



School of Information Management

**INFO 545: ADVANCED INFORMATION  
TECHNOLOGY FOR INFORMATION  
MANAGERS**

Trimester Three 2010  
**COURSE OUTLINE**

**Contact Details**

<b>Course Coordinator:</b>	<b>Name</b>	Brenda Chawner
	<b>Room</b>	Rutherford House; RH 423
	<b>Tel</b>	+64 4 463-5780
	<b>Email</b>	<a href="mailto:brenda.chawner@vuw.ac.nz">brenda.chawner@vuw.ac.nz</a>
<b>Programme Administrator:</b>	<b>Name</b>	Chris King
	<b>Room</b>	Rutherford House; RH 521
	<b>Tel</b>	+64 4 463 5875
	<b>Email:</b>	<a href="mailto:chris.king@vuw.ac.nz">chris.king@vuw.ac.nz</a>
<b>Freephone:</b>		<b>0800 11 62 99</b>

**Communication of Additional Information**

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.

The Blackboard discussion forums will be checked for new messages each workday morning. 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 545]

## Course Schedule

INFO 545 will be held in the third trimester (15 November-13 February) of the 2010 academic year. There will be no classes during the mid-term break (20 December-9 January).

- **Please note that INFO 532 will be offered via distance learning only.** The weekly Internet conference sessions will be held on Tuesdays from 5.00-6.30 p.m.

Week	Begins	Topic
1	15-19 Nov.	Core IT competencies
2	22-26 Nov.	Standards and emerging technologies
3	29 Nov.-3 Dec.	Developing and managing software
4	6-10 Dec.	Software licensing
5	13-17 Dec.	Free/libre and open source options
<b>Christmas break</b>		
6	10-14 Jan.	Introduction to Perl/PHP
7	17-21 Jan.	XML tools
8	24-28 Jan.	Mashups
9	31 Jan.-4 Feb.	Reporting (and solving) problems
10	7-11 Feb.	Keeping up to date

**Teaching Period:** From 15 November (the first day of trimester) to February 13.

### Withdrawal from Courses:

Your fees will be refunded if you withdraw from this course on or before **21 November 2011**. The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **28 January 2011**. After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute

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

To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

## *Course Description*

INFO 545 is an in-depth examination of selected advanced technologies used for creating, storing, locating, presenting and repurposing information, particularly in the context of library and information management.

This course is designed as to develop students' competencies in evaluating, implementing, and managing key technologies used in managing information. It also covers the main standards used to store and share information, and introduces basic scripting using Perl/PHP.

### **Introduction to INFO 545**

INFO 545 begins by examining the range of technology competencies information managers need in today's environment, and how these vary by role. It then considers key standards used to create and manage digital information. This is followed by an overview of the processes for developing, acquiring, and managing software, including licensing options. Examples of free/libre and open source software used in information management are considered, including a 'look under the hood' at the source code and database structure. The course will conclude with a discussion of best practice for reporting problems and finding solutions, and strategies for keeping up to date with new developments.

### **Special requirements**

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 the Victoria Library. Distance students will require Internet access in order to use these databases, and will need to authenticate some databases using their Student username and password. For more on this, see the Information Studies Community on Blackboard.

### **Time commitment**

To achieve satisfactory grades, you should expect to spend 12.5 hours per week on INFO 545 (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 course material

provided via Blackboard, and on the Internet, and doing your preparation work for the weekly session and assignments.

## *Learning Objectives*

By the end of the INFO 545 course, students should be able to:

1. Describe and compare emerging technologies and standards used for information management
2. Discuss the potential of these technologies and standards to change the way information is created, stored, located, and/or presented, particularly in a library and information management context
3. Apply one or more of these technologies and standards to a real-world information management problem, and evaluate the outcome.

## *Assessment*

INFO 545 is internally assessed, with the following assignments to be completed in order to satisfy the mandatory course requirements. **Full details, including explanatory notes and criteria, are available under “Assessment” on Blackboard.**

<b>Assignments</b>	<b>Date due</b>	<b>Length</b>	<b>Value</b>
1. Evaluation of an information management standard	24 Dec. 2010	2500 words	50%
2. Individual project to apply an emerging technology/standard to a real-world information management problem	7 Feb 2011	n/a	Project demonstration 20%, Reflective journal 30%

### **Late assignments**

Assignments submitted after they are due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted 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.

## Submission

All assignments for INFO 545 will be submitted digitally; remember to keep a copy of each assignment you send us, just in case the original goes astray. **See the Assessment section of the INFO 545 Blackboard site for details.**

## Word count

If required, your submitted assignments **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 on the University website at <http://www.vuw.ac.nz/home/studying/plagiarism.html> 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.**

**Note:** student work provided for assessment in this course may be checked for academic integrity by <http://turnitin.com>, 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 assignment policies, including information regarding presentation and plagiarism, will be found in the Information Studies pages under the 'My Organizations' tab on Blackboard.

## 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.

*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.*

## Course Resources and Delivery

Each week discussion will be based on:

- introductory material, discussion points, and any exercises;
- required readings from the material provided.

The course material provided for INFO 545 includes:

- this course information section (in which the contents of the INFO 545 course are discussed along with course-specific administrative information and Internet conference or internal session details);
- materials on the Blackboard website for INFO 545 (see 'Online information' for more on this), which will be used to post study guides and readings, 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.

### Online information

You will be required to use the online resources for this course that are available in the Blackboard online learning environment:

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

The Blackboard pages will contain study guides and readings, a Web-based forum for discussion of issues related to the course, links to sites of interest, announcements and additional information, updates, etc.

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 7, Vista, or XP, 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 your course website on 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, go to**

<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/)



