School of Computing and Information Systems

Unit Outline

KXI310 Information Management Professional Placement

Semester 2, 2011
Sandy Bay Campus, Hobart

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Lecturing Staff

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UNIT OVERVIEW

Introduction
The unit is designed to allow students to gain an understanding of the range of professional roles and information services offered in a library by undertaking placements in two Tasmanian libraries.

Initial workshops will introduce students to a broad range of professional library practices, highlighting the diversity of libraries, their different clients and their varying structures and services. Students will then undertake practical placements in two different sized Tasmanian libraries. The placements in professional library situations will give students a context for the theoretical knowledge acquired during the unit workshops, and other units of the course.

A final workshop will be an opportunity for students to share their placement experiences and examine the differences in professional practice in local library settings.
Prerequisites
None

Unit Weight
12.5% of one academic year

Teaching Pattern
Workshops
The first series of workshops will be held in HOBART over two days.
Thursday 14th July - 9.00 a.m.- 12 noon; 1.00 p.m.- 5.00 p.m. in Morris Miller Library, level 2
Libraries & librarians: what are they?; Information services overview; Panel presentation with representatives from different kinds of libraries

Friday 15th July - 9.00 a.m. - 3.00 p.m. in Morris Miller Library, level 2
Panel feedback discussion; Other professional roles; Making the most of your placement

The final workshop will be held in HOBART after the placements have been completed.
Friday 23rd September - 10 a.m. - 1.00 p.m. in Morris Miller Library, level 2
Placement feedback session followed by lunch with ALIA representatives.

Unit Content
This unit includes TWO placements of 30 hours duration each, hosted by professional librarians. One placement will be at a large library at UTAS, the LINC (formerly the State Library of Tasmania) or a senior secondary institution. The other will be in a smaller library such as a school, special or government library.

Timetable
Placement 1: - 30 hours worked between 18 July - 5 August 2011
Placement 2: - 30 hours worked between 22 August - 16 September 2011
(Note: school holidays fall in the middle two weeks of this period)

How exactly you work these hours is negotiated between you and your host library.

The UTAS Library will be in contact with you prior to the start of the unit to
- ask for your preferred type of library and geographical location for professional placements
- advise how to secure a Good Character Check necessary for placement in some libraries

The Library will arrange your placements and advise you of the details prior to the start of the workshops. You will need to complete and sign a Student Placement Agreement prior to taking up each placement, in accordance with the UTAS Workplace Learning Placements Policy (http://www.utas.edu.au/__data/assets/pdf_file/0007/30994/TLP-1.2-Workplace-Learning-Placements-Policy.pdf)

For more information see the section titled 'Content' on the unit website.

Prior Knowledge and/or Skills
a) Students are assumed to have knowledge of appropriate referencing and citation practices, in association with University guidelines. See section 'Referencing' for more detailed information.
b) Students are assumed to have the skills to produce essays, professional business reports, memos and letters and to be able to use a variety of communication forms.
c) Students are assumed to have the skills to undertake independent research using a variety of sources.

Learning Outcomes
On successful completion of this unit, you will be able to:
1. Identify and compare different types of libraries, library services and client groups and the professional roles that support them;
2. Critically reflect on current issues and emerging trends in the profession;
3. Demonstrate an understanding of the professional skills needed to be work-ready.

Generic graduate attributes
The university has defined a set of generic graduate attributes expected in its graduates.
http://www.utas.edu.au/__data/assets/pdf_file/0010/29917/genericattributes_grads1.pdf Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to reflect on and improve these skills.

Knowledge: - Graduates will be able to apply technical and information skills appropriate to the practice of librarianship, develop a broad knowledge base in the application of information skills and apply learning to new and
unexpected situations and will be encouraged to learn both independently and co-operatively.

**Communication skills:** Graduates will demonstrate strong oral and written skills, be able to organise and present information in well structured documents, share their reflections on their knowledge and experiences and effectively communicate with real world clients.

**Problem-solving skills:** Graduates will develop effective problem-solving skills, be able to identify critical issues in the discipline, work effectively with others and be able to find, acquire, evaluate, manage and use relevant information in a range of media.

