1. Introduction

1.1. Role and Relevance of the Course

As current developments to the Web illustrate, classification schemes are essential for the systematic organization of the content of information resources. This course provides an introduction to traditional and newly developed systems of classification of knowledge. The methods by which knowledge is created, categorized, classified, and represented are studied, as are the standards used internationally for knowledge representation and categorization. Recent applications are found in metadata and global information locator schemes (GILS) for document organization in the electronic media and the WWW. The course focuses on the theory and practice of knowledge organisation as it relates to the meaning, contexts and subjects of information products in whatever form.

1.2. Aims of the Course

The aims of the course are to provide students with knowledge of:

- Concepts of intellectual organisation of information and records in different temporal, societal and communication contexts.

- Current theoretical understandings and the knowledge base appropriate in information management environments.

- Interdisciplinary perspectives in the study of information.

- Existing policies, standards, and infrastructures relating to knowledge organisation (description systems) both globally and nationally.

- Typologies, definitions, and characteristics of information entities as resources for use in social, political and business contexts.

1.3. Learning Outcomes

On completion of this subject students should:

- Understand basic principles of intellectual organisation of information and of managing information for retrieval and use.

- Understand the various typologies, properties, functionality and management of information under its various entities of data, document or record.

- Know about the major classification and indexing theories as they relate to the intellectual organisation of recorded evidence and knowledge.

- Have a basic knowledge of issues related to the intellectual organisation and control of information.

- Understand the skills and tools involved in the intellectual organisation of information and records for storage, retrieval and use.
• Use appropriately the principles underlying various description systems or methods for cataloguing, classifying and indexing of information entities.

• Distinguish between the requirements for different entities in relation to authorship, custody and effective subject access.

• Ensure the integrity and authenticity of records and information items

• Respond flexibly and competently to possible future trends in intellectual organisation and control of materials through the application of principles learned in the course

• Evaluate new knowledge for utility and relevance in information management

1.4. Teaching and Learning Strategies

The vehicles for students to achieve the learning outcomes listed above are a mix of lectures, tutorials, problem-based class and laboratory exercises lectures and tutorials.

Classes are three hours per week over 14 weeks; Tuesday 6-9pm. From Week 2, students will be attending computer laboratories. Various exercises are set for students to work through during class and later, in their own time, to search further for information using the UNSW Library or WWW. In-class and homework tasks are an opportunity to apply the concepts and techniques discussed in class.

2. Student Assessment

<table>
<thead>
<tr>
<th>Task</th>
<th>Date Due</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at lectures, tutorials and discussions. Participation in specified exercises.</td>
<td>By end of session all exercises should be completed.</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment Part I - Development of a Concept Map</td>
<td>Due Week 7, 11 April</td>
<td>35%</td>
</tr>
<tr>
<td>Assignment Part II - Comparison of Concept Map with Classification Schemes and Appropriate Thesauri</td>
<td>Due Week 12, 23 May</td>
<td>40%</td>
</tr>
<tr>
<td>Quiz</td>
<td>Week 13</td>
<td>15%</td>
</tr>
</tbody>
</table>

2.1. Criteria to Pass this Course

To receive a pass grade in this course, you must meet ALL of the following criteria:

• Attain an overall mark of at least 50%.

• Attend a satisfactory number of the scheduled classes. The UNSW standard is 80%.

• Attain a satisfactory performance in each of the four components of the course, as listed above. A mark of 45 percent or higher is normally be regarded as satisfactory.

2.2. Assignments

The major assignment is a two-part exercise:

1. In the first part you are required to develop a concept map of a subject area. The map is be accompanied by a written report on the subject/topic including descriptive and explanatory notes on the concepts and their structure as shown in the concept map. Indications are to be given of the associations between concepts, for example, hierarchies (positional) of terms and the types of linkage between them.
2. The second part is to compare the terms used in the concept map with the classification scheme and subject headings lists below:
   - Dewey Decimal Classification Scheme;
   - Library of Congress Subject Heading List;
   - A Thesaurus of your choosing (one that is appropriate to your concept map).

Further details will be provided later in the Session.

2.3. Examination

There is no formal examination during the examination period.

