VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 527 REPRESENTING AND ORGANISING INFORMATION IN CONTEXT

Trimester 1, 2014

COURSE OUTLINE

(Delete all instructions in italics, but retain all text in normal type, except where instructed to delete if not relevant.)

Names and Contact Details
Course Coordinator and Lecturer: Brenda Chawner
    Room RH 423, Rutherford House
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    Email: brenda.chawner@vuw.ac.nz
Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
    Room RH 512, Rutherford House
    Tel +64 4 463 **6557**
    Email: kathryn.oxborrow@vuw.ac.nz
Senior Tutor (Auckland): Monique Barden
    Tel **027 611 1322**
    Email: monique.barden@vuw.ac.nz
Programme Administrator: Chris King
    Room RH 521, Rutherford House
    Tel +64 4 463 **5875**
    Email: chris.king@vuw.ac.nz

If you are phoning from outside Wellington: Freephone 0800 116 299 and ask to be connected to the appropriate staff member.

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 527 will be held in the third 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 Wednesdays from 1:40–3:30 pm in **RHG01.**
- **Distance students**
  The weekly Internet conference sessions will be held on Wednesdays from 6:45–8:15 pm.
- **Distance students (within Auckland)**
  Sessions for Auckland students will be delivered by a mixture of audio conferencing ([insert day, time] and face-to-face teaching.

  Auckland classes for INFO 527: Modules 1 and 2, 10.30 am – 2.00 pm, Saturday 15 March, Modules 3–7, Thursdays, 5:00-6:30 pm, Modules 8 and 9, 10.30 am – 2.00 pm, Saturday 17 May, Modules 10–12, Thursdays 5.00-6.30 pm.

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 527, including time spent in class or the iConferencing sessions. You will be expected to contribute to the class discussion, in the on-campus classes and/or on the INFO 527 Blackboard discussion forums. The balance of your time should be spent reading material posted on Blackboard http://blackboard.vuw.ac.nz/, doing any preparation work required for the seminars, and working on assignments.

Prescription

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, selecting appropriate index terms and distinguishing between different types of abstracts.
6. Use appropriate design principles to create a database application for information retrieval.
7. Discuss issues in the provision of intellectual access to information involving newer forms of information retrieval systems.
8. Describe the relationship between knowledge management systems and information retrieval systems in private sector and public organisations.

Course Content

Week	Topic
1	Organising information for retrieval
2	Evaluating information retrieval systems
3	Resources and organisational techniques
4	Metadata: fundamentals
5	Databases and system design
6	Metadata: relationships and structures
7	Metadata: access and authority control
8	Subject analysis and vocabulary control
9	Categorisation and classification
10	Information retrieval on the Web
11	Information architecture; Web content management
12	Knowledge management; multimedia retrieval

Readings

Prescribed Text

Glushko, R. J., Ed. (2013). *The discipline of organizing*. Cambridge, MA: MIT Press.

The recommended text is available from Vic Books, PO Box 12-337 (or Ground Floor, Rutherford House), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email 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.

Materials and Equipment
The INFO 527 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 complete any work listed in the weekly Blackboard study guide before the scheduled class seminar, 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 527 course site on Blackboard.**

Assignment	Date due	Value	Length	Learning Objectives
1. Evaluation of metadata in a retrieval system	Friday, 11 April	40%	2000 words	1-3
2. Proposal for a retrieval system	Friday, 30 May	50%	2000 words, plus 10 sample records	3-6
3. Discussion board postings	Various	10%		1-8

Word Count
Assignments 1 and 2 *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 527 will be submitted digitally. **See the Assessment section of the INFO 527 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. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. 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.

Mandatory Course Requirements
In addition to obtaining an overall course mark of 50 or better, students must submit all assignments within the required timeframe.

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

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.

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

Link to general information
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 as 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 grade for the course.

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