TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 560 DEVELOPING LEADERSHIP POTENTIAL

Trimester Two 2009

COURSE OUTLINE

Names and Contact Details

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Trimester Dates
INFO 560 is a 6 week block course with classes starting the week of 13 July 2009 and finishing the end of the week of 17 August 2009, and with final assessment due on 31 August 2009.

Class Times and Room Numbers
There will be a 2 hour class each week on Saturdays from 10:00am – noon (NZ time) using Internet conferencing.

Withdrawal dates: Information available via
http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx

Course Content
This course focuses on leadership in the information professions from theoretical and practical perspectives. Theoretical concepts and models will be explored, in conjunction with case studies based on the experiences of leaders from the information professions, in order to help students understand how to develop leadership potential in themselves and others.

Schedule for the course content:

Week	Date of class	Topic
1	18 July	Context and challenges in leadership
2	25 July	Knowing yourself as a leader
3	1 August	Leading people
4	8 August	Developing leaders
5	15 August	Direction and strategy
6	22 August	Influential leadership

Course Learning Objectives
By the end of this course, students will be able to:
1. Express a clear understanding of the principal theories of leadership relevant to the information professions
2. Apply relevant leadership theories to practical situations in library and information management contexts
3. Demonstrate knowledge of leadership development approaches for themselves and for others
4. Express a clear understanding of the challenges for leaders and leadership in the information professions, and present ways of responding effectively to these challenges
5. Critically reflect on the course contents, and on prior professional and personal experiences, to create a leadership development plan for themselves

In terms of assessment, the:
- Case study analyses relate specifically to learning objectives 2 and 4
- Reflective journal relates specifically to learning objective 1
- Leadership development plan relates specifically to learning objectives 3 and 5

Expected Workload
This is a 15 point course delivered in a 6 week period. For this reason, students should note that they will be working intensively during these 6 weeks, and are advised to take this into account when planning their commitments.

As a general workload guideline:
- Each weekly class will take 2 hours
- Class preparation plus supplementary reading is expected to take on average 8 to 10 hours each week
- Assessment (work for all three assignments) is expected to take on average 10 to 12 hours each week

Group Work
There is no assessed group work for this course, but students will be expected to break into small groups (using Internet conferencing) for in-depth discussion and report back at times during the weekly classes.

Readings
The prescribed text for this course is:
Roberts, S. & Rowley, J. (2008). *Leadership: The challenge for the information profession*. London: Facet Publishing.

Materials and Equipment
Students will need to use Internet conferencing to participate in the weekly classes, and an Internet connection to the INFO 560 Blackboard site to receive class notices and details for supplementary readings, and to participate in the weekly case study analyses assessment. Further information about Internet conferencing is available here:
https://conferencing.sim.vuw.ac.nz/

Assessment Requirements
Assessment requirements are outlined in the following table:

Assignments	Date due	Value	Length
1. Case study analyses: Asynchronous discussion board contributions on Blackboard on issues arising from the weekly case studies presented in the online synchronous classes.	Weekly contributions due by 11.59pm on each Monday following the Saturday class.	**20% total** (3.5% per weekly contributions over 5 weeks and 2.5% for the final weekly contributions)	Each week may require up to three separate contributions. There is no stipulated minimum or maximum word count for this assessment, but at least one idea or argument should be explained clearly in each separate contribution.
2. Reflective journal: Journal entries providing personal reflections on learnings from the content in the weekly readings and the online synchronous classes. Weekly entries are required, along with a final entry comprising a summary set of reflections (i.e. 7 entries in total).	Weekly entries due by 11.59pm on each Monday following the Saturday class. Final reflective journal entry due by 11.59pm on Monday 31 August 2009.	**40% total** (5.5% per weekly contribution over 6 weeks and 7% for the final summary set of reflections)	A minimum of 400 words and a maximum of 1,000 words per reflective journal entry is required (i.e. approximately 1-2 sides of A4 per entry).
3. Leadership development plan: A plan to develop one's own leadership potential based on the theory and practical examples explored during the course	Due by 11.59pm on Monday 31 August 2009.	**40% total**	There is no stipulated minimum or maximum word count for this assessment, but the leadership development plan should reference at least one concept, model, technique or practical example from each week of the course.

Examinations
None of the LIM courses (including INFO 560) has a formal final examination.

Penalties
Assignments submitted up to 24 hours after they are due will have a penalty of 5% of their value imposed, with the penalty rising to 10% if submitted up to one week after they are due. Assignments submitted more than one week late without an extension will be given a zero grade. All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.

There is no specific penalty incurred by exceeding the maximum or not meeting the minimum word counts for assessed work (in cases where word counts are stipulated), but it should be noted that a student who disregards the length guidelines provided is unlikely to meet the assessment criteria for that assignment.

Mandatory Course Requirements
The mandatory course requirements for passing this course include completing all of the assignments in the required timeframe and attending at least 5 of the 6 weekly classes. If a student is absent for more than one weekly class without the approval of either of the course lecturers then that student will not have met the mandatory requirements for passing this course.

Communication of Additional Information
Additional information or information on changes will be conveyed to students using the INFO 560 Blackboard site in the first instance, and emails to students if required.

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/