TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 535: MANAGING CURRENT RECORDS

Trimester One 2010

COURSE OUTLINE

Contact Details

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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.

Class times

INFO 535 will be held in the first trimester (1 March-6 June) of the 2010 academic year. There will be no classes during the mid-term break (April 5-18).

- **Campus students**
  There will be a seminar on Tuesdays (from 10.00-11.50 a.m.) in the Easterfield Building, EA 004.

- **Distance students**
  The weekly Internet conference sessions will be held on Tuesdays, from 5.00-6.30 p.m.

Schedule

Week	Dates	Topic
1	1-5 March	Theory and concepts - 1
2	8-12 March	Theory and concepts - 2
3	15-19 March	Societal context - 1
4	22-16 March	Societal context - 2
5	29 March-2 April	Organisational context
6	19-23 April	Design & implementation - 1
7	26-30 April	Design & implementation - 2
8	3-7 May	Processes & controls - 1
9	10-14 May	Processes & Controls -2
10	17-21 May	Processes & Controls - 3
11	24-28 May	Establishing the programme
12	31 May-4 June	State of the art

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.

Time commitment

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 535 (including time spent in the weekly session). Up to two hours per week will be spent in the weekly seminar, in which you will be expected to contribute to the discussion. The balance of your time should be spent reading material on the CD-ROM, any additional material posted on Blackboard, and doing your preparation work for the weekly session and assignments.

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. Analysis of recordkeeping context	April 18	40%	1500 words max.
2. Report on recordkeeping culture	June 4	50%	2000 words max.
3. Discussion Board postings	Various	10%	200-500 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 assignment policies, including information regarding presentation and plagiarism, will be found in the Information Studies pages under 'My Organizations' on Blackboard.

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 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 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**.

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/withdr
awlsrefunds.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 text

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

Course resources

The course resources for INFO 535 include a CD-ROM containing readings associated with each of the modules, augmented by material on the Blackboard website for INFO 535; see "Online information" below for further details.

You should prepare any work listed in the relevant Blackboard section before the weekly Internet or internal session for that module. The group discussion/tutorial sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.

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

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

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

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

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