**Social responsibility:** Graduates will be able to acknowledge the social and ethical implications of their actions, appreciate the impact of social change on organisations and individuals where new technologies are implemented and be committed to access and equity principles in information management.

**UNIT ASSESSMENT**

**Assessment Pattern**

**Assessment Summary**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1</td>
<td>30%</td>
<td>3pm on 8 August 2011 - via MyLO</td>
</tr>
<tr>
<td>Assessment Task 2</td>
<td>30%</td>
<td>3pm on 19 September 2011 - via MyLO</td>
</tr>
<tr>
<td>Assessment Task 3</td>
<td>40%</td>
<td>3pm on 10 October 2011 - via MyLO</td>
</tr>
</tbody>
</table>

**Assessment Items**

**Item 1**

**Title:** Assessment Task 1  
**Type:** In-Semester - individual assignment  
**Task Length:** 1500 words  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1 & 3  
**Due:** 3pm on 8 August 2011 - via MyLO  
**Description:** Critically reflect on three experiences or observations from your placement and analyse the professional librarian skills and roles evident in these.

**Item 2**

**Title:** Assessment Task 2  
**Type:** In-Semester - individual assignment  
**Task Length:** 2000 words  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1 & 2  
**Due:** 3pm on 19 September 2011 - via MyLO  
**Description:** From your second placement, identify library client groups and discuss how they impact on the library?s overall service.

Aspects of the library?s service may include, but are not limited to collections, discovery of information resources, information and reference services, library design, marketing and promotion, and staffing.

**Item 3**

**Title:** Assessment Task 3  
**Type:** In-Semester - individual assignment  
**Task Length:** 2000 words  
**Weighting:** 40%  
**Links to Learning Outcomes:** 2  
**Due:** 3pm on 10 October 2011 - via MyLO  
**Description:** Drawing from both placement experiences, analyse how current issues and emerging trends are impacting on those library sectors (e.g. public, special, school, government, or academic).

See the 'Assessment' section in unit website for more detailed information about assessment items.

**How your Final Grade will be determined**

Overall assessment will be based on the student’s performance throughout the semester. In order to achieve a pass (or better) result, a student must obtain:

- an average of at least 45% for assessment tasks 1 and 2
- at least 45% for assessment task 3

**UNIT RESOURCES**
Unit Web Site

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources.

The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your university email pop account username and password to log on to the MyLO system. Once authenticated by the system your personalised MyLO Learning Online area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit.

If you are not able to access the unit website, please contact the University IT help desk:
- Entrance Level, Morris Miller Library, Sandy Bay Campus;
- Entrance Level, Launceston Campus Library, Newnham Campus.
- Telephone: 6226 1818 and 1300 304 903.
- The 1300 number is a local call from within Tas, with the exception of mobiles.
- Email: servicedesk@utas.edu.au
- Website: http://www.utas.edu.au/servicedesk/student/index.html

Prescribed Text

None

Readings


Bopp, R & Smith, L (eds) 2010, Reference and information services: an introduction, Libraries Unlimited, Engelwood US.


McKnight, M 2010, The agile librarian's guide to thriving in any institution, Libraries Unlimited, Santa Barbara, California.


Library resources

Further readings and resources will be recommended during the workshops. Broad consultation of print and electronic resources is required for the assessment tasks.

Software

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the School's computing labs. If you intend to use software on other computers please check that the versions are compatible.

GENERAL RESOURCES

School Website

School of Computing and Information Systems - Faculty of Science, Engineering, and Technology.
http://www.cis.utas.edu.au

Faculty Website

Information and Resources for Faculty of Science, Engineering and Technology students are available on the faculty website at: http://www.utas.edu.au/scieng

University Website

Information and Resources for 'Current Students' are available on the university website at: http://www.utas.edu.au/students/

School Help Desk
Contact the School Help Desk if you have any queries or problems with accessing, using, or printing from the computers in the School of Computing and Information Systems labs.

In Hobart the Help Desk is located on level 3 in the Centenary Building, and is open from 10:00am-12:00pm, and 2:00pm-4:00pm Monday-Friday. The phone number is 6226 2929.

In Launceston the Help Desk is located near the entrance to the computing labs and is open from 10:00am-12:00pm, and 2:00pm-4:00pm Monday-Friday. The phone number is 6324 3447.

