

School of Information Management  
**INFO101 Foundations of Information Systems**  
 Trimester Two 2010

## COURSE OUTLINE

### Contact Details

	Staff	Room	Email & Telephone	Office Hours
<b>Course Lecturers</b>	Beverley Hope	EA229	<a href="mailto:beverley.hope@vuw.ac.nz">beverley.hope@vuw.ac.nz</a> 04 463 5528	If you need to meet with a lecturer, please email for an appointment.
	Janet Toland	EA109	<a href="mailto:janet.toland@vuw.ac.nz">janet.toland@vuw.ac.nz</a> 04 463 6861	
	Eusebio Scornavacca	EA203	<a href="mailto:eusebio.scornavacca@vuw.ac.nz">eusebio.scornavacca@vuw.ac.nz</a> 04 463 6697	
<b>Course Co-ordinator</b>	Simon Park	EA108	<a href="mailto:simon.park@vuw.ac.nz">simon.park@vuw.ac.nz</a> 04 463 6950	Mon to Fri: 10 AM – 3 PM.
<b>Senior Tutor</b>	Gemma Gerondis	EA110	<a href="mailto:gemma.gerondis@vuw.ac.nz">gemma.gerondis@vuw.ac.nz</a> 04 463 6659	Mon to Fri 9 AM – 5 PM

### Class Times and Room Numbers

<b>Credit Value:</b>	15 points
<b>Prerequisite:</b>	Nil
<b>Teaching Period:</b>	Monday 12 July – Friday 15th October 2010
<b>Study Period:</b>	Monday 18th October – Thursday 21 <sup>st</sup> October 2010
<b>Examination Period:</b>	Friday 22 <sup>nd</sup> October – Saturday 13 <sup>th</sup> November 2010 (inclusive)
<b>Lecture Times:</b>	Mondays & Thursdays 11am ~ 11:50am at SUMT228 or Mondays & Thursdays 1:10pm ~ 2pm at EALT006

**Withdrawal Dates:** Your fees will be refunded if you withdraw from this course on or before 23 July 2010. The last date for withdrawal from this course (assuming it has 12 weeks of lectures, otherwise modify accordingly) is the three-quarter point of the teaching period, i.e. Friday 24 September. After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute <http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~00000001743.pdf>. To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

### Tutorials / Workshops:

There will be **6** one hour tutorials **AND** **8** one hour workshops throughout the course.

Sometimes you will have a tutorial only **OR** a workshop only for the week or the other week you would have a workshop **AND** a tutorial. Tutorials run fortnightly where workshops are each week. You are expected to use the course content table in this outline to ensure you know what classes you have each week.

### Tutorial and Workshop Sign-up

Please sign up for tutorials and workshops by **10pm, Wednesday of Week 1** as they will start in Week 2. A new tutorial and workshop sign up system has been put into place (S-cubed; <https://signups.vuw.ac.nz/>). The demonstration on how to sign up for tutorials and workshops will be given during the first lecture and also can be found on Blackboard.

You must signup for a tutorial AND a workshop before Week 2 starts. If you miss Week 2's 1st tutorial and/or workshop because you didn't manage to signup properly or forgot to write down the location of the tutorial - ***You will be responsible for that!*** You can **NOT** use a "***Tutorial/Workshop Change Form (refer to page 6)***" for this matter.

## Course Content

This course creates an awareness of the scope of the information systems (IS) subject area, including an exploration of the nature of information and its importance in the day-to-day management of organisations. The use of information technology to support business processes is examined within a New Zealand context. The course also develops an understanding of electronic commerce and how it is changing the face of business, how technology can be used to mobilise the workforce, how IT can impact security and privacy, and the emerging trends in IS. (For more details, please refer to page 3)

## Course Learning Objectives

On completion of this course, students should be able to:

1. Describe basic information systems concepts and terminology.
2. Identify the range and importance of information systems applications in modern organisations.
3. Describe the different stages of the System Development Life Cycle (SDLC) and their relevance to the creation of an effective information system.
4. Describe the alternative methods for systems development and acquisition, and their suitability in particular circumstances.
5. Outline different types of IT applications used in practice, as well as the technical infrastructures upon which they rely.
6. Identify the social, legal and ethical implications of modern information systems use.
7. Outline new and emerging technologies such as wireless/mobile applications.
8. Describe current IS practice through demonstration and use of software tools (i.e. HTML and Microsoft Access)

## Course Delivery

Learning materials for this course are delivered in three complementary ways: through

- (i) lectures, tutorials and workshops;
- (ii) assigned readings from the prescribed text; and
- (iii) resources provided through the (Blackboard) course website.

