VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wananga o te Upoko o te Ika a Maui

School of Information Management

MMIM 592 RESEARCH PROJECT IN INFORMATION MANAGEMENT
Trimesters 1+2 2009, 2+3 2009, 3+1 2009/10

COURSE OUTLINE

Contact Details

Course Coordinator	William Wang
Room	EA 226, Easterfield Bldg, Kelburn Campus
Email	william.wang@vuw.ac.nz
Tel	04 463 6857
Fax	04 465 5446

Programme Administrator	Tiso Ross
Room	EA 121, Easterfield Bldg, Kelburn Campus
Email	tiso.ross@vuw.ac.nz
Tel	04 463 5309

Course Dates

Trimesters 1 + 2   2 March-16 October 2009
Trimesters 2 + 3   13 July 2009-12 February 2009
Trimesters 3 + 1   16 November 2009- end of trimester 1 2010
 (Enrol 4 weeks prior to the trimester to allow sufficient time for supervisor allocation)

Times: Regular meetings with supervisors, by arrangement.

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

Course Aims

This course provides an opportunity for students to complete a theoretical research project 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/ communications,
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: INFO 403 or INFO/LIBR 528 or MMIM 552

Learning Resources These are specified in the pre-requisite research methods 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 on work related to this course
Lectures or tutorial: There are no regular lectures or tutorials
Research seminars: These will be held as required

Assessment:
100% written research report
Due by the Friday of the end of the second trimester you are enrolled (refer to course dates)

Written Research Report: Your supervisor will help you in planning and preparing this report.

Project milestones

Task	Date, time
Choose topic Students are advised to prepare for the course by choosing the same topic for their literature review and project proposal (INFO 403 or INFO 528). This is a strong recommendation, but not a requirement. Early selection of a topic also sensitises you to issues and the potential value of literature you read during your other studies.	If required, tba
Submit Topic Approval Form (TAF) – This goes to the Programme Administrator, who can also provide you with the TAF template. That forms the basis for enrolment and the allocation of a supervisor.*	As soon as enrolled
Submit research ethic proposal to the SIM Ethic Committee	4-6 wks
Submit final draft of written research report to your supervisor. Your supervisor may negotiate an earlier date.	To be advised by Supervisor
Submit 3 copies of your written research report (plus an electronic copy) to the course co-ordinator or programme administrator.	By last day of second trimester (see course dates)

- **Note:** A two week extension may be granted by the MIM Programme Director, however, an extension request for a longer period of time can only be granted by the Faculty of Commerce and Administration's Associate Dean, but in no case beyond the end of the following trimester. The Associate dean will not normally approve such a request unless satisfied that there are medical or personal circumstances which have seriously affected the student's ability to complete the course. All extension requests should be submitted before the submission date (advised by the MIM administrator at the commencement of the course).

It is advisable that students enrol 4 weeks prior to the trimester and submit your research proposal 1-2 weeks prior to the trimester commencing to allow sufficient time 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 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.

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: including the work of others will not be considered plagiarism as long as the work 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 penalised 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

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. 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.

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.