3. Student Responsibilities

3.1. Class Attendance

The standard university rule applies to class attendance. Namely, you are required to attend at least 80% of classes. If in the event of illness or misadventure, you must provide your lecturer with documentary evidence.

3.2. Assignment Submission

It is your responsibility to adhere to the procedures for submission of assignments otherwise a penalty may apply:
   - Late submission of assignments will incur a penalty of 10% of the marks available.
   - The major assignment (Parts 1 and 2) must be submitted by the due dates specified and must include a course Cover Page, a title page, contents list, pagination, and stapled in the top left-hand corner. The Cover Page must include the Course name, your full name, student ID, assignment details and your signature below the following statement:
     "I certify that this assignment is my own work in which my sources are acknowledged and which I submit for the first time".
   - Students are reminded of the penalties for plagiarism (see below under Misconduct); action will be taken in all cases where plagiarism is suspected.
   - An extension of time to complete assignments will only be granted under exceptional circumstances by the Lecturer-in-Charge. In all cases, documented evidence of extenuating circumstances must be provided.

3.3. Style, Citations or Referencing

The preferred citation format for this course is the APA Manual of Style. Information about the APA writing style, and how to cite what you have read and included in your own work (i.e., books, journal articles, or web-pages) can be found at any of the following Web links:

http://www.apastyle.org/elecsource.html
http://www.lib.usm.edu/%7Einstruct/guides/apa.html
http://www.libs.uga.edu/ref/apastyle.html

The following links on the UNSW Library website will also be useful to you throughout the course:

http://www.library.unsw.edu.au/links/Reference_Tools
http://www.library.unsw.edu.au/links/Research_and_Study_Skills
3.4. Academic Misconduct and Plagiarism

You are reminded that the University regards academic misconduct as a very serious matter. Because of the circumstances in individual cases the period of exclusion can range from one session to permanent exclusion from the University. The following are some of the actions, which have resulted in students being found guilty of academic misconduct:

1. Taking unauthorised materials into an examination;
2. Submitting work for assessment knowing it to be the work of another person;
3. Improperly obtaining prior an examination paper and using it in the examination.

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see: http://www.lc.unsw.edu.au/plagiarism/index.html

Plagiarism is the presentation of the thoughts or work of another as one's own.* Examples include:
- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism. The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does not amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:
- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne.
3.5. Responsibility to Keep Informed

It is your responsibility to keep informed on breaking news regarding the course. Typically, this information will be announced in class. Correspondence of an individual nature may be required occasionally and e-mail will be sent to your official UNSW e-mail account.

You should also be familiar with the specific policies of the school found on the school website. This is particularly important for students seeking post examination consultations with staff or applications for special consideration.

3.6. Expected Workload

Students are expected to invest at least ten hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, performing computer tasks and attending classes. In periods where you need to complete assignments the workload may be greater.

Over commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

4. Student Support

4.1. Education Development Unit

Additional learning support, tailored to the needs of FCE students, is available from the Education Development Unit (EDU) in the Faculty. The EDU offers a range of services for FCE students including:

- Academic skills workshops run throughout the session;
- Printed and on-line study skills resources e.g. referencing guide, report writing and exam preparation;
- A drop-in resource centre containing books and audio visual material that can be borrowed;
- A limited consultation service for students with individual or small group learning needs.

More information about the EDU services including on-line resources, workshop details and consultation request forms are available from the EDU website. EDU services are free and confidential and are available to students of the Faculty of Commerce and Economics. EDU contacts and location are:

EDU Web: http://education.fce.unsw.edu.au
EDU Location: Room 2039, Level 2 Quadrangle Building

4.2. Other UNSW support

In addition to the EDU services, the UNSW Learning Centre provides academic skills support services for students. The Learning Centre is located on Level 2 of the Library and can be contacted by Phone: 9385 3890 or through their website: http://www.lc.unsw.edu.au/. Students experiencing problems of an academic or personal nature are encouraged to contact the Counselling Service at UNSW. This service is free and confidential and run by professional counsellors. The Counselling Service is located on Level 2, Quadrangle East Wing, and can be contact on 9385 5418.
5. Course Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Room</th>
<th>E-Mail</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer In Charge</td>
<td>Dr Fletcher Cole</td>
<td>Quadrangle Building, Rm 2110</td>
<td><a href="mailto:f.cole@unsw.edu.au">f.cole@unsw.edu.au</a></td>
<td>(02) 9385 7124</td>
</tr>
</tbody>
</table>

5.1. Consultation

Tuesdays 4.30-5.30pm. Other times by appointment.

