



School of Information Management

INFO 391 RESEARCH PAPER IN INFORMATION SYSTEMS

Trimester 1, 2 and 3 2006

COURSE OUTLINE

Contact Details

Co-ordinator: Val Hooper
Easterfield 109, Kelburn Parade
Tel: (04) 463-5020,
E-mail: val.hooper@vuw.ac.nz
Office hours: Monday-Friday, 9:00am – 5:00pm

Notices: Since there is a one-on-one relationship between the student and the supervisor, the two should make arrangements as to how best to remain in regular contact.

Course Dates: Trimester 1: 27 February 2006 – 4 June 2006
Trimester 2: 10 July 2006 – 15 October 2006
Trimester 3: 13 November 2006 – 18 February 2007

Class Times and Room Numbers

Times: Regular meetings with supervisor.

Time commitment: Expect to spend 12-14 hours per week on work related to INFO 391.

Lectures or tutorial: There are no regular lectures or tutorials.

Research seminars: These will be held as needed.

Course Aims

This course provides an opportunity for students to complete a research project on an information systems topic. It is intended for high achieving students nearing the end of their degree who have demonstrated, through their academic record, that they are capable of largely independent work of a high standard.

A student may undertake this course if, and only if: (a) the course coordinator determines that the student has a sufficiently strong previous academic record such that a course of independent study is appropriate; (b) a suitably qualified member of staff with an interest in, and knowledge of, the student's proposed area of study is willing and able to serve as supervisor for the student.

The school cannot guarantee that an appropriately qualified member of staff will be available to act as supervisor in every instance. The School does not expect more than two or three such offerings of INFO 391 in any given year.

Course Objectives

Students passing this course should be able to:

1. identify, clarify and investigate a research problem in information systems;
2. locate, analyse, and integrate relevant literature;
3. gather and analyse additional data if appropriate; and
4. present a coherent, well-organised argument (written and oral) based on the above.

Prerequisites

- At least 24 points of prior 300 level INFO courses, and an academic record with a minimum B+ average;
- An established relationship with an INFO academic who has expressed a willingness to supervise the student in an agreed topic of mutual interest in the field of Information Systems; and
- The consent of the Head of School, who may delegate this authority to the Director of Undergraduate Programmes.

Readings

Recommended Text: Creswell, J. (2003). *Research Design: Qualitative, Quantitative and Mixed Methods approaches.* (2 ed) Sage, Thousand Oaks, CA. (This book need not be purchased. It is available in the library, call number H62 C919 R 2ed)

Literature: You will make extensive use of the library print and CD-ROM media as well as online academic literature databases.

Assessment Requirements

		<u>Due Date</u>
<i>Written Research Report</i>	100%	5pm Last working day of the trimester in which you are enrolled in: Trimester 1: 27 February 2006 – 4 June 2006 Trimester 2: 10 July 2006 – 15 October 2006 Trimester 3: 13 November 2006 – 18 February 2007

Written research report: Your supervisor will help you in planning and preparing this report.

Penalties

Late Submission: Written research reports submitted after the deadline will incur a 5% penalty (of the mark obtained) for each working day late. In the event of bereavement or prolonged illness affecting your ability to meet deadlines, discuss your situation with your supervisor and advise the Course Co-ordinator. You must substantiate your claim with appropriate documentation, for example, a medical certificate.

Project Milestones

Activity	Date, time
Choose a topic and a supervisor. <i>Early selection of a topic sensitises you to issues and the potential value of literature you read during your other studies.</i>	<i>At least one month prior to trimester commencement</i>
Submit a research proposal to your chosen supervisor and the Director of Undergraduate Programmes. You should work with your proposed supervisor prior to the trimester in which the research is undertaken.	At least two weeks prior to the trimester commencement
Obtain HEC clearance as required and if so directed by the supervisor.	Prior to commencing research
Submit the final draft of the written research report	at a date agreed with your supervisor.
Submit two copies of your written research report (plus a digital copy) to the course co-ordinator.	By 5:00 pm on the last day of trimester prior to exam break

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. To check for opening hours call the office on (04) 463 5376.

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 is available for 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.

Check with the Student Administration Office for opening times (04) 463 5376.

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 Advisor. 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 Grievances 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.

Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social sciences and Commerce and Administration).

- **What:** Academic Mentoring for Maori and Pacific students studying at all levels in the above faculties. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the faculty's study rooms and computer suite at any time at Kelburn and Pipitea.
- Mature student and Post grad network

If you would like to register as a mentor or mentee please contact the coordinator.

Where:

Melissa Dunlop
Programme Coordinator
Room 109 D
14 Kelburn Parade: back courtyard
Ph: (04) 463 6015
Email: Maori-Pacific-Mentoring@vuw.ac.nz

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Coordinator for details.

**INFO 391 Research Paper in Information Systems
Mark Sheet for Written Report**

Student's Name:

Topic:

Marker's Name:

	Poor	OK	Good
Problem identification Statement of objectives and/or hypothesis Identification of boundary of study			
Understanding of the literature Review of current state of knowledge Organisation of survey into appropriate themes Relevance to research objectives			
Research methodology Explanation of methodology Appropriate application of methodology			
Results Description of results Comparison and/or evaluation of results with reference to the literature			
Conclusions/implications Relates findings to original objectives Clear conclusions and implications Ideas for future research			
Presentation Communication - clear and concise Thesis meets requirements for professional competency Accurate and complete citation and referencing			
Overall Impact Demonstrates an ability to conduct credible research			
Comments	Grade		