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School of Information Management

**MMIM 501 COMMUNICATION AND CRITICAL THINKING IN  
INFORMATION MANAGEMENT**

Trimester One 2011

**COURSE OUTLINE**

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**Names and Contact Details**

<b>Course Coordinator:</b>	<b>Name</b>	Dr. Brian M Harmer	
	<b>Room</b>	RH 511	
	<b>Tel</b>	463 5887	<b>Email:</b> brian.harmer@vuw.ac.nz
	<b>Fax</b>	463 5446	
		Preferred contact method is email, and every effort will be made to respond within one working day. Face to face meetings by appointment (not on Thursdays or Fridays except in emergency) Dr Harmer will be available for ad hoc meetings on Tuesdays between 2:30 pm and 5 pm in RH511.	
<b>Programme Coordinator</b>		Ms Christine King	
	<b>Room</b>	RH 521	
	<b>Tel</b>	463 5875	<b>Email</b> Chris.king@vuw.ac.nz

**Trimester Dates**

Tuesday 1 March to Friday 3 June, 2011 (Excl mid-trimester break 16 April to 1 May)

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before 11 March 2011.
2. The standard last date for withdrawal from this course is 14 May. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an *'Application for Associate Dean's Permission to Withdraw Late'* including supporting documentation

The application form is available from either of the Faculty's Student Customer Service Desks.

**Class Times and Room Numbers**

Classes begin at 5:40pm on Tuesdays of Term time (excluding mid-term break) and take place in GB LT4 (in the old Government Buildings). Your attendance at **every** class is important. Classes will begin and end on time.

## Course Content

<i>Date</i>	<i>Topic</i>	<i>Milestones</i>
<i>March 1</i>	<i>Introduction to Theory, Communications, Critical Thinking and Information Management</i>	
<i>March 8</i>	<i>Exploring Critical thinking</i>	
<i>March 15</i>	<i>Foundational theories of communication</i>	
<i>March 22</i>	<i>Theories of Identity</i>	
<i>March 29</i>	<i>Theories of Adoption and Adaptation</i>	
<i>April 5</i>	<i>Communications in Organizations</i>	
<i>April 12</i>	<i>Communications for Persuasion</i>	
<i>Mid-Trimester Break</i>		
<i>3 May</i>	<i>Evaluating persuasive argument</i>	
<i>10 May</i>	<i>Communications in the context of Information Management</i>	
<i>17 May</i>	<i>Management and resolution of Conflict</i>	
<i>24 May</i>	<i>Communicating with technology</i>	
<i>31 May</i>	<i>Summary and Conclusion</i>	

### Course Learning Objectives

On successful completion of the course, students will have enhanced their ability to use critical and creative thinking. This will be demonstrated through their ability to assess the utility of relevant theoretical concepts to their workplace, to provide creative solutions, and to recommend appropriate implementation strategies.

On successful completion of the course, students will have developed their communication capability. They will demonstrate this by their ability to convey key information management and information systems concepts concisely and effectively in the most appropriate channels.

### Course Delivery

This course is conducted using the seminar approach. For the purposes of this course, a seminar is defined as

*“a meeting for the purpose of examining some field of academic study, in which all of the participants have done the necessary reading to prepare themselves to participate fully in the discussion, under the leadership of an academic member of staff.”*

There is no place for shyness in a seminar situation, and you **will** be called upon to express your point of view on the matters being discussed, and to put it in the context of what you have read. If you haven't done the preparation, you will let yourselves and other member of the class down. These are not lectures. You are putting the knowledge together for yourselves.

These are **not** lectures, and the learning and teaching process is **not** one in which the course coordinator provides a quantum of knowledge for you to read and remember. It is an interactive process of discovery and making connections based on what you have read, and on what you and your classmates discuss in these sessions. If you miss a class, you miss the chance to make those connections. Any sessions resources provided online will be no substitute for the experience of classroom participation and learning.

## **Expected Workload**

Participants are expected to attend *all* sessions (2 hours each), and to participate in the class exploration of the assigned readings for each of the twelve seminars. There are two significant written assessment items, one formal presentation, and preparation for all of the assigned readings, and the exploration for the whole will be done using an ePortfolio.