Each method is equally important and students must use each resource fully to achieve the course objectives.

## Notices

All formal notices relating to this course will be posted on the Blackboard website - ***you are expected to log on and check for announcements on a regular basis, at least once a day.*** All marks will be posted via the Gradebook function of Blackboard excluding tutorial attendance and workshop signoffs which will be posted separately on Bb. The INFO101 website can be accessed at: <http://blackboard.vuw.ac.nz>.

## Required Text

Kroenke, David M. (2009). 2nd edition of Using MIS. Prentice Hall.

Hooper, Val. (2007). New Zealand Case Studies in Information Systems. Prentice Hall.

- Please note that the textbook and the case book will be shrink wrapped together and sold as one package.

INFO 101 Course Content – Lectures, Tutorials & Workshops			2010 / 2
DATE	TOPIC	READINGS	Assessment Due
<b>WEEK 1:</b> Beverley			
	MIS and You	Kroenke Ch 1	Sign up for Tutorials and Workshops (By 10pm, Wednesday)
	<b>*No tutorials</b>		
	<b>*No workshops</b>		
<b>WEEK 2:</b> Beverley			
19 July – 23 July	IS for Competitive Advantage	Kroenke Ch 3	
<b>TUTORIAL 1</b>	MIS and You	Case 1	
<b>WORKSHOP 1</b>	<b>HTML : Lesson 1</b>	<b>Signoff 1</b>	
<b>WEEK 3:</b> Beverley			
26 July – 30 July	IS within Organizations	Kroenke Ch 7	
<b>*No tutorials</b>			
<b>WORKSHOP 2</b>	<b>HTML : Lesson 2</b>	<b>Signoff 2</b>	
<b>WEEK 4:</b> Janet			
2 Aug – 6 Aug	Database Processing	Kroenke Ch 5	
<b>TUTORIAL 2</b>	IS for Competitive Advantage	Case 4	
<b>WORKSHOP 3</b>	<b>HTML : Lesson 3</b>	<b>Signoff 3</b>	
<b>WEEK 5:</b> Janet			
9 Aug – 13 Aug	Hardware & Software	Kroenke Ch 4	
<b>*No tutorials</b>			
<b>WORKSHOP 4</b>	<b>HTML : Lesson 4</b>	<b>Signoff 4</b>	
<b>WEEK 6:</b> Janet			
16 Aug – 20 Aug	Data Communications & Internet Technology	Kroenke Ch 6	<b>HTML Assignment Due Sunday 22 August, 10pm, via FTP</b>
<b>TUTORIAL 3</b>	Hardware & Software	Case 7	
<b>*No workshops</b>	<b>HTML: *Practical Test during usual workshop</b>		
<b>***** Mid-Trimester Break – 23 August – 5 September *****</b>			
<b>WEEK 7:</b> Janet			
6 Sep – 10 Sep	Systems Development	Kroenke Ch 10	
<b>TUTORIAL 4</b>	Data Comm & Internet	Case 11	
<b>WORKSHOP 5</b>	<b>MS- ACCESS: Lesson 1</b>	<b>Sign Off 5</b>	
<b>WEEK 8:</b> Beverley			
13 Sep – 17 Sep	Business Intelligence Systems	Kroenke Ch 9	
<b>*No tutorials</b>			
<b>WORKSHOP 6</b>	<b>MS- ACCESS: Lesson 2</b>	<b>Signoff 6</b>	
<b>WEEK 9:</b> Eusebio			
20 Sep – 24 Sep	IS Management	Kroenke Ch 11	
<b>TUTORIAL 5</b>	System Development	Case 5	
<b>WORKSHOP 7</b>	<b>MS- ACCESS: Lesson 3</b>	<b>Signoff 7</b>	
<b>WEEK 10:</b> Eusebio			
27 Sep – 1 Oct	E-commerce & Supply Chain Systems	Kroenke Ch 8	<b>Peerwise Assignment Due Sunday 3 October, 10pm, via Peerwise site</b>
<b>*No tutorials</b>			
<b>WORKSHOP 8</b>	<b>MS- ACCESS: Lesson 4</b>	<b>Signoff 8</b>	
<b>WEEK 11:</b> Eusebio			
4 Oct – 8 Oct	Information Security Management	Kroenke Ch 12	<b>ACCESS Assignment Due Sunday 10 October, 10pm, via FTP</b>
<b>TUTORIAL 6</b>	E-commerce & Supply Chain Systems	Case 8	
	<b>ACCESS: *Practical Test during usual workshop</b>		
<b>WEEK 12:</b> Eusebio/Simon*			
11 Oct – 15 Oct	Emerging Trends & Technology	None	<b>*The last lecture on Thursday will cover how to prepare the final exam etc.</b>
<b>*No tutorials</b>			
<b>*No workshops</b>			

