



School of Information Management

MMIM 590 CASE STUDY IN INFORMATION MANAGEMENT

Trimester 1, 2, 3 2007

COURSE OUTLINE

Contact Details

Course Coordinator:	Name	Brian Harmer	
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Programme Administrator:	Name	Ruth Neethling	
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Course Dates:	Trimesters 1 + 2	26 February -12 October 2007	
	Trimesters 2 + 3	9 July 2007 – 8 February 2008	
	Trimesters 3 + 1	19 November 2007 – 30 May 2008	
	(Enrol 4 weeks prior to the trimester to allow sufficient time for supervisor allocation)		

Course Aims

This course provides an opportunity for students to complete a Case Study on an approved topic in information management. It is intended that through this process, the student will demonstrate not only mastery of the theoretical basis of the topic chosen, but also an ability to undertake independent research at an appropriate academic level.

Course Objectives

Students passing this course should be able to:

1. identify, clarify and investigate a research problem in information management,
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.

Prerequisite: In accordance with the MIM Statute there are no prerequisites although students should have completed the required core courses for the degree. Students will be invited to attend arranged workshops on Case Study preparation.

Course Dates: This course may be offered in any trimester at the discretion of the MIM Programme Director.

Times: Regular meetings with your supervisor by arrangement.

Supervisor: To be assigned by the course coordinator on an individual basis.

Learning Resources

The workshop on Case Study preparation is offered as required. A Case Study Writing Guide that includes relevant documentation and a bibliography of materials to support the research process accompanies it. No specific text is required for this course.

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

Informal Learning Groups: Students are encouraged to form learning groups and meet on a regular basis to share and discuss ideas related to their projects.

Computer Labs: Enrolment in this course entitles you to use of SCS computer labs at Kelburn and Pipitea campuses. Information on labs can be found at <http://www.vuw.ac.nz/scs/facilities/facilities.aspx>. The School of Information Management also has a small postgraduate lab that is available for you to use – please contact the programme administrator for further details.

Access to your student email account, Blackboard, and student records is via MyVictoria <http://my.vuw.ac.nz/cp/home/loginf>. Please ensure your contact details are kept up to date in the Student Records system.

Workload

Time Commitment: Expect to spend 12-14 hours per week work related to MMIM 590

Lectures or Tutorial: There are no regular lectures or tutorials to attend

Research Seminars: These will be held as required

Assessment

100% written Case Study report

Due by the Friday of the end of the second trimester you are enrolled (refer to Dates)

Case Study report: The requirements of the report are fully explained in the MMIM 590 Case Study Writing Guide. Your supervisor will assist in planning and preparing the report.

Project Milestones

Step	VUW and target organisation	Writing	Timeline (approx)
1	Identify target organisation and get initial in-principle authorisation from relevant executive*		1 wk
2		Do initial literature review for Case Study proposal to frame theoretical base for detailed investigation*	2 wks
3		Prepare draft proposal and submit to MIM Programme Director*	2 days
4	Supervisor allocated*. Supervisor contacts you with comments on proposal and requests Human Ethics Committee (HEC) application		1-2 wks
5		Prepare full literature review, industry background and target company background	2 wks
6		On basis of literature review, target company and industry background, prepare interview guide, with interviewee names and questions to be asked of each	1 wk
7	Get supervisor approval for progress made to date and interview guide. Supervisors signs off on HEC application		1 wk
8	Submit HEC and approved Case Study proposal to HEC	Modify and resubmit if required	4 – 6 wks
9	HEC approval given		
10	Get sign-off approval of target interviewees for topics to be explored in the interviews		1 wk
11	Carry out interviews in target organisation	Transcribe interviews in appropriate format for analysis	2 – 3 wks
12		Analyse transcripts for coverage, issue identification and exploration, “quotable quotes”, etc.	1 wk
13		Write up final Case Study from interviews and information gained in literature review and background studies	1 wk

14	Get sign-off from target organisation executive for final Case Study document		1 wk
15		Do final write up of target company analysis and industry analysis	1 wk
16		Ensure structure, format, bibliographic and citation style, and writing style conforms to specified requirements. Prepare 3 bound copies and 1 electronic copy for MIM Programme Director	2 days
17	Supervisor sign-off and submission to MIM Programme Director		Depends on supervisor availability
18		Write to interviewees to thank them for their cooperation and send copies of Case Study if so requested	2 days

* Steps 1-4 can be completed before the trimester commences so that you are not held up while waiting for supervisor allocation

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 or go to www.vuw.ac.nz/policy.

For information on the following topics, go to the Faculty's website www.vuw.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.