Some enquiries can be handled by e-mail. However, when sending an e-mail identify yourself fully (name & student ID), preferably using your UNSW address. For your own security, do not use Hotmail, Yahoo, Google and other similar services. Any official notifications will be sent to your UNSW e-mailbox, so check this regularly, or ensure that messages are forwarded from there to your preferred e-mail address.

**Email contacts and usage**

It is school policy to only respond to e-mail messages that are clearly identifiable as having originated from legitimate accounts. Legitimate e-mail accounts are:

- A UNSW student account
- An identifiable employer-provided account
- An identifiable ISP account (Bigpond, Ozemail, etc)

All students and staff are expected to use email responsibly and respectfully.

6. Resources

6.1. Texts

There is no one single text for this course. Recommended reading materials will announced in class. The list is not static and additional recommendations are welcome. Two useful general guides are:


6.2. Useful References

UNSW Faculty of Commerce & Economics, *Student IT Resource Handbook*. Available from the SISTM or FCE Technical Support Group office.

6.3. Prizes and Scholarships

There are significant prizes and scholarships associated with courses in the Information Management specialization. See separate handout.
7. Course Schedule

Subject to change, according to class requirements. Changes will be notified in class.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topic</th>
<th>Tutorial/Laboratories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to the Organization of Knowledge; Outline of Course</td>
<td>Everyday classification</td>
</tr>
<tr>
<td>2</td>
<td>Issues in Managing Information Entities; Concept Mapping; Explanation of assignment</td>
<td>Lab familiarization; Concept mapping</td>
</tr>
<tr>
<td>3</td>
<td>Alternative Knowledge Organisation Schemes</td>
<td>Organization on the Web</td>
</tr>
<tr>
<td>4</td>
<td>Describing Information Entities – Anglo-American Cataloguing Rules (AACR); FRBR; MARC (MACHINE Readable Cataloguing)</td>
<td>Australian Applications AACR, MARC, FRBR</td>
</tr>
<tr>
<td>5</td>
<td>Managing Large Collections of Surrogate Records; Authority Control; Co-operative Cataloguing; Online Computer Library Center (OCLC)</td>
<td>Kinetica; OCLC</td>
</tr>
<tr>
<td>6</td>
<td>Document Classification; Dewey Decimal Classification (DDC)</td>
<td>DDC</td>
</tr>
<tr>
<td>7</td>
<td>Faceted Classification</td>
<td>Faceted Classification Assignment Pt 1 due</td>
</tr>
<tr>
<td></td>
<td><strong>RECESS WEEK</strong></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>ANZAC DAY Public holiday</td>
<td>No class</td>
</tr>
<tr>
<td>9</td>
<td>Vocabulary-Based Subject Indexing; Library of Congress Subject Headings (LCHS)</td>
<td>LCSH</td>
</tr>
<tr>
<td>10</td>
<td>Subject Indexing Principles &amp; Thesauri</td>
<td>Specialist Thesauri</td>
</tr>
<tr>
<td>11</td>
<td>Metadata Principles; Organizing non-text</td>
<td>Metadata on the Web</td>
</tr>
<tr>
<td>12</td>
<td>Business Classification and Managing Business Records</td>
<td>Business records exercise Assignment Pt 2 due</td>
</tr>
<tr>
<td>13</td>
<td><strong>QUIZ</strong></td>
<td>Abstracting &amp; indexing services</td>
</tr>
<tr>
<td>14</td>
<td>Course Review / Evaluation</td>
<td>Knowledge management</td>
</tr>
<tr>
<td></td>
<td>Knowledge Management Implications</td>
<td><strong>Final check for missed tutorial exercises</strong></td>
</tr>
</tbody>
</table>

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