## Assessment Requirements

Course assessment will be based on the following:

		<u>Due Date</u>
Tutorial submissions (2% for each, 6 in total)	12%	See p.3 for due dates
Tutorial participation (1.5% for each tutorial)	9%	
<i>*Bonus points for attending all tutorials</i>	2%	
Creating own 2 questions & adding to Peerwise	2%	See p.5 for more info
Answering 10 other students questions on Peerwise	2%	See p.5 for more info
HTML Assignment (Inc, practical test)	15%	See p.3 for due dates
ACCESS Assignment (Inc, practical test)	15%	See p.3 for due dates
<i>*Bonus points for obtaining all signoffs</i>	3%	
Exam (2 hours)	40%	TBA
<b>TOTAL</b>	<b>100%</b>	

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

## Mandatory Requirements

To pass this course, students MUST, in addition to getting a course mark of 50% or more, have:

1. **Attended at least 4 designated tutorial sessions (out of 6 tutorials);**
2. **Obtained at least 6 sign-offs from the allocated Workshops (out of 8 workshop signoffs);**
3. **Attained at least 40% for the final exam.**

### **Please Note!**

*To pass INFO101 you MUST attend at least **4 tutorials and obtain 6 workshop signoffs**. Do NOT take any chances by missing tutorials and workshops unnecessarily - you may later become ill or be otherwise forced to miss some tutorials, and then find that you have not accumulated enough tutorial attendances and/or workshop signoffs.*

## Expected Workload

Overall, a student can expect to spend a total of 150 hours to complete the course. The course spans 15 weeks – including 12 teaching weeks, a mid-trimester break, study week and the examination period. A teaching week will typically include: two one hour lectures, one 1 hour workshop and/or one 1 hour tutorial (will be offered fortnightly). Preparing for tests, assignments, tutorials and computer workshops will, on average, require approximately seven further hours per teaching week. Finally, a student could expect to spend 16 hours preparing for the final 2 hour examination.

### **Attending lectures:**

There will be no penalty for non-attendance of lectures in terms of marks towards your final grade; however you run the risk of missing vital information that may be crucial to you passing this course. We will upload lecture slides on Blackboard before lectures but they may not be full and completed slides. If you miss lectures, you will be missing out key information which may be asked for in the final exam. **Note that the lecturers will not simply reiterate the book's contents; rather, they will expand on, elaborate, and sometimes challenge the book material.**

## Tutorial Participation, Tutorial Submissions & Tutorial Attendance

*(Mapped with learning objectives 1 to 7. Refer to page 2):*

Due to the nature of tutorials you will have the opportunity to gain credit in three areas of assessment:

**Tutorial participation** - It will be worth a total of 9%. Tutorial participation will be assessed through a 10 minute quiz at the end of each class which will test your knowledge and understanding of the tutorial content. You will also be assessed through your participation in class discussions and group work which will be monitored and recorded by your tutor. It will be worth 1.5% per tutorial.

**Tutorial submissions** – It will be worth a total of 12%. To do the assignment you are required to download “tutorial worksheet” from Blackboard which will be available prior to each tutorial. You need to complete the worksheet **BEFORE** your tutorial. Students are required to download the worksheet and follow the instruction there. The worksheets are to be handed in to your tutor in your tutorial class. All the worksheets should be typed; no handwritten material will be marked. (Word limits: 600 words). Each submission will earn a possible maximum of 2% (12% in total). *\*Submissions will not be accepted if you do NOT attend your tutorial, they will also NOT be accepted if you are more than 10 minutes late to your tutorial.*

We will not take any late submissions AND we will NOT take submissions via email. We will only take assignments which you bring to your designated tutorials and hand over to your tutor. Then your assignments will be marked and returned to you in your next tutorials. Your grades for each tutorial assignment will also appear on Blackboard and can be accessed through Student tools > My Grades so you can easily refer to them.

