



FACULTY OF COMMERCE AND ADMINISTRATION  
STUDENT AND ACADEMIC SERVICES

**Course Outline Approval Form**

(Please complete one of these forms for each course)

Course Code (not CRN)	<u>INFO 408</u>	Trimester taught	<u>2</u>
Course Title	<u>Research Project in Information Systems</u>		
Course Coordinator Name (please print)	<u>Mary Tate</u>		
Scrutineer Name (please print)	<u>Beverley Hope</u>		

We confirm that the Outline for the above course meets Faculty and University requirements as set out in the Course Outline Template, and as described in detail in the Assessment Handbook 2006, Section 3 *Course Outlines*.

Please note in particular paragraph 3.4 of the 2006 Assessment Handbook, that each course outline must be carefully checked and signed off as correct by another academic staff member (the scrutineer).

Please ensure that this completed form is sent, duly signed, to Anthea O'Sullivan, Room RWW111, by Friday 6 March 2009 for First Trimester courses.

Signed.....	<u>B.G. Tate</u>	.....	<u>M. Tate</u>
	(Course Coordinator) Scrutineer	( <del>Scrutineer</del> )	Course Coordinator
Date.....	<u>25/02/2009</u>	.....	<u>25/02/2009</u>

# School of Information Management

*Te Kura Tiaki, Whakawhiti Kōrero*

## INFO 408

### Research Project in Information Systems

Trimester 2, 2009

#### COURSE OUTLINE

#### **NAMES AND CONTACT DETAILS**

**Course co-ordinator:** Mary Tate

*Email:* mary.tate@vuw.ac.nz

*Phone:* 463-5265

*Room:* EA 234

*Office hours:* by appointment

#### **CLASS TIMES AND ROOM NUMBERS**

**Dates:** This course does not have regular classes. However class sessions may be scheduled from time to time.

Students enrolled in this course, 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, faculty and to their classmates in sessions to be held near approximately half way through the trimester, and near the end of the trimester (exact dates and times to be advised).

#### **Trimester Dates including examination period**

Monday 2 March to Wednesday 1 July

#### **Withdrawal dates:**

Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

#### **COURSE OBJECTIVES**

This course provides an opportunity for students to complete a research project on an information systems topic and prepares them for entry into the MCA degree or PhD in Information Systems. Students conduct an individual information systems research project under the guidance of a supervisor.

On successful completion of this course, students 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.

**COMMUNICATION of ADDITIONAL INFORMATION:**

Notices relating to this course will be announced in class or distributed via an INFO 408 email distribution list. Please keep the course co-ordinator and BCA (hons) Director informed of any change in your preferred email address. From time to time, some material may be placed on the Blackboard site for the course.

**READINGS and COURSE MATERIALS:**

An extensive reading program is required. This is unique to each student and will be agreed between the student and their supervisor.

There are no course materials

**WORKLOADS AND MANDATORY COURSE REQUIREMENTS:**

It is expected that this course will require an average of nine to ten hours per week. However, the workload may vary from week to week, and will also vary depending on the characteristics of each individual project.

**Attendance:** There are no regular attendance requirements. Class sessions may be scheduled from time to time. The course co-ordinator will advise whether attendance at these is voluntary or mandatory.

**Mandatory Requirements:** To pass the course, you must gain a minimum of 50% in the course assessments.

**OTHER INFORMATION and GUIDELINES**

Each student will be supervised by a suitably qualified member of SIM's teaching staff or PhD students. During the second trimester, 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 expected to provide tangible written evidence of progress according to the timeframe agreed with their supervisor.

Research involving human subjects will almost always require approval of the Human Ethics Committee. See <http://www.sim.vuw.ac.nz/research/#hec> 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.

## ASSESSMENT:

Course assessment will be based on:		<b>Due Date</b>
<b>Project Presentation</b>	<b>10%</b>	to be advised (Week 12)
<b>Individual Research Project</b>	<b>90%</b>	Friday 13 November (end of trimester 2)

Each component will be graded by your supervisor and one other member of the SIM academic staff. The research completed project will be assessed on the following factors:

### *Problem identification*

Statement of objectives and/or hypothesis

Identification of boundary of study

Motivation or "hook" for the research

### *Understanding of the literature*

Review of current state of knowledge

Organisation of survey into appropriate themes

Relevance to research objectives

Research model or framework (if relevant)

### *Research methodology*

Explanation of methodology

Appropriate application of methodology

Detailed research design appropriate to the topic

### *Results*

Detailed description of the results achieved

### *Discussion*

Comparison and/or evaluation of results with reference to the insights gained from previous literature

Discussion of the results with regard to the research question – were the results expected or unexpected, and why?

### *Conclusions/implications*

Takes a position on the conclusions and contribution of the research

Implications for practice

Ideas and implications 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

**Late Submission:** You are expected to complete your projects by the end agreed end date (TBA). In exceptional circumstances, and extension may be negotiated between the student, their supervisor, and the course co-ordinator. Documentation (for example) medical certificates, may be required. Penalties may be applied for late submission.

## **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 on the ground floor (EA005). This counter is the first point of contact for :

- 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.

## **Notice of Turnitin Use**

Student work provided for assessment in this course may be 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 may be forms of cheating or plagiarism. *At the discretion of the School, handwritten work may be 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.

## **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.victoria.ac.nz/home/about/policy/students.aspx](http://www.victoria.ac.nz/home/about/policy/students.aspx)

For information on the following topics, go to the Faculty's website [www.victoria.ac.nz/fca](http://www.victoria.ac.nz/fca) under Important Information for Students:

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

## **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 students 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 penalized 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:

[www.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.ac.nz/home/studying/plagiarism.html)

### **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 6015. 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.