

School of Information Management

## **INFO521 MANAGEMENT IN INFORMATION SERVICES**

Trimester 2, 2014

### **COURSE OUTLINE**

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#### **Names and Contact Details**

*Course Coordinator and Lecturer:* Professor Anne Goulding

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Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow

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#### **Trimester Dates**

From Monday 14<sup>th</sup> July to Sunday 19<sup>th</sup> October 2014

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 25<sup>th</sup> July 2014.
2. The standard last date for withdrawal from this course is Friday 26<sup>th</sup>. 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 521 will be held in the second trimester (July-October) of the 2014 academic year. There will be no sessions for two weeks during the mid-term break (25 August-5 September).

- Face-to-face classes will be held in RHG01 on Tuesdays between 10.30 a.m.– 12.20 p.m.
- The weekly Distance class will be held on Tuesdays between 5.00 – 6.30 p.m.
- Auckland classes will be held on Thursdays (venue t.b.c.) between 6.45 – 8.15 p.m., with the exception of modules 3, 4, 8 and 9 that will be held in the same venue on Saturdays 9 August and 27 September.

## **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 INFO521, including time spent in class and the iConferencing sessions. Some aspects of the course will require less time, whereas others will require slightly more, depending on your previous knowledge of the topic.

**Before each session, please read the material for the week's topic on Blackboard, and be ready to discuss the readings and other set work prepared for the class.**

## **Prescription**

INFO 521 is the study of effective and efficient management of libraries and information centres, examining such aspects as organisational theory and design, organisational environments and cultures, organisational communications, group and individual behaviour and motivation, decision-making, planning, leadership, organisational effectiveness and control, and change management.

## **Course Learning Objectives**

At the end of this course, students will be able to:

1. Explain a core set of management concepts and show how these are applied in the organisational context.
2. Explain how research on management practice and theory is applied in the body of management literature and can be applied in practice.
3. Analyse the impact of organisational structure and culture on specific organisations.
4. Identify the key concepts in organisational decision-making and strategic planning, and demonstrate the effective use of these in practice.
5. Explain how change and innovation can be effectively managed in an organisation.
6. Identify the key principles of organisational communication, leadership, and organisational effectiveness and control, and incorporate these in an applied project.

## **Course Content**

INFO 521 will cover the following areas:

- Management theory
- Organisational structures and cultures
- Planning at the strategic and operational levels
- Change, project, team and HR management
- The management and motivation of staff
- Organisational leadership
- Measurement and control

## **Readings**

The required textbook is **Robbins, S. P., Bergman, R., Stagg, I. & Coulter, M. (2012).** *Management* (6th ed.). Frenchs Forest, NSW: Pearson Education Australia.

This text is available from Vic Books for \$155.48. To order online click the link below and select Information Management from the list of disciplines then follow the prompts.

<https://www.vicbooks.co.nz/victoria-university/vuw-textbooks2>

Required readings for each week's class will be available 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-.

Full details of the assignments, including explanatory notes and marking criteria, are available under 'Assessment' on Blackboard.

<b>Assignment</b>	<b>Date due</b>	<b>Value</b>	<b>Length</b>
1. Strategic planning case study report	7 <sup>th</sup> September 2014	60%	2500 words max.
2. Essay	19 <sup>th</sup> October 2014	40%	2000 words max.

Assignment 1 is related to learning objectives 1, 2, 3 and 4. Assignment 2 is related to learning objectives 1, 2, 5 and 6.

To pass INFO521 you must satisfy the mandatory course requirements (see below).

## **Penalties**

### ***Word count***

Each submitted assignment **MUST** contain a word count, easily available from your word-processing program. The penalty for not including your word count, or going over the word count, will be 5%.

### ***Late assignments***

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 after they are due will not be accepted unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

## **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 by the deadlines specified in the course outline, unless an arrangement has been made with the course coordinator prior to the deadline, or a major personal emergency prevents submission (evidence supporting this must be supplied as soon as possible to the course coordinator).

### **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](http://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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