



School of Information Management

## **INFO 527: REPRESENTING AND ORGANISING INFORMATION IN CONTEXT**

Trimester One 2010

### **COURSE OUTLINE**

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### **Class times**

INFO 527 will be held in the first trimester (March-June) of the 2010 academic year. There will be no sessions for two weeks during the mid-trimester break (5-18 April).

- **Internal students**  
The weekly seminars will be held on Wednesdays (from 10.00-11.50 a.m.) in the Hugh McKenzie Building, HMLT 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 5.00-6.30 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 (Thursday, 5.00-6.30 p.m.) and face-to-face teaching.

Auckland students should refer to the separate 'Auckland mode' timetable for details.

<b>Week</b>	<b>Dates</b>	<b>Topic</b>	<b>Text chapter</b>
1	1-5 March	Organising information for retrieval	1
2	8-12 March	Retrieval tools	2 & 3
3	15-19 March	Encoding standards	5
4	22-16 March	Metadata: schemas and description	4 & 7
5	29 March-2 April	Databases and system design	6
<b>Mid-trimester break</b>			
6	19-23 April	Metadata: access and authority control	8
7	26-30 April	Subject analysis and vocabulary control	9 & 10
8	3-7 May	Categorisation and arrangement	11
9	10-14 May	Information architecture	
10	17-21 May	Evaluating information retrieval systems	
11	24-28 May	Information retrieval on the Web	
12	31 May-4 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 schemas, 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.

## 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 use these databases, and will also need to authenticate some databases using their Student username and password. For more on this, see the Information Studies community (under the 'My Organizations tab) on Blackboard.

INFO 527 will use a database application, DB/Textworks as an example of an information retrieval system tool. DB/Textworks is used in a number of information centres and you will have access to a demonstration version.

## 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

This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under "Assessment" on Blackboard.**

Assignment	Date due	Value	Length
1. Report and presentation on a reading	Allocated week (starting from Week 3)	40%	10 minute presentation + report of 1000 (min) -1200 (max.) words.
2. Creation of a database	11 May 2009	10%	Data dictionary
	8 June 2009	50%	10-record database + report of 1300 (min.) - 1500 (max.) words.

## 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 assignment policies, including information regarding presentation and plagiarism, will be found in the Information Studies pages under 'My Organizations' on Blackboard.

## Plagiarism

You must acknowledge all sources you use. 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>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

## Submission

All assignments for INFO 527 will be submitted digitally. **See the Assessment 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 from courses:

Withdrawal dates: Late withdrawals with Associate Dean (Students) permission (See **Section 8: Withdrawals - from the Personal Courses of Study Statute**)

<http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf>

## Withdrawal dates: Refunds:

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

## Class representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class.

The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

## Prescribed and recommended text

The text for INFO 527 is:

**Taylor, A. G. and Joudrey, D. N. (2009). *The organization of information*. (3rd ed.) Westport, Conn.: Libraries Unlimited. The cost to students is \$142.95 approx.**

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

You can access the School's Blackboard online learning environment at:

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

The Blackboard pages 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 course notes in

conjunction with the material on your CD-ROM. 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 students will also be automatically enrolled in the Information Studies community under 'My Organizations' 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; 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 IST Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main IST 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; further details, including screen name conventions, are also available on the Information Studies pages under 'My Organizations' on Blackboard.

For problems with the Internet Conferencing site itself, first check the online help information. If your problem is not resolved please contact our in-house IT Support, which is available only during the evening Internet Conferencing sessions:

- Freephone: 0800 116 299 (5-8 p.m. only) -- office phone forwarded directly to distance education support analyst during evenings
- Email: [simconferencing@vuw.ac.nz](mailto:simconferencing@vuw.ac.nz)

If for some reason a session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

**Students email list**

Staff of the Information Studies Programmes use the ist-students email discussion list to make important announcements, and to share news and ideas relating to the 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 ist-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:

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

**AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

**Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

**Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)