The university typically expects students to spend 150 hours of time for **each** 15 point course.

For the *average* student in this course, this amounts to approximately eight hours per week of reading and thinking for each paper, over and above time spent in seminars and doing assignment work. If reading densely written material in academic English does not come easily to you, this could take longer.

## **Group Work**

There is no assessable group work in this course, though you will be asked to work and discuss things in groups in the classroom.

## **Readings**

There is no required text to purchase for this course.

You will be asked to read, and subsequently discuss in class, a considerable number of articles from academic and practitioner journals, almost all of which will be available online. Typically there will be three per week. The articles to be read will be identified through the weekly course resources provided on “Blackboard”, and these will be made visible the week prior to their being discussed.

You will need to be able to search effectively using search engines such as Proquest, and Google Scholar.

If, like most students, you choose to print the electronically available articles, this will be at your own cost.

## **Materials and Equipment**

No special materials or equipment are required. It is assumed that all students have extensive access to an Internet connected computer with sufficient time and resources to access all nominated readings. It is also expected that students will check their emails, and the Blackboard resources regularly.

## **Assessment Requirements**

Student learning will be assessed in a variety of ways:

1. Session Preparation Assignments (10 assignments each worth up to 1% of final grade) **due prior to the commencement of the class** the week following its being set. These will be set in weeks 2 through 11 of the course (none due on first or last nights). Late submissions without prior arrangement will not be marked, and in no circumstances, will extensions be granted beyond the following class.
2. The preparation and presentation of one session in class (10% of final grade) **due** in accordance with the individual dates set and announced on Blackboard in the first week.
3. The creation and maintenance of an ePortfolio of which at least one view complies with the assessment specification and which is made accessible to the coordinator for assessment purposes 20% of final grade. This is expected to be made available as it is

constructed. It is expected that the SPAs will form part of this, and that the ePortfolio will be assessable from the end of week 1.

4. Two written essays, each of approximately 3,000 words (Each worth 25% of final grade). The first is **due** on Friday 22 April, and the second is **due** on Friday 3 June
5. Effective participation in all aspects of all classes including discussions during seminars and on the various communication channels as prescribed. This will be based on the observations of the course coordinator. (10% of final grade)

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.

### **Penalties**

Assignments submitted after their due date without prior extension being granted will reduce the possible score by 5% for each day late. Major tasks that are significantly smaller than the specified word limit will have their maximum possible score reduced in proportion to the shortfall. Thus, something that is half the specified size will be eligible for up to 50% of the specified grade. If work is significantly over size, no marks will be given for anything beyond the point at which the word limit is reached.

### **Mandatory Course Requirements**

To pass this course, students must make a good faith attempt to submit every assessment task (unless a medical certificate proves incapacity)

### **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details made 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.

### **Communication of Additional Information**

Communications will be in the form of Blackboard announcements, and in urgent cases by email sent through Blackboard. Since Blackboard uses the VUW student addresses allocated at the time of your first enrolment, it is important that you set up those accounts to forward the messages if you prefer to use a different email account.

While it is understood that it is sometimes convenient to use email accounts shared by others in your household, it helps to prevent accidents and lost messages if every message from you to the class and/or the coordinator contain your name, student ID, class, and assignment number.

### **Use of Turnitin (if applicable)**

You will be required to submit major assessment items, especially the two written essays provided for assessment in this course, for checking of academic integrity by the electronic search engine <http://www.turnitin.com>. Smaller items may be checked on a random basis, or if the marker has any reason to doubt the originality of submitted work.

Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. We have no problem with you including a modest amount of other people's work *provided* that you acknowledge the source of every such instance. Unacknowledged copying is a serious problem.

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.

**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**

Find key dates, explanations of grades and other useful information at

[www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study).

Find out about academic progress and restricted enrolment at

[www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress).

The University's statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the Calendar webpage at

[www.victoria.ac.nz/home/study/calendar](http://www.victoria.ac.nz/home/study/calendar) (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

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

**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/)