Both help desks will accept queries over the phone outside the standard opening hours.

The computer labs at the Cradle Coast Campus are maintained by ITR - please contact the University Help Desk for assistance with these computers.

**Computing Facilities**

The School has PC labs (running Windows 7), Mac labs (running Mac OS X 10.6), and special purpose Networking labs at the Newnham and Sandy Bay campuses. All students are provided with logins for Windows, Macintosh and Unix environments. If you have not used these facilities before please contact the School Help Desk to collect your account details. If you would like to access these facilities after hours please contact the School Help Desk.

In Hobart, there are 4 PC Labs, 2 Mac Labs, and 1 Networks Lab in the Centenary Building. In Launceston, there are 2 PC Labs, 1 Mac Lab, 1 Networks Lab, and one Multipurpose Lab in Building V.

**Use of Facilities**

Use of computing facilities provided by the School is subject to the School's Ethics Guidelines, details of which are posted at [http://www.cis.utas.edu.au/cisview/ethics.jsp](http://www.cis.utas.edu.au/cisview/ethics.jsp). Copies of the guidelines are also available in all School labs. The School's facilities may only be used for study-related purposes, and may not be used for personal gain. Anti-social behaviour in labs such as game playing, viewing pornography, loud discussion, audio without the use of head-phones, etc is strictly prohibited in all labs at all times. Eating, drinking, and smoking is not permitted in the labs.

Before being granted access to the School's facilities, you will be required to sign a declaration that you have read and understand these guidelines, and that you will abide by them. Disciplinary action may be taken against students who violate the guidelines.

**Learning Strategies**

If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website: [http://www.utas.edu.au/learndev/](http://www.utas.edu.au/learndev/)

If you will be using MyLO for the first time and would like some information on how to use MyLO refer to the following website: [http://www.utas.edu.au/coursesonline/mylo-support.htm](http://www.utas.edu.au/coursesonline/mylo-support.htm)

Some of the units you will study use videoconferencing to deliver lectures and tutorials. To enable you to get the best out of a videoconference please refer to the following guide: [http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf](http://www.its.utas.edu.au/videoconf/vcstudentguide.pdf)

**Help resolving concerns about this unit**

In the first instance you should contact your lecturer. If the matter is not resolved then you should contact the Head of School. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website: [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html)

The Tasmanian University Union (TUU) may also be able to assist.

The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account and it remains the responsibility of the student to check their email for such changes.

**Occupational Health and Safety**

The university is committed to providing a safe and secure teaching and learning environment. For more information see [http://www.admin.utas.edu.au/hr/ohs/pol_proc/](http://www.admin.utas.edu.au/hr/ohs/pol_proc/)

**University Services and Support**

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with your lecturer in the first instance.

The University has staff available to assist you, such as the:

- Learning Development Advisor
- Student Counselor
GENERAL ASSESSMENT

Approach to Learning

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives. You are expected to:

- attend all scheduled teaching sessions, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in all scheduled teaching sessions
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'.


It is expected that students will familiarise themselves with access and use of the MyLO system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

Student Expectations of the Unit

Students enrolled in this Unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will normally be returned within 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

These expectations are in addition to those specified in relevant University regulations.

Plagiarism

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an
"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, or using an author's ideas without proper acknowledgment and citation, copying another student's work.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline - Part 3 Academic Misconduct, see http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/ord91.pdf.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.
where practicable, by an alternative assessor.

2. Students may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification. Students are referred to Rule of Academic Assessment 111, clause 23 at http://www.utas.edu.au/university-council/university-governance/rules and http://www.studentcentre.utas.edu.au/examinations_and_results/results/result_review_results.htm.

Complaints Procedure

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

a. In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.
b. If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School's internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction, see http://acserv.admin.utas.edu.au/complaints_info.html

Final Grade

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

In order to comply with the benchmarks set by the Faculty of Science, Engineering & Technology for distribution of grades in units, both the in-semester and examination marks that students obtain may be adjusted either upwards or downwards. See http://fcms.its.utas.edu.au/scieng/scieng/policies.asp for details of the Faculty Assessment Guidelines.