Prescription
Introduces the key concepts of management and organisation theory necessary for the effective management of information services.

Course Learning Objectives
At the end of this course, students will be able to:
1. Explain a core set of management concepts and show how these are applied in the organisational context.
2. Explain how research on management practice and theory is applied in the body of management literature and can be applied in practice.
3. Analyse the impact of organisational structure and culture on specific organisations.
4. Identify the key concepts in organisational decision-making and strategic planning, and demonstrate the effective use of these in practice.
5. Explain how change and innovation can be effectively managed in an organisation.
6. Identify the key principles of organisational communication, leadership, and organisational effectiveness and control, and incorporate these in an applied project.

Course Content
INFO 521 is the study of effective and efficient management of libraries and information centres, examining such aspects as organisational theory and design, organisational environments and cultures, organisational communications, group and individual behaviour and motivation, decision-making, planning, leadership, organisational effectiveness and control, and change management.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>12/07/2016</td>
<td>Management basics</td>
</tr>
<tr>
<td>2</td>
<td>19/07/2016</td>
<td>Organisational structures</td>
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<tr>
<td>3</td>
<td>26/07/2016</td>
<td>Organisational cultures</td>
</tr>
<tr>
<td>4</td>
<td>02/08/2016</td>
<td>Strategic planning</td>
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<tr>
<td>5</td>
<td>09/08/2016</td>
<td>Project management</td>
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<tr>
<td>6</td>
<td>16/08/2016</td>
<td>Change management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MID TRIMESTER BREAK</td>
</tr>
<tr>
<td>7</td>
<td>06/09/2016</td>
<td>Communication</td>
</tr>
<tr>
<td>8</td>
<td>13/09/2016</td>
<td>Human resource management</td>
</tr>
<tr>
<td>9</td>
<td>20/09/2016</td>
<td>Organisational behaviours</td>
</tr>
<tr>
<td>10</td>
<td>27/09/2016</td>
<td>Motivation</td>
</tr>
<tr>
<td>11</td>
<td>04/10/2016</td>
<td>Leadership</td>
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<tr>
<td>12</td>
<td>11/10/2016</td>
<td>Performance management</td>
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</table>
Trimester Dates
From Monday 11th July to Sunday 16th October 2016.

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before Friday 22nd July 2016.
2. The standard last date for withdrawal from this course is Friday 23rd September. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an ‘Application for Associate Dean’s Permission to Withdraw Late’ including supporting documentation. The application form is available from either of the Faculty’s Student Customer Service Desks or online.

Class Times and Room Numbers
Classes for INFO 521 will be online via Saba on Tuesdays between 5.00 – 6.30 p.m.

Names and Contact Details
Course Coordinator and Lecturer: Professor Anne Goulding
Room RH 510, Rutherford House
Tel +64 4 463 5887
Email: anne.goulding@vuw.ac.nz
Lecturer: Dr Philip Calvert
Room RH 514, Rutherford House
Tel +64 4 463 6629
Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
Room RH 512, Rutherford House
Tel +64 4 463 6557
Email: kathryn.oxborrow@vuw.ac.nz
Programme Administrator: Chris King
Room RH 520, Rutherford House
Tel +64 4 463 5875
Email: chris.king@vuw.ac.nz

Course Delivery
Weekly tutorials
See “Class times and room numbers”, above

Course materials
Study guides, readings and other materials will be made available on Blackboard.

Online discussion
The Blackboard online discussion board will be used to discuss course topics.

IST programmes information
Information relating to the Information Studies Programmes will be found in the Blackboard Community Information Studies, and through the IST-students email list.

iConferencing
iConferencing sessions are conducted using the interactive Saba Classroom platform, you will need an Internet-connected device, microphone, headphones/speakers (webcam is optional). Further information about using the iConferencing software and the platform requirements are available in the Information Studies Community on Blackboard.
**Expected Workload**
To achieve satisfactory grades, you will need to spend approximately 12.5 hours per week on INFO521, including time spent in class and the iConferencing sessions. Some aspects of the course will require less time, whereas others will require slightly more, depending on your previous knowledge of the topic.

Before each session, please read the material for the week's topic on Blackboard, and be ready to discuss the readings and other set work prepared for the class.

**Readings**

The recommended text is available from Vic Books, PO Box 12-337 (or Ground Floor, Rutherford House), Wellington, ph. (04) 280 6200 or freephone 0800 370 370, email enquiries@vicbooks.co.nz. It is also possible to order texts through the Vic Books' online book ordering service. You can use any of these methods to place an order.

**Other indicative readings**
As well as set chapters from the textbook, students will be required to read journal articles and/or other resources each week. Readings may be substituted or supplemented by other key texts as the course progresses. All changes will be communicated via Blackboard.

**Module 1**

**Module 2**


**Module 3**


**Module 4**


**Module 5**


**Module 6**


**Module 7**


**Module 8**

Auckland Council Libraries and Information workforce place 2013-2016 (supplied).

**Module 9**


**Module 10**


**Module 11**


**Module 12**


**Assessment**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date due</th>
<th>Value</th>
<th>Length</th>
<th>Objective</th>
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</thead>
<tbody>
<tr>
<td>1. Manager interview report and</td>
<td>31st July 2016</td>
<td>30%</td>
<td>1500 words max</td>
<td>1, 2, 6</td>
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<tr>
<td>analysis</td>
<td></td>
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<tr>
<td>2. Strategic planning report</td>
<td>11th September</td>
<td>40%</td>
<td>2000 words max</td>
<td>1, 2, 3, 4</td>
</tr>
<tr>
<td>3. Essay</td>
<td>16th October 2016</td>
<td>30%</td>
<td>1500 words max</td>
<td>1, 2, 5, 6</td>
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</tbody>
</table>
Penalties

Word count
Each submitted assignment MUST contain a word count, easily available from your word-processing program. The penalty for not including your word count, or going over the word count, will be 5%.

Late assignments
Assignments submitted after they are due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted more than one week after they are due will not be accepted unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

Use of Turnitin
Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine http://www.turnitin.com. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Mandatory Course Requirements
In addition to obtaining an overall course mark of 50 or better, students must submit all assignments by the deadlines specified in the course outline.

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat. Any student who is concerned that they have been, or might be, unable to meet any of the mandatory course requirements because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

Class Representative
The IST programmes have a student committee which provides a communication channel to liaise with the Programmes Director and course coordinators on behalf of students.

Communication of Additional Information
Further details about the course, and additional information, will be made available through Blackboard.

Student feedback
Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information
For general information about course-related matters, go to http://www.victoria.ac.nz/vbs/studenthelp/general-course-information

Note to Students
Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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