INFO 4230 | Records Management Operations Syllabus

Course Overview

Welcome to Records Managment Operations! This course introduces the essentials of records management in a diverse organizational setting. It introduces the principles, methodologies, administration, tools, and techniques of electronic records management in various settings.

Official INFO Course Description

Management operations for records control and use; preparation, organization, storage, retrieval and dissemination. Preservation, security and disposal problems. Planning and supervising records management programs. Departmental functions and organization. Data-processing applications and online systems. Prerequisite(s): None.

Course Overview And Objectives

After completing this course, the learner should be able to:

- Understand the basic concept of records and document management (DM vs. RM).
- Analyze the role and function of records and records management in an organization and in society.
- Describe the basic elements and concepts of records and document management.
- Identify and apply best practice in management of records in a variety of institutional settings.
- Understand and interpret the organizational, legal, and regulatory environment of records management practice.
- Identify and evaluate the tools and technologies used the design and implementations of document and records management.
- Design and implement electronic records and document management.

Professor Information

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WWW: http://tondabone.com/

Dr. T's Accessibility and Responsiveness Parameters:

I think you will find me highly accessible and responsive to you in both discussion and via email. Please use the discussion boards as much as possible for questions and problem solving so that I and your peers can all deliver assistance. Please also use discretion with email and consult with me as needed for real problems you cannot otherwise solve via assistance in the boards. For example, assignment-related questions should go in the Assignment/Peer Help forum; questions about your specific grade should be directed to me privately via course messaging.

I generally will be actively in the class every day Monday - Friday. I generally will take off all day on Saturday and Sunday, so if you have questions about assignments, please catch me during business days. For rare occasions that I am away at a conference or doing consulting, I will post messages to the class.

To ensure same-day response to questions, please post them before 5 pm Central Time.

Course Access

This course instructional content is presented online via Canvas LMS(learning management system) technology. The course begins the first official day of classes in the semesters in which it is offered. Registered students will be uploaded into the student database and can access the course using their UNT EUID and password beginning on the first day.

If this is your first Canvas course, you may find the Canvas Student Guides (https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents) to be a helpful "got to" resource.

Student Support

The University of North Texas provides student technical support in the use of Canvas and supported resources.

Visit the University Information Technology Helpdesk at http://www.unt.edu/helpdesk/

See an overview of UIT services and get an overview of each here: https://it.unt.edu/studenttechtour

Course Technology Requirements

Canvas is the course management software used at UNT. Your system's hardware must support Canvas. See the Canvas Technical Requirements page (https://clear.unt.edu/supported-technologies/canvas/requirements) to evaluate your system.

This course requires that students have computing technology and equipment specifications as follows:

1. Reliable Internet access is required.

2. Students should be proficient in Microsoft Word.

3. Knowledge of personal computer operation is required.

4. A PDF reader, such as Acrobat Reader (https://get.adobe.com/reader/), to read PDF files. **Be careful to deselect the McAfee Security Scan Plus check box before downloading**, as this could interfere with your current internet security/antivirus program.

6. Speakers. You need speakers to hear the audio in the video files.

Optional: Streaming Media Player. You may need a media player to view any video files. I suggest the free VLC Media Player by VideoLan. (http://www.videolan.org/vlc/index.html)

Course Materials

Readings in the course are open access, will be provided, or will be available by downloading through the library.

Required (for proper citation in assignments):

> *Publication Manual of the American Psychological Association* (6th ed.). (2009). Washington, DC: American Psychological Association.

Recommended (But Optional!) Texts

> Franks, P. C. (2013). *Records & Information Management*. Chicago: Neal-Schuman.

Copyright Notice

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Teaching & Assignments

Assignments are designed for theory, design and application as well as analysis of concepts and issues.

The assignments are as follows:

- Weekly discussion question. Students will post a valuable response to discussion questions/responses each week.
- Quiz: There is one short online quiz.
- Project: This is a portfolio project consisting of:
    - Part 1: Needs Analysis
    - Part 2: Request for Information (RFI)
- Special Topic Papers Assignment

Further detailed instructions for each assignment are under the assignments section in Canvas.

Asignment Format:

- APA citation format
- NO cover page
- Last name in document header
- 1" margins (top, bottom, and sides) on all pages
- Font style: Times New Roman
- Font size: 12 point
- File name format: StudentLastName-AssignmentName (e.g., Bone-RFI)

Note: The required word processor for assignments is Microsoft Word.

Evaluation Methods

Evaluation will be based on thoughtful and valuable participation in the discussion boards and online chats.

The Needs Assessment, RFI, and Special Topics Papers Assignment should follow the provided guidelines and format.

Evaluation Points Summary

Note: I use a point value scale based on 100. Rather than weighting assignment categories by percentage (e.g., discussion = 20%, final project = 50%), each task/assignment is assigned a point value. This allows you to keep a running tally of your current status in the class by visiting your My Grades tool.

