

School of Information Management

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

Trimester 1, 2 and 3 2006

### **COURSE OUTLINE**

#### **Contact Details**

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Tel: (04) 463-6886,  
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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

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 and Academic Services Office

The Faculty's Student and Academic Services 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 Student and Academic Services Office on (04) 463 5376.

### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education 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.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

## **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

## **Student 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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in 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 at [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. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

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

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).

### **Notice of Turnitin Use**

**(All courses which make use of Turnitin must inform students prior to collection of work for assessment. The following paragraph (modified as necessary for particular circumstances) should appear in course outlines.)**

Student work provided for assessment in this course maybe checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which maybe forms of cheating or plagiarism. At the discretion of the Head of School, handwritten work maybe copy typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

### **Students with Impairments**

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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, 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

(DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz). The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is 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/).

VUWSA employs 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 (tel. 04 463 6983 or 04 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.

### **Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)**

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta  
Manaaki Pihipihinga Coordinator  
Room 210, Level 2  
Railway West Wing  
Tel. (04) 463 8997  
Email: [Puawai.Wereta@vuw.ac.nz](mailto:Puawai.Wereta@vuw.ac.nz)

Fa'afai Seiuli  
Pacific Support Coordinator  
Room 109 B  
14 Kelburn Parade  
Tel. (04) 463 5842  
Email: [Faafoi.Seiuli@vuw.ac.nz](mailto:Faafoi.Seiuli@vuw.ac.nz)

The Pacific Support Coordinator is also available on the Pipitea Campus, Room 212, Level 2, Railway West Wing, every Thursday, 1-4pm. No appointment is necessary. You can either come in, email or phone with any issue that you need help with. Fa'afai links Pacific students to the services and support they need while studying at Victoria.