

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>INFO580</u>	Trimester taught	<u>1-3</u>
Course Title	<u>Research Project</u>		
Course Coordinator Name (please print)	<u>Gary Gorman</u>		
Scrutineer Name (please print)	<u>Kay De Malmanche</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..... (Course Coordinator)	Signed..... (Scrutineer)
Date.....	<u>4.3.09</u>



School of Information Management

INFO 580 RESEARCH PROJECT

Trimesters 1, 2 & 3 2009

COURSE OUTLINE

Contact Details

Course Coordinator: Professor Gary Gorman
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Tel 463 5782

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Prerequisite INFO 528

Restriction LIBR 550

Trimester Dates 2009/00

Trim 1 2 March-5 June, Trim 2 13 July-16 October, Trim 3 16 November-12 February

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: 15,000-20,000 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).** Final reports must be submitted in hard copy and electronic copy as a single file on a CD-ROM, in either pdf, rtf, or Word format. You should send in both copies at the same time. If you cannot send a CD-ROM please email a copy of your project as an attachment to the Programme Administrator.

Expected Workload

Students should expect to spend about 20 hours a week on this course if enrolled for INFO 580 over one trimester, or 10 hours a week if enrolled for two trimesters. (See the Timetables, Extensions and Withdrawals section for information about whether to enrol for INFO 580 over one or two trimesters).

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 2009/2010 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 2009/10

Trimester(s) Enrolled For	TAF Due Before	Proposal Due	Project Submission Deadline
3 & 1 (K)	17 November 2009	26 January 2009	8 June 2009
1	2 March 2009	30 March 2009	15 June 2009
1 & 2 (F)	2 March 2009	4 May 2009	19 October 2009
2	13 July 2009	10 August 2009	19 October 2009
2 & 3 (J)	13 July 2009	15 September 2009	23 February 2010
3	9 November 2009	14 December 2009	23 February 2010
3 & 1 (K)	16 November 2009	25 January 2010	7 June 2010

Communication of Additional Information

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential. The lim-students email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is subscribed – one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages). Emails are sent to lim-students often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

To subscribe, go to:

<http://lists.vuw.ac.nz/mailman/listinfo/lim-students>

Changing your e-mail address

If you change email addresses, you must unsubscribe from lim-students and re-subscribe with your new email address.

General University information

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 Office on (04) 463 5376.

Use of Turnitin

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.

For information on the following topics, go to the Faculty's website 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

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 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.