



School of Information Management

INFO 535: MANAGING CURRENT RECORDS

Trimester One 2012

COURSE OUTLINE

Contact Details

Course Coordinator: Dr Gillian Oliver
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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.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 16 March 2012.
2. The standard last date for withdrawal from this course is 18 May 2012. 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

Students will learn the theory, tools and strategies to ensure that records in the digital working environment are created and maintained in accordance with organisational and societal requirements.

Class Times and Room Numbers

- **Internal students**
The weekly seminars will be held on Tuesday (from 1.40-3.30 p.m.) in Rutherford House, RH GO3.
- **Distance students**
The weekly Internet conference sessions will be held on Tuesday from 6.45-8.15 p.m.

Week	Topic
1	Theory and concepts - 1
2	Theory and concepts - 2
3	Societal context - 1
4	Societal context - 2
5	Organisational context
6	Design & implementation - 1
7	Design & implementation - 2
8	Processes & controls - 1
9	Processes & Controls -2
10	Processes & Controls - 3
11	Establishing the programme
12	State of the art

Course 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.

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.

Expected Workload

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 session. The balance of your time should be spent reading the material on Blackboard and on the Internet, and doing your preparation work for the weekly session and assignments. The weekly sessions will be in a seminar format, in which you will be expected to contribute to the discussion. **Before the session, you should have read the module for the week’s topic, have looked at any additional course content in Blackboard, and then prepared yourself to discuss the readings and other preparation work.**

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**

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 <i>Assessment 1 assesses learning objective 1, 4, 5</i>	5 April 2012	40%	1500 words max.
2. Report on recordkeeping culture <i>Assessment 2 assesses learning objective 2, 4, 5</i>	17 June 2012	40%	1500 words max.
3. Discussion Board postings <i>Assessment 3 assesses learning objective 1, 2, 3</i>	Various	20%	200-500 words max.

Assessment Requirements

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.**

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.

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.

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.

Online Delivery & Course Resources

All course material for INFO 535, 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 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/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

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/>