

GRADLIS 9514L - Information Management

Summer 2021

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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: <ol style="list-style-type: none">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 Microsoft Teams. Each week students will have course readings and a web-based module. Course participation will take place through weekly online discussions and monthly videoconference calls using Teams. 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 Microsoft Teams (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 and Informational Interview 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 (https://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://writing.uwo.ca>).

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: https://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.*

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Course Schedule

Week	Topic and Assignments Due
<i>Week 1</i> May 10	What is Information Management?
<i>Week 2</i> May 17	The Information Management Organization / Services
<i>Week 3</i> May 24	The IM Professional <input checked="" type="checkbox"/> Assignment #1a due May 30, 2021
<i>Week 4</i> May 31	Legislation, Policy Instruments, and Standards
<i>Week 5</i> June 7	Strategies and Tools Part 1 (IM Systems and Deliverables) <input checked="" type="checkbox"/> Assignment #1b due June 13, 2021
<i>Week 6</i> June 14	Strategies and Tools Part 2 (Project Management)
<i>Week 7</i> June 21	Change Management
<i>Week 8</i> June 28	MLIS Reading Week
<i>Week 9</i> July 5	Strategies and Tools Part 3 (Strategic Management) <input checked="" type="checkbox"/> Assignment #2 due July 11, 2021
<i>Week 10</i> July 12	Content Management and Data Management
<i>Week 11</i> July 19	Communicating IM
<i>Week 12</i> July 26	Evaluating IM
<i>Week 13</i> August 2	Recap of IM Challenges and Special Topics
<i>Week 14</i> August 9	Careers in Information Management / Keeping Current <input checked="" type="checkbox"/> Assignment #3 due August 13, 2021 <input checked="" type="checkbox"/> Career Development and Informational Interview due August 13, 2021

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	
<ul style="list-style-type: none">• Draft due: May 26• Final document due: May 30 – 23:59 Pacific Time	
Case Study	
<ul style="list-style-type: none">• Draft due: June 7• Final document due: June 13 – 23:59 Pacific Time	
Assignment #2	20%
Presentation and Speaking Notes	
<ul style="list-style-type: none">• Draft due: July 8• Final document due: July 11 – 23:59 Pacific Time	
Assignment #3	25%
Integrative Project	
<ul style="list-style-type: none">• Draft due: August 9• Final document due: August 13 – 23:59 Pacific Time	
Career Development and Informational Interview	20%
<ul style="list-style-type: none">• Draft due: August 9• Final document due: August 13 – 23:59 Pacific Time	

Class Participation

As an online course, class participation will take place via two tools:

(1) Discussion Boards

Everyone is expected to participate vigorously in online 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 online discussions as your means of conversing with your classmates.

Discussion Board Requirements:

- Minimum two (2) posts per week:
 - one (1) post for your individual reflection/ commentary, and
 - at least one (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).

(2) Monthly Videoconferences

Each month we will host videoconferences on Microsoft Teams to connect as a group and to discuss course topics, the assignments, IM in general, or the information professions in general.

Attendance is encouraged but not mandatory. Participation on the call will be counted as bonus to the participation grade (but there will be no penalty or deduction if you are not able to make the call).

Note: two videoconferences are scheduled each month—on a Wednesday evening and on a Saturday morning—to provide students with a choice of times that work better with their schedules.

The dates of the monthly videoconferences are:

May:

- Wednesday, May 26 from 7:00 pm to 8:00 pm (Eastern Time)
- Saturday, May 29 from 10:00 am to 11:00 am (Eastern Time)

June:

- Wednesday, June 23 from 7:00 pm to 8:00 pm (Eastern Time)
- Saturday, June 26 from 10:00 am to 11:00 am (Eastern Time)

July:

- Wednesday, July 14 from 7:00 pm to 8:00 pm (Eastern Time)
- Saturday, July 17 from 10:00 am to 11:00 am (Eastern Time)

August:

- Wednesday, August 4 from 7:00 pm to 8:00 pm (Eastern Time)
- Saturday, August 7 from 10:00 am to 11:00 am (Eastern Time)

Participation is worth 15% of your final grade.

Assignment #1

Building on readings and class discussions, 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 30, 2021 - 23:59 Pacific Time
 - Part 1B: Case Study – June 13, 2021 - 23:59 Pacific Time
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Assignment #2

Prepare a 10-minute PowerPoint presentation 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 11, 2021 - 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 13, 2021 - 23:59, Pacific Time

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 13, 2021 - 23:59, Pacific Time*

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