TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 531: RESOURCES FOR NEW ZEALAND STUDIES

Trimester One 2010

COURSE OUTLINE

Contact Details

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Course description

INFO 531 is an in-depth examination of primary and secondary sources for New Zealand studies, their bibliographic control, location and access within a historical framework of scholarship, publication, and the development of libraries.

Class times

INFO 531 will be held in the first trimester (March-June) of the 2010 academic year. There will be no classes during the mid-term break (5-18 April). Please note that INFO 531 will be offered via distance learning only.

- **All students**
  The weekly Internet conference sessions will be held on Thursdays from 6.45-8.15 p.m.

Schedule

Week	Dates	Topic
1	1-5 March	New Zealand Studies: the formation of a discipline
2	8-12 March	The research community & its needs
3	15-19 March	Bibliographic tools: background & overview
4	22-16 March	Institutions, collections & their development
5	29 March-2 April	Creating the print record: NZ printing & publishing

Mid-trimester break

Weeks 6-12	Weekly sessions during the second half of the trimester will focus on updating and rewriting the course textbook (Wood, 1999) in the form of a collaborative on-line NZ resources tool.

We will build this wiki-based tool using a research team approach, each team choosing a specific content area, such as government information, business archives, places and spaces, pictorial resources, genealogical information, sound resources, the built environment, etc.

Further information about this class publishing initiative will be available on BlackBoard and at our first class. |

Learning objectives

By the end of the INFO 531 course, a student should be:

1. Familiar with the development and use of major tools for bibliographic access and control across a range of topics in New Zealand studies.

2. Familiar with the major collecting institutions, and the strengths of their New Zealand collections.

3. Aware of the distinctive patterns of resources, and the problems these pose for information professionals and the research community alike.

4. Able to analyse the strengths and weaknesses of the machinery of bibliographical access and control, and able to recommend feasible improvements.

5. Able to conceptualise and construct an online resource tool relevant to a specific user community.

Time commitment

To achieve satisfactory grades, you should expect to spend 12.5 hours per week on INFO 531 (including time spent in the weekly session). Up to two hours per week will be spent in the weekly session

Assessment

This course will be internally assessed, comprising individual annotated bibliographies compiled in online social bookmarking sites, and group blogs, all related to and providing the building blocks for the major piece of assessment, which will be the online NZ resources wiki tool. **Further details are available on Blackboard**.

Late assignments

Assignments submitted or postmarked after they are due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted or postmarked more than one week after they are due will **not** be accepted unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

Presentation

Details of assignment policies, including information regarding presentation and plagiarism, will be found in the Information Studies pages under 'My Organizations' on Blackboard.

Plagiarism

You must acknowledge all sources you use. You are expected to present information in your own words, based on your understanding of the background material you read. Any assignment which is extensively plagiarised will receive an automatic fail grade.

Note: 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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

Submission

All assignments for INFO 531 will be submitted digitally. **See the Assessment section of the INFO 531 Blackboard site for details**.

Prescribed texts and recommended reading

The prescribed text for this course is

> **Wood, G. A. (1999).** *Studying New Zealand: A guide to sources*. **Dunedin: University of Otago Press.** The cost to students is $26.95 approx.

> **Griffith, P., Harvey, R. & Maslen, K. (1997).** *Book & print in New Zealand. A guide to print culture in Aotearoa*, **Wellington. Victoria University Press.**

Griffith *et al*. is now out-of-print, although copies are available on 3-day loan from the University Library. The New Zealand Electronic Text Centre has created an electronic, searchable version, which is now available in Web and e-book formats. The Web version is at

> http://www.nzetc.org/tm/scholarly/tei-GriBook.html

Recommended reading

In addition to the prescribed texts and our CD-ROM of course readings, you should become familiar with J. B. Ringer, "Undertaking Further Research," Chapter 21 in *An introduction to New Zealand government*. Christchurch: Hazard Press, 1991. Additional resources will be suggested by your lecturer, guests, and fellow students and/or posted in Blackboard.

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in the required timeframe.

Withdrawal from courses

Withdrawal dates: Late withdrawals with Associate Dean (Students) permission (**See Section 8: Withdrawals - from the Personal Courses of Study Statute**)

http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY
~000000001743.pdf

Withdrawal dates: Refunds:
http://www.victoria.ac.nz/home/admisenrol/payments/withdr
awlsrefunds.aspx

Class representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Course resources

The course material for INFO 531 includes a CD-ROM containing readings which will be used as a general resource; directions to read specific module-related material will be detailed on Blackboard. These readings are augmented by material on the Blackboard website for INFO 531; see 'Online Information' below.

The study notes on Blackboard may include work to prepare for the weekly session. You should make sure that you complete the work listed in this section, including all the practical exercises, before the weekly session for that module.

In addition, the BlackBoard Web-based learning environment will be used as our central communication, information management, and discussion tool as well as a primary resource repository. Social bookmarking sites such as **delicious** and **LibraryThing** will also be an integral part of the course.

Online information

You can access the School's Blackboard online learning environment at:

> http://blackboard.vuw.ac.nz/

The Blackboard pages will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information,

updates, etc. You should read the appropriate module pages and course notes in conjunction with the material on your CD-ROM.

If you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All students will also be automatically enrolled in the Information Studies community under 'My Organizations' on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are conducted via the Internet; in order to participate students will need an Internet-connected PC running Windows Vista, XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

https://conferencing.sim.vuw.ac.nz/

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the IST Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main IST room. Study groups can use the discussion rooms out of regular class times. For further information, follow the help links on the Internet Conferencing page; further details, including screen name conventions, are also available on the Information Studies pages under 'My Organizations' on Blackboard.

For problems with the Internet Conferencing site itself, first check the online help information. If your problem is not resolved please contact our in-house IT Support, which is available only during the evening Internet Conferencing sessions:

- Freephone: 0800 116 299 (5-8 p.m. only) -- office phone forwarded directly to distance education support analyst during evenings
- Email: simconferencing@vuw.ac.nz

If for some reason a session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

Students email list

Staff of the Information Studies Programmes use the ist-students email discussion list to make important announcements, and to share news and ideas relating to the programmes. It is very important that you are subscribed to this list. Please make sure that a current email address which you check regularly is subscribed. We suggest that you remain a member of this list until after you graduate, because the list is used as the main channel to communicate important administration messages (including those about arrangements for graduation).

Emails are sent to ist-students regularly, so if you have not received any list messages for a few weeks it is a good idea to make sure you are still subscribed. If a list message is rejected by your email account you will automatically be unsubscribed from the list. To subscribe, unsubscribe, and change your email address or options:

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

General University information

For the following important information follow the links provided:

Academic Integrity and Plagiarism
http://www.victoria.ac.nz/home/study/plagiarism.aspx

General University Policies and Statutes
http://www.victoria.ac.nz/home/about/policy

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/

Manaaki Pihipihinga Programme
http://www.victoria.ac.nz/st_services/mentoring/