

School of Information Management

INFO 528 Research Methods for Information Management Environments

Trimester 2 2005

COURSE OUTLINE

INFO 528 covers the principles of social science research as applied to library and information studies problems. The course is intended to provide students with the information and skills needed to implement the research topic option of INFO 580, and to equip them for research in the workplace. The goals of the course are to:

1. Provide an understanding of the role of research in library and information management (LIM). This role includes adding to knowledge, advancing LIM as a discipline and as a profession, and providing information essential for planning and decision-making.
2. Encourage students to be intelligent consumers of research. This involves the ability to review research literature critically, to assess the methodologies, and to understand findings and conclusions.
3. Provide an understanding of the processes and steps involved in conducting research.
4. Enable students to apply the concepts central to the research process to problems related to LIM.

Contact Details

Email: Gary.Gorman@vuw.ac.nz or ChernLi.Liew@vuw.ac.nz

Telephone: (04) 463 5784 (GG) or (04) 463 5213 (CLL) (for calls within the Wellington free calling area). Alternatively, call the Administration Office on (04) 463 5782.

Room: Easterfield Building, EA 211 (GG) or EA 212 (CLL). It is best to

make an appointment in advance via email or phone.

Freephone: 0800 11 62 99 (for open learning students or internal students calling from outside Wellington). Either you will be put straight through, or our Administration Office will relay a message.

Fax: (04) 463 5446

Class Times and Room Numbers

INFO 528 will be held in the second trimester (July–October) of the 2005 academic year.

There will be no sessions for two weeks during the mid-trimester break (15–26 August 2005).

- **Internal students**

There will be a seminar on Tuesdays (from 1.00–4.00 p.m.) in the Easterfield Building, Room EA 206.

- **Open learning students (outside Auckland)**

The weekly Internet conference sessions will be held on Tuesdays, from 5.00–6.30 p.m.

- **Open learning students (within Auckland)**

Sessions for Auckland students will be delivered by a mixture of audioconferencing and face-to-face teaching. Auckland students should refer to the separate 'Auckland mode' timetable for details.

Course Objectives

By the end of the INFO 528 course, students should be able to:

1. Demonstrate an understanding of and appreciation for the research process.
2. Review the literature on a specific topic.
3. Develop a procedure for investigating an actual problem in library and information studies.
4. Demonstrate an understanding of how research is applied to problem solving in an information environment.

Course Content

Week	Dates	Topic	Lecturer
1	4-8 July	Introduction to LIM research	GG
2	11-15 July	Research process	GG
3	18-22 July	Literature review	GG
4	25-29 July	Theory and ethics	CLL
5	1-5 Aug.	The research plan and proposal	CLL
6	8-12 Aug.	Quantitative methods and analysis – I	CLL
7	29 Aug.-2 Sept.	Quantitative methods and analysis – II	CLL
8	5-9 Sept.	Qualitative methods and analysis – I	KW
9	12-16 Sept.	Qualitative methods and analysis – II	GG
10	19-23 Sept.	Mixed methods and analysis	GG
11	26-30 Sept	Project management	KW
12	3-7 Oct.	Presentation of research	CLL

Readings

Creswell, John W. *Research Design. Qualitative, Quantitative, and Mixed Methods Approaches*. 2d edition. London: Sage, 2003. The price (including student discount) is approximately \$66.95.

Assessment Requirements

Assignment	Date due	Value	Length
1. Integrative literature review	11 August	40%	3000 words approx.
2. Grant proposal	6 October	60%	4000 words approx.

Please note that you are required to select a specific research topic very near the beginning of the course that you can use for both assignments, and ideally for INFO 580 as well. Although a list of general topic areas will be available on Blackboard from which you can develop your own particular research question, you should also be reading the coursebook, textbook, and other literature, as well as consulting colleagues, with this in mind. Some class time as well as group exercises will be used to hone your topic; you should have decided on a specific research topic before studying Module 3. Either course lecturer may approve your topics — **but you must obtain this approval before beginning any substantive work on the topic.**

Late assignments

Note: The response to late assignments supersedes the equivalent statement noted in the LIM Administration Handbook.

Assignment 1: Assignments submitted or postmarked up to one week after the due date will have a 10% penalty imposed, unless an extension on the grounds of medical emergency or family circumstance has been granted in writing in advance by the course coordinator. Assignments submitted or postmarked more than one week after the due date will NOT be accepted without prior written approval of the course coordinator.

Assignment 2: Any assignments received after the due date will NOT be accepted, except in cases of medical emergency. This is because

- funding bodies do not give extensions;
- you will be able to start work on the draft project proposal for INFO 580 during the break; and
- many of the module preparatory exercises and the assessed short exercises are designed to build up to Assignment 2.

If you keep up with the course work, you should have no difficulty getting this assignment in on time.

Mandatory Course Requirements

Students in INFO 528 are expected to attend all weekly session, unless prevented due to ill health or personal circumstances. Terms are the minimum course requirements that must be satisfied in order to earn the right to be assessed for a final grade. Terms will be granted to students who have:

- attended a minimum of 75% of the scheduled Internet conference,¹ audioconference, or seminar sessions;
- submitted any required contributions to the weekly sessions (most specifically, you should complete Exercises 2 and 3 in Module 7, and Exercise 5 in Module 9; submit your work via the Digital Drop Box on Blackboard prior to the class that week; and be prepared to discuss your results.
- submitted the two written assignments required for assessment within the time allowable.

Communication of Additional Information

Online information

In addition to the coursebook, you will be required to use the online resources for this course which are available in the School's Blackboard online learning environment:

<http://blackboard.vuw.ac.nz/>

The Blackboard environment will contain a web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages in conjunction with this coursebook.

Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

scs-help@vuw.ac.nz

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Win98 or better, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

¹ To be considered in attendance at a weekly session, an open learning student must be able to contribute orally to the session using the Internet conferencing software; that is, the student must have a working microphone attached to his or her computer making it possible to respond to questions and to contribute ideas orally.

<http://www.sim.vuw.ac.nz/conferencing/>

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times.

For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

LIM Students email list

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

To subscribe: send an email to

`lim_students-subscribe@vuw.ac.nz`

To unsubscribe: send an email to

`lim_students-off@vuw.ac.nz`

No text in the body or subject line is required. You will be sent a confirmation email, and must confirm the operation by clicking reply and send. You will then receive a welcome or goodbye email.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.

- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:

There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Adviser. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the

work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at:
www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

Maori and Pacific Mentoring programme (Manaaki Pihipihinga)

This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:

- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:

Melissa Dunlop, Programme Coordinator

Ph: 463 6015 or Email: Maori-Pacific-Mentoring@vuw.ac.nz