TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 520 INFORMATION AND SOCIETY

Trimester 1, 2014

COURSE OUTLINE

Names and Contact Details
Course Coordinator and Lecturer: Dr Dan Dorner
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Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
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Senior Tutor (Auckland): Monique Barden
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Programme Administrator: Chris King
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Trimester Dates
Monday 3rd March – Friday 6th June

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before Friday 14th March 2014.

2. The standard last date for withdrawal from this course is Friday 16th 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
INFO 520 will be held in the first trimester (March-June) of the 2014 academic year. There will be no sessions for two weeks during the mid-trimester/summer break.

- **Internal students**
  The weekly seminars will be held on Wednesday from 10:30 am to 12:20 pm in RHG01.

- **Distance students**

  The weekly Internet conference sessions will be held on Wednesday from 5:00 – 6:30 pm.

- **Distance students (within Auckland)**

  Sessions for Auckland students will be delivered by a mixture of audio conferencing on Thursday from 6:45 – 8:15 pm for Weeks 3, 4, 5, 6, 9, 10, 11, 12, and face-to-face teaching on Saturday, 8 March from 10.30 am to 2.00 pm (covers Modules 1 & 2) and on Saturday, 10 May from 10.30 am to 2.00 pm (covers Modules 7 & 8).

Course Delivery

Weekly tutorials

> See "Class times and room numbers", above.

Course materials

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

Online discussion

> The Blackboard online discussion board will be used to discuss course topics.

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 will need to spend approximately 12.5 hours per week on INFO 520, including time spent in class or the iConferencing or audio conferencing sessions. Some aspects of the course may require less time, whereas others may require slightly more, depending on your previous knowledge of the topic.

Prescription

Students will learn to evaluate the importance to information management of the changing relationship between information creation, communication, and technology. The topic will be examined from different aspects: information storage transmission and retrieval in society; the social organisation of information; the ethical and professional aspects of information.

Course Learning Objectives

By the end of the INFO 520 course, students should be able to:

1. Identify and critically assess the key social, economic, political, and ethical issues and trends that impact upon information in modern society, with special reference to New Zealand and its people.
2. Discuss the functions of, and the resources and services provided by, libraries, archives, and records centres in meeting the information needs of various types of client groups.
3. Critically evaluate government policy in New Zealand on issues related to the individual's rights with respect to access to government information, to personal privacy, to intellectual property, and to intellectual freedom.
4. Assess the evidence that supports the claim that librarianship, archives management, records management, and knowledge management are professions.
5. Explain the importance of research to the information professions, and demonstrate critical thinking about researchable aspects of information related issues that are important to information professionals and to society as a whole.

Readings
This course does not have a textbook.

Materials and Equipment
The INFO 520 Blackboard course pages will contain course readings, links to sites of interest, assignment information and submission links, course announcements, and a Web-based forum for discussion of issues related to the course. You should read the weekly module page as part of your preparation for the class session.

You are expected to prepare any work listed in the relevant Blackboard section before the relevant weekly seminar session, so that you can be an active participant in the session.

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. If you have any difficulties logging on to the Blackboard site please contact the Help Desk, at: **its-service@vuw.ac.nz**

Internet conferencing
Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected device, microphone, and headphones/speakers. Further information about using the iConferencing software is available in the Information Studies Community on Blackboard.

If, for some reason a scheduled class 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.

Assessment
From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see
http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

This course will be internally assessed. All assessment will be submitted online via Blackboard. **For all further details, including the breakdown of marks, requirements, and submission details, you should refer to the 'Assessment' section of the INFO 520 course site on Blackboard.**

Assignment	Date due	Value	Maximum Length	Learning Objectives
1. Essay	17 April 2014	45%	2000 words	Relates to Learning Objectives 1 & 2
2. Reflective commentary	22 April 2014	5%	500 words	Relates to Learning Objectives 1 & 2
3. Report	15 June 2014	45%	2000 words	Relates to Learning Objectives 3, 4 and 5
4. Reflective commentary	18 June 2014	5%	500 words	Relates to Learning Objectives 3, 4 and 5

Word Count
All INFO 520 assignments MUST contain a word count, easily available from your word-processing program. The word count should appear under your name at the end of your assignment.

Submission
All assignments for INFO 520 will be submitted digitally as .doc or .odt files. **PDFs will not be accepted. See the Assignment section of the INFO 520 Blackboard** site **for details**. Remember to keep a copy of each assignment you send, just in case the original goes astray.

Penalties
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 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**.

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. A copy of submitted materials will be retained 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.

<u>Mandatory Course Requirements</u>
None.

If you cannot complete an assignment or sit a test or examination, refer to
　　　　www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

<u>Class Representative</u>
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.

<u>Communication of Additional Information</u>
Further details about the course, and additional information, will be made available through Blackboard.

<u>Student feedback</u>
Student feedback on University courses may be found at
　　　　www.cad.vuw.ac.nz/feedback/feedback_display.php

<u>Link to general information</u>
For general information about course-related matters, go to
　　　　http://www.victoria.ac.nz/vbs/studenthelp/general-course-information

Note to Students
Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your course grade.

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