Western
FIMS
Faculty of Information & Media Studies

GRADLIS 9514L - Information Management
Summer 2020

Instructors

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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.

Learning Outcomes

Upon successful completion of readings, assignments, and class participation, students will be able to:

1. Demonstrate an awareness of professional values and standards when performing information management activities (PLLO 3);
2. Analyse major problems of the discipline and profession in a spirit of creativity and critical inquiry (PLLO 2);
3. Demonstrate a critical awareness of contemporary information management principles (PLLO 2);
4. Communicate and work cooperatively and effectively with others, including colleagues from sister disciplines in information management universe (PLLO 8, 9).

Course Delivery

The course will be delivered online via OWL, Western University's online learning management system. 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 (or other technology) can be scheduled at a time convenient for both the student and the instructors.

Evaluation

Class participation	15%
Assignment #1: Case Study	20%
Assignment #2: Presentation and Speaking Notes	20%
Assignment #3: Integrative Project	25%
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 via Western Libraries.

Policies

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.

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.

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

Late Assignments
Assignments will not be accepted after the due date unless an extension has been approved by the instructors.

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/).

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

Working collaboratively with colleagues is an expectation in most work environments. While we support and expect that students will discuss and consult each other as you work on assignments, as a course within an academic setting, unless otherwise stated, students are expected to submit completely independent work.

Course Schedule

Week	Topic	Deliverables
Week 1 May 4	What is Information Management?	✓ Discussion posts
Week 2 May 11	The Information Management Organization / Services	✓ Discussion posts
Week 3 May 18	The IM Professional	✓ Discussion posts ✓ Assignment #1a due May 31, 2020
Week 4 May 25	Legislation, Policy Instruments, and Standards	✓ Discussion posts
Week 5 June 1	Strategies and Tools Part 1 (IM Systems and Deliverables)	✓ Discussion posts ✓ Assignment #1b due June 14, 2020
Week 6 June 8	Strategies and Tools Part 2 (Project Management)	✓ Discussion posts
Week 7 June 15	Change Management	✓ Discussion posts
Week 8 June 22	Strategies and Tools Part 3 (Strategic Management)	✓ Discussion posts
Week 9 June 29	MLIS Reading Week	
Week 10 July 6	Communicating IM	✓ Discussion posts ✓ Assignment #2 due July 12, 2020
Week 11 July 13	Evaluating IM	✓ Discussion posts
Week 12 July 20	IM Challenges and Special Topics 1	✓ Discussion posts
Week 13 July 27	IM Challenges and Special Topics 2	✓ Discussion posts
Week 14 August 3	Careers in Information Management / Keeping Current	✓ Discussion posts ✓ Assignment #3 due Aug 7, 2020 ✓ Career Development Assignment due Aug 7, 2020

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   **20%**
Briefing Note Exercise
- Draft due: May 27
- Final document due: May 31 – 23:59 Pacific Time

Case Study
- Draft due: June 10
- Final document due: June 14 – 23:59 Pacific Time

Assignment #2   **20%**
Presentation and Speaking Notes
- Draft due: July 8
- Final document due: July 12 – 23:59 Pacific Time

Assignment #3   **25%**
Integrative Project
- Draft due: July 31
- Final document due: August 7 – 23:59 Pacific Time

Career Development Assignment   **20%**
Competency Self-Assessment and Learning Plan
- Draft due: July 31
- Final document due: August 7 – 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 2-3 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

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 composed of two parts and is worth 20% of your final grade.

Due dates:
- Part 1A: Briefing Note Exercise - May 31, 2020 - 23:59 Pacific Time
- Part 1B: Case Study – June 14, 2020 - 23:59 Pacific Time

Assignment #2

Prepare a 10-minute PowerPoint presentation (with speaking notes) to be delivered to your organization's leadership about change management in the successful implementation of IM/IT projects.

This assignment is worth 20% of your final grade.

Due date: July 12, 2020 - 23:59, Pacific Time

Assignment #3

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 25% of your final grade.

Due date: August 7, 2020 - 23:59, Pacific Time

Career Development

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 7, 2020 - 23:59, Pacific Time*

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