**Tutorial attendance** – If you attend all 6 tutorials, you will be awarded a **bonus 2%**. You need to attend at least 4 designated tutorials to pass the course. You must attempt to attend all of those allocated tutorial sessions for which you make a submission. If you are unable to make your assigned tutorial, please contact the Senior Tutor. **For each tutorial, if you are late by more than 10 minutes, your attendance will not be considered.**

**Note:** You can earn a total of **27%** in your tutorials if you prepare well, attend and actively participate in the class room.

## Peerwise

Peerwise is an online repository of multiple choice questions created, answered and assessed by students. You will be shown how to access and use this tool in your first tutorial and workshop in week 2.

To gain your 4% in total you must:

1. Contribute 2 multiple choice questions on a chosen INFO101 topic including an appropriate explanation for the answer you have provided (*Topic will be chosen later based on your tutorial group*): 2%
2. Answer at least 10 questions created by your fellow class mates: 2%

*\*Your participation on Peerwise will be tracked and recorded by the Senior tutor.*

Both of these tasks must be completed by the end of week 10 (**due Sunday 3 October, 10pm, via Peerwise site**) to gain the 4%. You can continue to use Peerwise to prepare INFO101 final exam.

**\*Please Note:** Any questions submitted to Peerwise by you may be used in exams, assessments or other forms of publication in the future by the course co-ordinator and SIM. By using the software and submitting questions you are agreeing to such use.

## Workshop signoffs & HTML/Access Assignment

*(Mapped with learning objective 8. Refer to page 2)*

**Workshop signoffs:** If you obtain all 8 workshop signoffs, you will be awarded a **bonus 3%**. To pass the course you will need to obtain at least 6 workshop signoffs. At each workshop, you will be required to obtain the signature from your workshop tutor on the completion of an assigned task (*the tasks can be done **before attending the workshop and signed off at the start of the Workshop***). You will need to use provided signoffs sheet to collect the signature from tutors.

*\*Students are NOT allowed to complete sign offs in advance. You may only be signed off for the appropriate weeks work and not any due in the following weeks. You must attend your designated workshop times to be signed off unless you have the appropriate permission from the Senior tutor or Course Coordinator.*

**HTML & Access Assignments:** These will be worth a total of 30%. There are two separate hands-on practical assignments. One is building a website (Cyber CV) using HTML and the other involves building a database using MS Access. Both assessments will be based directly on work completed in the workshops and will require limited additional effort outside normal workshop hours. Both Access and HTML Assignments will have practical tests included. Each Assignment will be worth **15% of your final grade**, 10% of this grade will be given through the assignment handed in. The other 5% will be a practical test held in your Workshop (refer to page 3 for more info). When assignments are due the FTP server can become overloaded if all students upload their Access and HTML assignments at the last minute, this can sometimes lead to the system lagging and if you leave it too late your assignment will not be submitted within the deadline.

**Note:** If you DO NOT meet this deadline you will lose 10% per day off your final mark of the assignment and your assignment will not be accepted after 2 working days (by 4pm).

*\*If you failed the course before and try to use your own assignments from previous trimester, it will be also considered as the case of plagiarism.*

## Tutorial Attendance/Workshop signoff Slips

There have been cases where students have no evidence of their attendance because they lost their attendance slips. To avoid this happening, you must keep all of your attendance slips signed by your tutor. In the same slip your workshop signoffs will be recorded. Without this supporting document, your case will NOT be considered.

## Tutorial/Workshop hopping is NOT permitted:

Tutorial/Workshop hopping is not allowed. If you need to *temporarily change* to another tutorial/workshop, please print and fill out the **Tutorial/Workshop Change Form** (it can be found under Course Information tag on Blackboard).

**This form must be signed by Senior Tutor or Course Co-ordinator. The maximum number of hopping (for workshops AND tutorials) allowed for each student is 2. You will only be signed off from the replacement workshop or get attendance from the replacement tutorial if you show the tutor of the class the signed change form at the beginning of the tutorial.**

**Please note:** You must provide valid reasons (i.e. doctor appointment) and provide documents to support your application (i.e. medical certificate). Certificates from the Student Counseling Service are no longer accepted as documentary evidence.

