TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 580 RESEARCH PROJECT

Trimesters 1, 2 & 3 2007

COURSE OUTLINE

Contact Details

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Course Objectives

INFO 580 is a 30-point research project, and is compulsory for the Master of Library and Information Studies (MLIS) degree. It is an extension of work undertaken in INFO 528, which provides an introduction to the various research methodologies and research procedures; it is normally expected, therefore, that you will have completed and passed INFO 528 prior to INFO 580.

INFO 580 is designed to assess a student's ability to:

* identify, clarify, and investigate a problem/topic;
* locate, analyse, and integrate relevant literature;
* gather and analyse additional data; and
* present a coherent and well-organised argument.

Course Content

There are four stages involved in successful completion of the research project; **each of these must be completed in sequence**.

Stage 1: Topic approval and Supervisor allocation

You are required to submit a brief description of your proposed research topic to the INFO 580 Course Co-ordinator using the prescribed Topic Approval Form, which is available under "INFO 580 Materials" in the LIM Community on Blackboard and in Appendix 1 of the printed *Research Project Handbook.*

Stage 2: Research Proposal

Length: *3000-5000 words*
Value: *30% of assessment*

A research proposal is required as the first piece of assessment in INFO 580 and must be submitted to your supervisor by due date. The proposal must be assessed and assigned a passing mark by your supervisor **before** you proceed with your research study. If your proposal is not of a passing standard, or has major deficiencies, you may not proceed with Stage 3 until the proposal has been revised to your supervisor's satisfaction.

Please note that the revision of an unsatisfactory proposal must be completed within 2 weeks of being informed of the result (in the case of a one-trimester enrolment), or 4 weeks in the case of a two-trimester enrolment, and that such revision will not receive more than a minimum pass (50%).

The proposal should demonstrate:
a.   that you have identified an interesting and worthwhile problem for investigation.
b.   that you have the means for conducting a viable investigation within the time frame available.

Stage 3: Human Ethics Approval
If your project involves human subjects - i.e. asking people their views, or observing people doing something - you must find out whether you will require approval from the Informatics Human Ethics Committee. For relevant forms and further information, you should refer to the Guidelines and Documentation page on the SIM website, at http://www.sim.vuw.ac.nz/research/hec/index.aspx.

Stage 4: Completion of the Project
Length: 16,000-25,000 words
Value: 70% of assessment

Once you have been informed that the proposal is ready for implementation, you can proceed with your research study. You will be studying a problem in depth, and gaining hands-on experience of designing and conducting research on a relatively small scale. You will experience directly the difficulties inherent in research, and should gain an appreciation of the essentially tentative nature of knowledge, evidence and data available to the social sciences and the LIS/information management profession.

Although the length of the final report will vary, depending on the topic and approach, its length is likely to be in the region of 20,000 words (16,000 words minimum, 25,000 words maximum).

Readings
There is no set text; a list of suggested readings and references is included in the *INFO 580 Research Project Handbook.*

Materials and Equipment
Students should ensure they read the printed *INFO 580 Research Project Handbook*, which has additional information on Proposal and Project guidelines. Information is also available on the INFO 580 website http://www.sim.vuw.ac.nz/degrees/mlis/580/index.aspx. Contact the course coordinator or programme administrator for a list of recent INFO 580 projects.

Assessment Requirements
There are two pieces of assessment in INFO 580; a formal research proposal (worth 30% of the total mark) and a completed research report (worth 70% of the total mark), written in the format and style expected of those who undertake scholarly or applied research. Terms requirements for INFO 580 are that **both** pieces of work must achieve a pass mark.

Your supervisor will be responsible for marking both the research proposal and final research report. They may also be reviewed by another academic staff member of the School, as well as by the INFO 580 Course Co-ordinator.

Both the proposal and final research report will be assessed according to those elements in the following criteria that are relevant to your particular approach to the investigation:

*   problem statement/research question
*   literature review (coverage of relevant primary and secondary materials)
*   critical analysis of source material
*   methodology
*   data analysis and graphic presentations
*   conclusions
*   understanding of theories and concepts
*   coherence and development of ideas
*   original thought and critical evaluation
*   clarity of communication (organisation of material and readability)
*   correct spelling, grammar, citations.

Timetables, extensions and withdrawal
You will have enrolled for either one or two trimesters. If you enrol for one trimester, you should spend 20 hours per week on this course, on average. If you enrol for two trimesters, you should expect to spend an average of 10 hours per week on the project. You should think carefully about whether to enrol for one or two trimesters before you enrol.

Deadlines for 2006/2007 are shown below. Please note that a delay in submitting your proposal will seriously affect your ability to complete your project by the due date, especially if your supervisor requires extensive revisions to your approach to the project.

Your final project must be submitted on the Monday following the last day of the trimester in which your enrolment for this course concludes. **No projects will be accepted or marked after the due date, unless previously arranged with your supervisor**. If you request an extension because of ill-health, you may be required to submit a medical certificate.

If you withdraw from INFO 580 before you are half-way through your scheduled research period (i.e. by the end of the 6th week if you are enrolled for one trimester, or by the end of the 12th week if you are enrolled for two trimesters), you may re-enrol at a later date and continue working on the same topic if in the interim that topic has not been taken by another student. If you withdraw after this date, or do not withdraw and fail to submit a project, you may be required by the Course Co-ordinator to develop a new topic upon re-enrolment. If you complete but do not pass INFO 580, upon re-enrolment you may be permitted to continue with the previous topic, or you may be required by the Course Co-ordinator to select a new topic.

Withdrawal from the project requires formal notification to your supervisor and you must contact the programme administrator to obtain a change of course form. Please note that to gain withdrawal with refund, you are still required to withdraw within the timeframes set by the University as documented on the back of your change of course form and in the University Calendar.

Due Dates 2007/08 (Provisional)
If you plan to enrol for INFO 580 over T3 only in 2007, you must submit your TAF before 5 November 2007 and start your project work at this time. Though 5 November is in the middle of the break between trimesters 2 and 3, this timeline is required in order for students to have a full 12 weeks within which to complete their INFO 580 projects.

Trimester(s)	TAF Due Before	Proposal Due	Project Submission Deadline
1	26 February	26 March	4 June
1 & 2 (F)	26 February	7 May	15 October
2	9 July	6 August	15 October
2 & 3 (J)	9 July	17 September	11 February 2008
3	5 November	3 December	11 February 2008
3 & 1 (K)	19 November	28 January 2008	9 June 2008

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.