

School of Information Management

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

Trimester One 2012

**COURSE OUTLINE**

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**Names and Contact Details**

*Course Coordinator:* Dr Brenda Chawner  
Room RH 423, Rutherford House  
Tel +64 4 463-**5780**  
Email: [brenda.chawner@vuw.ac.nz](mailto:brenda.chawner@vuw.ac.nz)

*Co-Teacher:* Dr Bob Allen  
Room RH 410, Rutherford House  
Tel +64 4 463-**5887**  
Email: [bob.allen@vuw.ac.nz](mailto:bob.allen@vuw.ac.nz)

*Senior Tutor (Auckland and upper North Island students):* Claire Scott  
Tel 027 **520 0401**  
Email: [claire.scott@vuw.ac.nz](mailto:claire.scott@vuw.ac.nz)

*Senior Tutor (Other distance students and Wellington):* Shannon Wellington  
Room RH 512  
Tel +64 4 463 **6862**  
Email: [shannon.wellington@vuw.ac.nz](mailto:shannon.wellington@vuw.ac.nz)

*Programme Administrator:* Chris King  
Room RH 521, Rutherford House  
Tel +64 4 463 **5875**  
Email: [chris.king@vuw.ac.nz](mailto:chris.king@vuw.ac.nz)

*Phoning from outside Wellington:* **Freephone 0800 116 299** and ask to be connected to the appropriate staff member.

**Trimester Dates**

From Monday 5 March to Friday 8 June (last classes Wednesday 6 June internal and distance; Thursday 7 June Auckland). There will be no classes on Wednesday, 25 April (Anzac Day).

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 16 March.

2. The standard last date for withdrawal from this course is Friday 18 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, or by emailing the IST Programmes administrator.

### **Course Content**

This course introduces the theories, functions, standards and systems used for the storage, processing and retrieval of information. It covers various encoding tools, metadata schemes and the design principles of databases used for information management and retrieval.

### **Course 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 relationships between a 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 common 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 schemes, subject headings lists, and thesauri, in an information retrieval system.
5. Explain the theory and practice of constructing indexes and abstracts.
6. Use appropriate theory and standards to design a retrieval system.
7. Discuss issues in the provision of access to information in new media and genres.
8. Describe the relationship between knowledge management and information retrieval.

### **Course Delivery**

#### ***Weekly seminars, and Tutorials***

See “Class times and room numbers”, above

#### ***Course materials***

Study guides, readings and other materials will be made available through Blackboard.

#### ***Online discussion***

We will use the Blackboard online discussion board to discuss matters relating to the course.

### ***IST programmes information***

Information relating to the Information Studies Programmes will be found in the Blackboard Community *Information Studies*, and through the IST-students email list.

### **Class Times and Room Numbers**

- **Internal students**

The weekly seminars will be held on Wednesday (from 1.40-3.30 p.m.) in **Rutherford House, GO3**. Additional tutorial sessions may be scheduled to introduce you to DB/Textworks.

- **Distance students**

The weekly Internet conference sessions will be held on Wednesday from 5.00-6.30 p.m. A practical session for DB/Textworks may be arranged with interested groups.

- **Distance students (within Auckland)**

Sessions for Auckland students will be delivered by a mixture of audioconferencing (Thursday, 6.45-8.15 p.m.) and face-to-face teaching.

**Auckland classes for INFO 527: Saturday, 10 March, 10.30 a.m.-2.00 p.m. (covers Modules 1 & 2); Saturday, 5 May, 10.30 a.m.-2.00 p.m. (covers Modules 7 & 8); Weeks, 3, 4, 5, 6, 9, 10, 11, 12: Thursday, 6.45-8.15 p.m.**

### **Schedule**

<b>Week</b>	<b>Topic</b>	<b>Text chapter</b>
<b>1</b>	Organising information for retrieval	1
<b>2</b>	Evaluating information retrieval systems	-
<b>3</b>	Retrieval tools	2 & 3
<b>4</b>	Metadata: fundamentals	4
<b>5</b>	Databases and system design	5&6
<b>Mid-term break</b>		
<b>6</b>	Metadata: schemas and description	7
<b>7</b>	Metadata: access and authority control	8
<b>8</b>	Subject analysis and vocabulary control	9 & 10
<b>9</b>	Categorisation and arrangement	11
<b>10</b>	Information retrieval on the Web	-
<b>11</b>	Information architecture; content management for the Web	-
<b>12</b>	Knowledge management; multimedia retrieval	-

### **Expected Workload**

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 some aspects of the course require less time, whereas others may require slightly more.

It is important that you manage your schedule wisely, ensuring that you spend time outside of the weekly sessions reading the relevant course material from your text, any additional readings posted under Study Resources, doing the module's preparation work, and working on the assignments.

**Before each 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.**

### **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. Distance 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 on Blackboard.

For the second assignment in INFO 527 you may choose to use a database application, DB/Textworks, to create a small-scale information retrieval system. DB/Textworks is used in a number of information centres, and you will have access to a demonstration version for the assignment.

### **Prescribed Text**

**Taylor, A. G. & Joudrey, D. N. (2009). *The organization of information*. (3rd ed.) Westport, Conn.: Libraries Unlimited.**

The recommended 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.

### **Assessment Requirements**

This course will be internally assessed. All assessment will be submitted online via Blackboard. **For all further details, including breakdown of marks, requirements, and submission details, you should refer to the 'Assessment' section on Blackboard.**

<b>Assignment</b>	<b>Date due</b>	<b>Value</b>	<b>Length</b>	<b>Learning Objectives</b>
1. Evaluation of the effectiveness of a retrieval system	Monday, 16 April	40%	2000 words approx.	1–2

2. Proposal for a retrieval system	Monday, 11 June	50%	2000 words approx. + 10 sample records	3–6
3. Participation	n/a	10%	see 'Assessment'	1–8

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.

### **Word Count**

All work submitted **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.)

### **Penalties**

Assignments submitted or postmarked after they are due will have a 10% penalty imposed. Assignments submitted more than one week late without an extension will be given a zero grade. **All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.**

### **Mandatory Course Requirements**

To fulfil the mandatory course requirements for this course, you must complete all of the assignments in the required timeframe.

### **Class Representative**

The IST programmes have a student committee which provides a communication channel to liaise with the Programmes Director and course coordinators on behalf of students.

### **Communication of Additional Information**

Further details about the course, and additional information, will be made available through Blackboard.

### **Use of Turnitin**

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.

### **Online Delivery & Course Resources**

All course material for INFO 527, including readings and study notes, will be available on the School's Blackboard online learning environment.

**You should prepare any work listed in the relevant Blackboard section before the weekly 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. The course lecturers expect you to be an active participant in the class session**

### **Online Delivery & Course Resources**

All course material for INFO 527, including readings and study notes, will be available on the School's Blackboard online learning environment:

**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.**

### **Blackboard**

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

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

The Blackboard pages contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. If you have any difficulties logging on to Blackboard, 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 you should check this site regularly.

### **Internet conferencing**

Distance sessions are conducted via the Internet; in order to participate you 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.

If you have problems with the Internet Conferencing site itself, please check the online help information first. If this does not help you solve your problem, 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 your Internet Conferencing session does not happen, you should check on Blackboard for an announcement of any alternative arrangements 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 frequently, 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](http://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](http://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/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/>

#### **Te Pūtahi Atawhai**

**Maori and Pacific Mentoring Programme**  
<http://www.victoria.ac.nz/tpa/>