

GRADLIS 9514L - Information Management

Summer 2018

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Course Description	This course explores the information management universe, in particular the linkages with library and information science. Students will examine the challenges of information management in public and private sector environments, including the marketing of the IM agenda to senior management and change management within the organization.	
Objectives	<ol style="list-style-type: none">1. To examine the relationship between library and information science (LIS) and the other disciplines in the information management universe.2. To understand the challenges of information management in public and private sector environments, and to apply appropriate skills and techniques to resolve these challenges.3. To apply contemporary values, ethics and competencies to information management work.4. To understand the transferability of LIS skills and attributes to multiple roles in the information economy and to foster leadership aspirations.	
Course Delivery	The course will be delivered online via SharePoint. Each week students will have course readings and a web-based module. Direct coaching to students is provided through the draft submission process for assignment deliverables.	
Office Hours and Consultations	Students are encouraged to contact the instructors with questions via e-mail. Please include "LIS 9514" in the subject line for all emails related to this course. Discussions by telephone can be scheduled at a time convenient for both the student and the instructors. Students located in Ottawa-Gatineau and Calgary may contact the instructors to schedule an in-person meeting at a mutually convenient time.	

Evaluation	Class participation	15%
	Assignment #1: Organizational Design	15%
	Assignment #2: Case Study	15%
	Assignment #3: Briefing Note	15%
	Assignment #4: Integrative Project	20%
	Networking / Career Development Assignment	20%

See Deliverables section for more information on each item.

Course Text There is no required textbook for the course. Readings are assigned from a selection of documents (books, articles, reports, presentations, etc) accessible from the course website and from the Graduate Library.

Course website: <http://courses.fims.uwo.ca/SuchaYu/LIS9514/SitePages/Home.aspx>

Policies

Grading

The MLIS Student Handbook contains information on the criteria used to grade assignments.

Drafts

Students are encouraged to submit drafts of assignments to the instructors for feedback prior to submitting the final product. Comments/feedback will be returned within 48 hours of receipt of the document. Please do not send drafts less than 72 hours before an assignment is due.

Late Assignments

Assignments will not be accepted after the due date unless an extension has been approved by the instructors at least two days in advance of the due date.

English Proficiency and Written Assignments

English language proficiency is important in a professional program where graduates are expected to be able to competently produce work-related documents. Students who require assistance are encouraged to make use of the services from the Writing Support Centre (<http://www.sdc.uwo.ca/writing/>).

Support Services

Students who are in emotional/mental distress should refer to Mental Health@Western (http://uwo.ca/health/mental_wellbeing/) for a complete list of options about how to obtain help.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_grad.pdf

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Course Schedule

Week	Topic	Deliverables
<i>Week 1</i> May 7	What is Information Management?	✓ Discussion posts
<i>Week 2</i> May 14	The Information Management Organization / Services	✓ Discussion posts
<i>Week 3</i> May 21	The IM Professional	✓ Discussion posts
<i>Week 4</i> May 28	Legislation, Policies and Standards	✓ Discussion posts ✓ Assignment #1 due June 1, 2018
<i>Week 5</i> June 4	Strategies and Tools Part 1 (IM Systems and Deliverables)	✓ Discussion posts
<i>Week 6</i> June 11	Strategies and Tools Part 2 (Project Management)	✓ Discussion posts
<i>Week 7</i> June 18	Strategies and Tools Part 3 (Strategic Management)	✓ Discussion posts
<i>Week 8</i> June 25	Change Management	✓ Discussion posts ✓ Assignment #2 due June 29, 2018
<i>Week 9</i> July 2	MLIS Reading Week	
<i>Week 10</i> July 9	Communicating IM	✓ Discussion posts ✓ Assignment #3a due July 13, 2018
<i>Week 11</i> July 16	Evaluating IM	✓ Discussion posts ✓ Assignment #3b due July 20, 2018
<i>Week 12</i> July 23	IM Challenges and Special Topics 1	✓ Discussion posts
<i>Week 13</i> July 30	IM Challenges and Special Topics 2	✓ Discussion posts
<i>Week 14</i> August 6	Careers in Information Management / Keeping Current	✓ Discussion posts ✓ Assignment #4 due Aug 10, 2018 ✓ Networking Assignment due Aug 10, 2018

Deliverables

Overview

Students in this course will be evaluated based on the following deliverables:

Class participation	15%
Participation in discussions based the completion of assigned readings. Due: Weekly on Thursday and Sunday	
Assignment #1	15%
IM Organization and Roles	
<ul style="list-style-type: none">• Draft due: May 29• Final document due: June 1 – 23:59 Pacific Time	
Assignment #2	15%
Case Study	
<ul style="list-style-type: none">• Draft due: June 26• Final document due: June 29 – 23:59 Pacific Time	
Assignment #3	15%
Briefing Note: Summarization Exercise	
<ul style="list-style-type: none">• Draft due: July 10• Final document due: July 13 – 23:59 Pacific Time	
Briefing Note	
<ul style="list-style-type: none">• Draft due: July 17• Final document due: July 20 – 23:59 Pacific Time	
Assignment #4	20%
Integrative Project	
<ul style="list-style-type: none">• Draft due: August 7• Final document due: August 10 – 23:59 Pacific Time	
Networking and Career Development Assignment	20%
Report on a student interview with an IM practitioner and Competency Self-Assessment and Learning Plan	
<ul style="list-style-type: none">• Final document due: August 10 – 23:59 Pacific Time	

Class Participation

Everyone is expected to participate vigorously in course discussions. Participating in the class is part of the learning experience, as the discussions and activities are designed to help you understand and master the course content. In addition, the more voices that are heard, the more interesting our discussions will be!

To help direct focus on the intended learning outcomes, there are weekly prompts to which you must respond. If, after addressing the prompt, you wish to continue the conversation in another direction, by all means do so. Plan on spending 3-4 hours per week for the readings and discussion participation.

You are expected to contribute at least two meaningful posts each week. One post will be a response to the weekly prompt and at least one other will be a response to your peers' postings. Because we don't have the weekly face-to-face of a traditional course, use these boards as your means of conversing with your classmates.

Discussion Post Requirements:

- Minimum 2 posts per week: 1 post for your individual reflection/ commentary, and at least 1 post in response to your peers' posting(s) OR to the general IM discussion board
- Weekly due dates:
 - Your individual posting is due each week by Thursday at 23:59, Pacific Time.
 - Your response to your peers or to the general discussion board is due each week by Sunday at 23:59, Pacific Time.
- Remember - it's not the quantity, but the quality of participation. Better to have fewer, more thoughtful postings than just writing for the sake of writing.
- Individual postings are intended to be reflective and substantive, not to summarize the weekly readings. Discuss what you thought about what you read.
- If you need to cite a source, use the style of your choice (but use it consistently).

Participation is worth 15% of your final grade.

Assignment #1

Prepare a series of documents (organizational chart, job description, and justification) for senior management to support the creation of an IM function.

This assignment is worth 15% of your final grade.

Due date: June 1, 2018 - 23:59, Pacific Time

Assignment #2

Building on the discussions from week 4 (Legislation, Policies and Standards), you will be presented with a scenario to analyze and provide recommendations based on a series of questions.

This assignment is worth 15% of your final grade.

Due date: June 29, 2018 - 23:59, Pacific Time

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Assignment #3

Prepare a briefing note to be submitted to senior management that discusses some aspect of the information management activities of the organization.

This assignment has two components:

1. Briefing Note: Summarization Exercise
An exercise for students to do to learn the art of writing a briefing note.

Due date: July 13, 2018 - 23:59, Pacific Time

2. Briefing note

Due date: July 17, 2018 - 23:59 Pacific Time

This assignment is worth 15% of your final grade.

Assignment #4

The objective of the integrative project is to develop a series of products that bring together themes and topics explored throughout the course and that broadly address:

1. why information management matters in an organization, and
2. common information management challenges in organizations
3. how information management services can be successfully delivered
4. how information management practitioners can engage the broader organization

This assignment is worth 20% of your final grade.

Due date: August 10, 2018 - 23:59, Pacific Time

**Networking and
Career Development**

This assignment has two components:

(1) Informational Interview

Information professionals, whether in traditional library and information science or in information management, work in a collaborative environment with their colleagues in the profession.

The goal of this assignment is to encourage you to meet practitioners and learn about their experiences.

For this assignment, you will interview an information management specialist working in information management and write a 2 page report summarizing the interview, what you learned.

You are encouraged to discuss your interests with the instructors so that you can be paired with someone in an area that matches your interests.

(2) Self-Assessment and Learning Plan

Continuing professional development is an important part of being a successful information professional and a key part to building effective information organizations.

Using the template provided, you will assess yourself against a selection of ten competencies drawn from a list of competency profiles.

- Identify where you are today, where you would like to be in two years and in five years.
- Pick five of the ten competencies and prepare a learning plan to get you to your five-year target.

This assignment is worth 20% of your final grade.

Due date: August 10, 2018 - 23:59, Pacific Time*

* The report can be submitted at any point during the semester.