GRADLIS 9514L - Information Management
Summer 2024

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 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: Briefings	20%
Assignment #2: Case Study	20%
Assignment #3: Integrative Project	25%
Career Development and Informational Interview Assignment	20%

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.

Support Services

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

Accessible Education Western
Western is committed to achieving barrier-free accessibility for all its members, including graduate students. As part of this commitment, Western provides a variety of services devoted to promoting, advocating, and accommodating persons with disabilities in their respective graduate program.

Graduate students with disabilities (for example, chronic illnesses, mental health conditions, mobility impairments) are strongly encouraged to register with Accessible Education Western (AEW), a confidential service designed to support graduate and undergraduate students through their academic program. With the appropriate documentation, the student will work with both AEW and their graduate programs (normally their Graduate Chair and/or Course instructor) to ensure that appropriate academic accommodations to program requirements are arranged. These accommodations include individual counselling, alternative formatted literature, accessible campus transportation, learning strategy instruction, writing exams and assistive technology instruction.

Visit: http://academicsupport.uwo.ca/accessible_education/

Policies

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 72 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.

Document Naming Convention
Name the documents you submit using the following file naming convention:

YourFamilyName - Assignment - Status

Examples:
Osborn - Assignment 1A - Final
Cameron - Assignment 1B - Draft
Tague-Sutcliffe - Assignment 2 - Final
Pendakur - Assignment 3 - Final
Ross - Informational Interview - Draft
Carmichael - Self-Assessment and Learning Plan - Final

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 (https://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*.

Use of Generative Artificial Intelligence (AI) Tools
Generative AI tools, like ChatGPT, can provide support for learning new genres of writing and/or working in English as a foreign language. As information professionals, you are expected to become familiar with new and emerging technologies entering the work environments.

If you choose to use a generative AI tool in preparing an assignment, we recommend using it for the earliest stages and to reflect critically on the prompt you use and the quality, trustworthiness, and appropriateness of the content created.

If you use a Generative AI tool for any aspect of assignment preparation, include your prompt(s) and the AI content generated as an appendix to the assignment. The tool used should also be clearly indicated. Wording in the assignment submitted is expected to be your own: If you use any of the AI content directly in your assignment, you must acknowledge that content fully and clearly to avoid a scholastic offence.

Enrolment Restrictions
Enrollment in this course is restricted to graduate students in the Master of Library and Information Science (MLIS) program.

Course Schedule

Week	Topic and Assignments Due
Week 1 May 6	What is Information Management?
Week 2 May 13	Legislation, Policy Instruments, and Standards ☑ Assignment #1a due May 19, 2024 ☑ Self-Assessment due May 19, 2024
Week 3 May 20	The Information Management Organization / Services
Week 4 May 27	The IM Professional ☑ Assignment #1b due June 2, 2024
Week 5 June 3	Strategies and Tools Part 1 (Strategic Management)
Week 6 June 10	Strategies and Tools Part 2 (Project Management)
Week 7 June 17	Strategies and Tools Part 3 (IM Systems and Deliverables)
Week 8 June 24	Change Management ☑ Assignment #2 due June 30, 2024
Week 9 July 1	MLIS Reading Week
Week 10 July 8	Communicating IM
Week 11 July 15	Evaluating IM
Week 12 July 22	Data Governance
Week 13 July 29	Data Management and AI Governance
Week 14 August 5	Careers in Information Management / Keeping Current ☑ Assignment #3 due August 9, 2024 ☑ Career Development and Informational Interview due August 9, 2024