11 Weekly Discussion/Participation - 5 points each; 54 total pts (Note: Module 1 is worth 4 points)

Concept Quiz - 16 pts

Course Project - 20 total pts (10 pts for each part of the project)

Special Topic Papers Assignment - 2 short papers; 5 pts each

Course Evaluation Scale

A = 90 - 100 pts

B = 80 - 85 pts

C = 70 - 79 pts

D = 60 - 69 pts

F = 59 pts or below

Course Participation Expectations

Expectations are for students to complete each task and assignment and follow the format as provided at the beginning of the course. Work should emphasize content and the student's assimilation of knowledge, thus, discussion posts, written assignments, and other projects/tasks should be substantive, and statements and arguments should be supported by examples and/or relavent citations. Feedback will be provided to help the student recognize strengths and improve any weaker areas.

Students are required to visit the class on a regular basis to read and respond to communications, course material, and course activities/assignments.

In class discussions and group assignments, both onsite and online, instructors and students are expected to demonstrate professional and courteous behavior. This means interacting in a supportive and tactful manner based on mutual respect for each other's ideas and approaches.

Student Information Notification

Canvas enables faculty to track where and when students visit various areas of the course site, times of first and last logins, and number of conference postings. This information is used, in part, in determining the participation grade for the course.

"Attendance"

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully pariticpate in all class activities. Full participation includes web-based activities.

Information about the University of North Texas' Attendance Policy may be found here.

Late Work Policy

All work is due at Midnight, Central time, on the date stated on the course calendar. Late work may be excused and accepted only by prior arrangement with the instructor or in the case of a documented illness or emergency. Any other late work receives an automatic 11% deduction for each 24 hours late. No unexcused work will be accepted after 48 hours past the original due date.

Students are advised that it is better to submit partial work for some credit rather than submitting nothing. Please plan accordingly.

Incomplete Grades

The Graduate Catalog located at http://www.unt.edu/catalogs/ describes and explains grading policies. A grade of Incomplete (I) will be given only for a justifiable reason and only if the student is passing the course. The student is responsible for contacting the instructor to request an incomplete and discuss requirements for completing the course if an approval is agreed upon. If an incomplete is not removed within the time frame

agreed upon by instructor and student, the instructor may assign a grade of F.

Withdrawal from the Course

The Graduate Catalog located at http://www.unt.edu/catalogs/ describes and explains withdrawal policies and deadlines. The UNT semester course schedule lists specific deadlines. A grade of Withdraw (W) or Withdraw-Failing (WF) will be given depending on a student's participation and grades to date. Please note that a student who simply stops participating and does not file a UNT withdrawal form may receive an F.

Effort Expected

This is a three-credit-hour course. Students can expect to work 3 - 4 hours per week for each credit hour. This means students may spend about 9 - 12 hours a week on readings, assignments, discussions, and assignment preparation.

ADA Information

Any student with a disability that will require accommodation under the terms of federal regulations should register with the Office of Disability Accommodation. The student also must let the instructor know of accommodations on the first day of class and present a written accommodations request to the instructor by the second week of class. Information concerning specific accommodations to provide equal opportunities is available from the Office of Disability Accommodation.

UNT Code of Student Conduct

The Code of Student Conduct delineates your rights as a student, as well as describing what conduct is prohibited. The Dean of Students Office enforces the Code of Student Conduct. Visit their site to familiarize yourself with these rights and codes of conduct. https://deanofstudents.unt.edu/conduct

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

Be safe: If you aren't sure if it's OK to do it or use it, just ask!

Dr. T's Philosophy of Hope for Good Work by All

I will give you 100% of my best as your teacher and will incorporate into my work in this class all that I ask of you: Be who you are. Do your best. Use good judgment. Trust your instincts. Participate fairly. Help

others. Be kind and generous in thought and deed. Give credit where credit is due. Pat yourself on the back for a job well done.

Course Calendar

Module	What's Due
Module 1: Welcome and Introduction	Mod 1 post
Module 2: Introduction to Records Management	Mod 2 post
Module 3: Records Management Basics	Mod 3 post
Module 4: Legal Issues	Mod 4 post
Module 5: ERM vs EDM	Mod 5 post
Module 6: Needs Assessment Week	Needs Assessment
Module 7: EDRM Managers & Professionals	Mod 7 post
Module 8: Design & Implementation	Mod 8 post
Module 9: RFI Week	RFI
Module 10: Capture and Scanning	Mod 10
Module 11: Optical Character Recognition	Mod 11
Module 12: Information Indexing & Knowledge Representation	Mod 12
Module 13: Records/Document Management Workflow	Mod 13 post
Module 14: Short Papers Week	2 short papers