list

Staff of the LIM programmes use the lim-students email discussion list to make important announcements, and to share news and ideas relating to the LIM programmes. **It is very important that you are subscribed to this list**. Please make sure that a current email address which you check regularly is subscribed.

We suggest that you remain a member of this list until **after you graduate,** because the list is used as the main channel to communicate important administration messages (including those about arrangements for graduation).

Emails are sent to lim-students regularly, so if you have not received any list messages for a few weeks it is a good idea to make sure you are still subscribed. If a list message is rejected by your email account you will automatically be unsubscribed from the list.

To subscribe, unsubscribe, and change your email address or options, go to

`http://lists.vuw.ac.nz/mailman/listinfo/lim-students`

General University information

For the following important information follow the links provided:

Academic Integrity and Plagiarism
http://www.victoria.ac.nz/home/study/plagiarism.aspx

General University Policies and Statutes
http://www.victoria.ac.nz/home/about/policy/academic.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx

Manaaki Pihipihinga Programme
http://www.victoria.ac.nz/st_services/mentoring/