## Exam:

This will be a 2-hour exam held in the external examinations period at the end of the course. Material from the lectures, tutorials, textbook and other assigned readings throughout the course will be assessable. The T2 2010 exam period is from 21<sup>st</sup> October – 14<sup>th</sup> October 2010 (inclusive). The final exam is worth **40% of your final grade**. **To pass the course, you will need to attain at least 40% for the final exam.** Students who enrol in courses with examinations are obligated to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the period from

## Remarking Policy

If you have any concerns regarding the marking of your practical assignment you may request a remark. However you will need to make a request within 2 working days (by 4pm) after the marking is done AND the announcement is made.

Once the decision is made it is final and you will not be given another chance. Each student will have **only one chance** for the entire course so use it wisely. To apply for a remark, you will need to fill in the form (can be found from Blackboard) and submit the completed form to the Senior Tutor. Remember as a result of the remark your score may go up or down.

## Scaling

To obtain a fair and consistent distribution of marks relative to assessment difficulty, scaling of marks may be employed on some or all assessments.

## Late Penalties & Extensions

In fairness to other students, assignment work (excluding tutorial submissions) submitted after the deadline will incur a **10% penalty** (of the marks achieved for the project) for each actual day (prior to 4.00pm) late and **after 2 working days (by 4pm) we will NOT accept the late submission.** \*In the event of bereavement or a prolonged illness affecting your ability to meet a certain deadline, discuss your situation with the Course Co-ordinator.

**You must verify your claim, e.g. produce a medical certificate.** By submitting evidentiary document to support your claim, you consent for the Course Coordinator to verify the authenticity of such documents by contacting the relevant parties. Extensions will only be granted under these conditions. You must also apply for extensions **before** the due date unless there is an exceptional circumstance warranting the relaxation of this rule.

**\*Please note: Certificates from the Student Counselling Service are **NO longer accepted** as documentary evidence to support an extension.**

## Use of Email as a Communication Medium

Email will also be used as a form of communication hence it is vital that students check their email regularly. The University has provided each student with a student email address and all email correspondence will be sent to that email address. Should a student forward his/her email to another email provider, it is his/her **responsibility** to ensure that that forwarded mailbox is capable of receiving the emails (i.e.: mailbox is not full, capable of supporting attachments, etc) Students **MUST** check their student records and ensure the appropriate email address is set. You can do this through My Victoria → Student records. Not receiving an email will not be a valid excuse for missing information.

## Discussion Forum – Asking Questions Online About the Course

Opportunities to ask questions about the course, especially questions regarding course assessment, will be available in course tutorials. In addition you have access to the assignment course Discussion Forum in the online Blackboard system. This is under the Discussion Board tab. The Discussion Forum is a very useful way to raise questions about the course material or course process, since other students can also see your question and the responses to it.

- Make sure you regularly check this forum to see what has been asked and what has been answered (otherwise you could miss something important);
- If you still have not found the answer to your query, try posting your question on the forum yourself!
- If you think you know the answer to some other student's question, do not hesitate to post a response.
- Make sure that all questions are relevant to the course
- The use of appropriate language is expected at all times. All students are expected to respect one another while using this tool.

## Important Notes:

- **No extension is possible based on a student's workload.**

You are expected to manage your workload to ensure there is sufficient time to complete assessments as required.

- **You are expected to back up your work**

From time to time computer files are lost, computers crash, etc., so it is critical that you frequently back up your important files (on CD-ROM, for example).

- **Do not leave printing, etc. to the last minute**

The printers can be overloaded in the labs (especially on the days assignments are due). Be smart and print it BEFORE the due date. Extensions will not be granted if your file is languishing in the print queue!

- **Working together**

You are encouraged to discuss aspects of assignment work with others. However, when it is time to develop your solution & write your assignment, **the words, diagrams and so forth that you use must be ENTIRELY your own**. In this way, we will have your perspective on the topic - not someone else's! Markers have been instructed to check for signs of plagiarism. Please refer to the discussion of plagiarism later in this note.

- **Assignment Uploads**

Please make sure you do not wait until the last minute to upload your Assignments through FTP.

- **Uploading the correct Files**

Please make sure you upload the correct files. If you mistakenly upload wrong files for HTML and Access assignment you will **NOT** get the marks even if you provide the right files after due date.



## Faculty of Commerce and Administration Offices

### Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration 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 office on (04) 463 5376.

### Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration 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.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times (04) 463 5376.

## 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. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

*'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

***Plagiarism is not worth the risk.***

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct ([www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

*Find out more about plagiarism and how to avoid it, on the University's website at: [www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).*

## Additional Information

Any additional information will be posted on Blackboard.

## 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.

## 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

## 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 mis-referencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the Head of 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.

## 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.

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