



School of Information Management

## **INFO 408 RESEARCH PROJECT IN INFORMATION SYSTEMS**

Trimester 1, 2 and 3 2006

### **COURSE OUTLINE**

#### **Contact Details**

**Dr Brian M Harmer**

228 Easterfield, Kelburn Parade

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Office hours by appointment

#### **Class Times and Room Numbers**

There are no scheduled classes for this course, but students enrolled in it, or participating in it in fulfilment of their commitment to other courses are required to attend a number of workshops at times to be finalised.

Students will present mid-project and end-of-project reports to SIM supervisory staff and to their classmates in an all day session held during the week before the mid-trimester break and the last week of the trimester, prior to the study break (*exact dates and times to be advised*).

#### **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 present a coherent, well-organised argument (written and oral) based on the above.

#### **Course Content**

This course provides an opportunity for students to complete a research project on an information systems topic and prepares them for entry into Part II of the MCA degree in Information Systems

#### **Readings**

Extensive readings are required, but are self-selected and unique to each student's approved research topic

## **Materials and Equipment**

None

## **Assessment Requirements**

Marks are awarded for the mid-term progress report (5% of total), the end of term report (15%) and the final written report (80%). Each component will be graded by your supervisor and one other member of the SIM academic staff. The report will be assessed on the following factors:

- **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

## **Penalties**

Late submission of work is not acceptable, except in extreme and unavoidable circumstances. The marks out of which the item is to be judged will be reduced by 2% per day late.

## **Mandatory Course Requirements**

Each student will be supervised by a suitably qualified member of SIM's teaching staff. Regular progress meetings of about one hour will be set up by mutual agreement between the student and the supervisor. These should occur not less than every two weeks, nor more often than weekly. Students are required to provide tangible written evidence of progress at least two days prior to each visit so that the supervisor may provide appropriate feedback.

Students are required to attend the introductory session, and are required to make a 15 minute presentation and answer questions at both the mid-term and end-of-term sessions.

Research involving human subjects will almost always require approval of the Human Ethics Committee. See <http://www.sim.vuw.ac.nz/research/hec/hec.docs.aspx> for further guidance. In cases where human subjects are not involved, and ethical clearance thus is not required,

students are required to get their supervisor's formal written agreement to this before any data gathering is commenced. Where HEC clearance is required (most cases), students may not commence any data gathering until the clearance has been granted.

### **Communication of Additional Information**

Students enrolled in INFO 408 or other papers which use its format will be enrolled in a Blackboard community. The initial set up is always to the student's SCS account. Every student who uses other than the SCS account MUST ensure that their SCS account is set up to forward mail to the account they use.

Students are responsible for ensuring that they are able to be contacted either directly by their supervisor, or via the Blackboard communication tools. Students should check Blackboard regularly for announcements relevant to this course.

### **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](http://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](http://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](http://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](http://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](http://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](mailto: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/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto: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](mailto: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](mailto: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.