

Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 311 Records & Information Management (RIM)

Bulletin Description Students will learn the management of information throughout its life cycle, from the time of creation or receipt to its eventual disposition.

Credit: 3 semester hours.

Course Description Records & Information Management (RIM) is the process of creating and maintaining the records – i.e., the corporate and cultural memory – of an organization. In this class students learn about the field and the concepts and principles of records and information management.

Prerequisite(s): None

Co-requisite(s): None

Course Objectives

As outcomes of the course, students will/will be able to:

- 1) Demonstrate & provide an example of the concept of Information Governance.
- 2) Demonstrate an understanding of the place of records in the archives/records paradigm
- 3) Demonstrate a basic understanding of the lifecycle of records
- 4) Demonstrate a working knowledge of standards that control records management issues

Program Goals and Outcomes

The course contributes towards satisfying the following MS LIS program goal/s:

1B. Demonstrate knowledge of the ethics, values, and foundational principles and the role of Records & Information Management [RIM] professionals in the promotion of democratic and legal principles and intellectual freedom.

1E. Fulfilling certification and/or licensure requirements of specialized areas of the profession.

2A. Understand the concepts and issues related to the lifecycle of recorded knowledge and information, from creation through various stages of use to disposition.

3A. Principles involved in the organization & representation of recorded knowledge & information.

Units of Instruction

Unit	Title
1	Information Governance
2	RIM Creation, Capture & File Plans
3	Inventory, Appraisal, Retention & Disposition
4	Access, Storage & Retrieval
5	Electronic Records & RIM Systems
6	Developing & Emerging Technologies
7	Spring Break
8	Disaster Preparedness & Recovery
9	Risk Management
10	Information Economics, Privacy & Security
11	Inactive Records Management
12	Easter Recess
13	Digital Preservation & Repositories
14	Lifelong Learning
15	Records Management to Information Governance
16	Final Exam

Learning Activities

- Term Paper | Site Visit (30%)
- File Plan | DLIS ePortfolio (10%)
- Midterm (20%)
- ePortfolio Artifact (15%)
- Final Exam (25%)

Assessment

1. Course-Level Assessment

- a) The individual File Plan Assignment is designed to reinforce one or more of the course objectives. Within the File Plan assignment is meant to demonstrate student achievement in the creation of a file plan of their SJU DLIS ePortfolio.
- b) The midterm and final exams applies to all course objectives.
- c) The term paper reinforces course objectives in that the assignment allows students to obtain first-hand knowledge on the responsibilities of a RIM professional by conducting a site visit. The required components of the term paper were compiled after reviewing multiple job adds currently available for Records & Information professionals/officers.

2. Program-Level Assessment. The MS LIS program is reviewed every seven years for continued accreditation by the American Library Association's (ALA) Committee on Accreditation. The program's most recent accreditation was in the Fall 2018 term. As part of this accreditation process, all students, faculty, alumni, and employers participate in periodic assessments, providing feedback for improving the MS LIS program. The two assessments below apply to every course in the program.

- a) Faculty-Selected Assessment. Over a four year period each course in the MS LIS program is assessed by the instructor to determine how well students are learning the program goal/s related to the course. For each course, faculty select one or more artifacts (e.g. assignment, exam, or semester project) as a representative measure of student learning of the related program goal/s. At the end of the course, the faculty member completes a course artifact assessment form describing the class' performance on the artifact, and any course revisions prescribed as a result. Sample artifacts with their respective reviews are included as well.

In the LIS 311 RIM Course, the Site Visit Term Paper is used as a representative measure of student learning of the related program goal/s.

- b) Student-Selected Assessment. The end-of-program assessment is an e-portfolio consisting of student-selected artifacts (assignments, discussion posts, projects, etc.) from their courses as evidence of satisfying each of the eight program goals. For each program goal, students write a reflection which describes the relationship of the artifact to the respective goal and their learning from the artifact.

In the LIS 311 RIM Course, the DLIS ePortfolio File Plan Assignment is suggested as the course artifact should students decide to use their work in this course as

evidence of satisfying the related program goal/s. This is because of the comprehensive nature of the project.

Grading Scheme

The course grade will be determined from the following activities. The percent in parentheses is that of the overall course grade.

a) Individual exercises (55%)

b) Midterm (20%)

d) Final Exam (25%)

Bibliography

Franks, Patricia C. 2018. *Records and Information Management*. Second. Chicago: ALA Neal-Schuman.

The Chicago Manual of Style. 2017. Seventeenth. Chicago: University of Chicago Press.

Instructional Time Requirements: 150 hours for 3 credits (10 hours per week for our 15 week semester)

Asynchronous or synchronous Lecture

Assigned weekly reading

Weekly assignments (individual and group)

Active participation in online discussions

Research for semester-long projects (term papers, projects)

Presentations (online or face to face)

Academic Service-Learning projects (where appropriate)