



## School of Information Management

### **INFO 538 Practicum**

Trimester 1, 2, 3 2007

### **COURSE OUTLINE**

#### **Course Coordinators**

Philip Calvert, EA 219

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#### **Course Dates**

Trimester 1 Monday 26 February – Friday 1 June 2007

Trimester 2 Monday 9 July – Friday 12 October 2007

Trimester 3 Monday 19 November – Friday 8 February 2008

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

There are no set class times or practice tutorials or seminars for students in which students are required to participate. All information will be provided in document form.

#### **Course Objectives**

By the end of the INFO 538 course, the student should be able to:

1. Demonstrate enhanced personal, technical, and professional skills and knowledge.
2. Demonstrate knowledge of the information professions and the workplace where these operate.
3. Show enhanced understanding of the relationship between theory and practice.

The objectives of the Practicum will be established and evaluated through a student plan of learning that is agreed to by the academic supervisor and the hosting mentor.

#### **Readings**

Students will be expected to construct a reading list appropriate their needs, after consultation with the academic supervisor.

## **Materials and Equipment**

The student is responsible for expenses involved in transport, dress, equipment, accommodation, etc. during the Practicum.

## **Assessment Requirements**

- Journal and Portfolio (35%) – due in instalments
- Practicum Project Report (65%) – due at the end of the trimester  
All work is due by Friday of the end of the trimester (see course dates above)

## **Penalties**

Work handed in after the due date incurs a penalty of 10%. Work handed in more than one week after the due date will not be marked and will be given zero.

## **Responsibilities for Practicum Arrangements**

Establishment of the placement is to be arranged and approved by the academic supervisor. Responsibility for onsite supervision lies with the mentor employed by the host organisation. The academic supervisor will conduct assessment, with some informal input from the mentor. The academic supervisor will brief the onsite supervisor.

The mentor will:

- assist the student develop the topic for a Practicum project;
- provide all suitable support and information for the student's Practicum project;
- act as a facilitator, teacher, observer, evaluator, and role model;
- provide the student with tasks suitable for an emerging information professional;
- teach and supervise the student in performing any unfamiliar task;
- seek out additional learning experiences for the student as opportunities arise;
- provide constructive feedback to the student on performance throughout the Practicum;
- introduce the student to other staff members, helping the student to understand the structure and mission of the organisation;
- raise problems or potential problems with the academic supervisor;
- informally assist with evaluation of the student's performance in the Practicum.

## **Course Requirements**

Students on the Practicum will be required to attend the workplace for a number of hours agreed in advance with the host organisation.

The Practicum will be assessed with a graded result (A+ to E)

## **Communication of Additional Information**

There will be a Blackboard site for INFO 538. Other contact will be maintained by telephone and email.

### **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](http://www.vuw.ac.nz/policy).

For information on the following topics, go to the Faculty's website [www.vuw.ac.nz/fca](http://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](mailto: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](mailto:pacific-support-coord@vuw.ac.nz) or phone (04) 463 5842.