

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



School of Information Management

INFO 525: Digital Technologies for Information Professionals

Trimester Two 2011

COURSE OUTLINE

Contact Details

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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 525]

Withdrawal from courses

1. Your fees will be refunded if you withdraw from this course on or before 22 July 2011.
2. The standard last date for withdrawal from this course is Friday 23 September. 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.

Course Description

INFO 525 studies some of the latest technologies used for creating, storing, and disseminating information, including hardware, software, and virtual and physical environments. The student will use and evaluate new technologies for information management.

Course Content

INFO 525 will be held in the second trimester (July-October) of the 2011 academic year.

- **Internal students**

There will be a seminar on Mondays (from 10.30 a.m.-12.20 p.m.) in the Railway Building, RWW 312.

- **Distance students**

The weekly conference sessions will be held on Mondays from 5.00-6.30 p.m.

- **Auckland-based students**

Sessions for Auckland students will be delivered by a mixture of audioconferencing on **Thursdays, 6.45-8.15 p.m. (for Modules 3-8, 11, 12)** and two face-to-face sessions: **Saturday 16 July**, 10.30 a.m.-2.00 p.m. (covers **Modules 1 & 2**); **Saturday 24 September**, 10.30 a.m.-2.00 p.m. (covers **Modules 9 & 10**).

Teaching Period: From July 11 (the first day of trimester) to October 17, 2014.

Schedule

Week	Begins	Topic
1	11-15 July	Information technology
2	18-24 July	Representing data in computer systems
3	25-29 July	Computer networks
4	1-5 Aug.	Aspects of website management
5	8-12 Aug.	Social media
6	15-19 Aug.	Social networking
Mid-term break		
7	5-9 Sept.	Wireless and mobile networking
8	12-16 Sept.	RFID
9	19-23 Sept.	Digitisation
10	26-30 Sept	Data collections
11	3-7 Oct.	Adaptive technologies
12	10-14 Oct.	Computer security

Time commitment

To achieve satisfactory grades, you should expect to spend 12.5 hours per week on INFO 525 (including time spent in the weekly session). If you have previous experience of information technology, you may need significantly less time than this for some of the modules. Up to two hours per week will be spent in the weekly session. The balance of your time should be spent reading the material in the CD-ROM, course text, and on the Internet, and doing your preparation work for the weekly session and assignments.

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.

The first area of assessment consists of a number of practical exercises, which require access to an Internet-enabled personal computer with standard email and Web browser software.

You will also require access to:

- presentation software such as PowerPoint
- FTP software
- image editing software
- audio editing software

Learning Objectives

By the end of the INFO 525 course, students should be able to:

1. Discuss common methods of computer networking; identify the main components of a computer system, and describe their functions; explain how data are represented in a computer system.
2. Demonstrate basic competency in a range of computer-based applications commonly used in LIM work, including using electronic mail, spreadsheets, file transfer protocol, presentation packages, selected applications software, file formatting and editing; and create a simple World Wide Web page using basic HTML.
3. Explain the technical aspects of significant new information technologies that are being used in information management; assess their value and impact on specific information services.
4. Recognise trends in the ICT industry that will make a significant impact on LIM work, and be able to elucidate relevant opinions to colleagues.

5. Discuss key issues in systems maintenance for information management, including system security.

Assessment

INFO 525 is internally assessed, with the following assignments to be completed in order to satisfy the mandatory course requirements. **Full details, including submission instructions, explanatory notes, and criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Length	Value
1. Exercises 1-6	Various, see Blackboard	n/a	60%
2. Report	14 October	2000 words max.	40%

Late assignments

Note: Exercises 1–6 cannot be accepted after the due date and will not be marked.

If **Assignment 2** is submitted or postmarked after the due date it will have a 10% penalty imposed unless an extension has been granted by the course coordinator. If Assignment 2 is submitted more than one week late without an extension it will be given a zero grade.

Word count

The length given for the report is intended to give you an indication of the required word count. Assignments that are significantly under the suggested length may lack important information, and assignments that are significantly over may include too much detail, or be repetitive. If you are concerned about the word count of your background paper, please discuss it with us before submitting your assignment.

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. 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.***

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 that 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 subjected to checking. 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.

Submission

Remember to keep a copy of each assignment you send us, just in case the original goes astray. **Exercises 1-6 and Assignment 2 will be submitted electronically via Blackboard.**

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.

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.

Course delivery and resources

The course material for INFO 525 includes:

- this course information section (in which the contents of the INFO 525 course are discussed along with course-specific administrative information and Internet conference or internal session details);

- materials on the Blackboard website for INFO 525 (see 'Online information' for more on this), which will be used to post course information notices, 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.
- a CD-ROM containing readings and course notes associated with each module.

Online information

In addition to material on the CD-ROM, 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 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 in conjunction with the readings 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 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

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

Find key dates, explanations of grades and other useful information at
www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at
<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at
www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at
<http://www.victoria.ac.nz/home/study/calendar.aspx> (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/avcadademic/default.aspx

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

http://www.victoria.ac.nz/home/about_victoria/avcadademic/Publications.aspx

Faculty of Commerce and Administration Offices

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

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx