TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 580 RESEARCH PROJECT

Trimesters 1, 2 & 3 2010

COURSE OUTLINE

Contact Details

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Prerequisite   INFO 528   Restriction   LIBR 550

Trimester Dates 2010/11
Trim 1 1 March-6 June, Trim 2 12 July-17 October, Trim 3 15 November-10 February

Course Objectives
INFO 580 is a 30-point research project, and is compulsory for the Master of Information Studies (MIS) degree. It is an extension of work undertaken in INFO 528, which provides an introduction to the various research methodologies and research procedures..

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**. The following is a summary, further information is at the INFO580 website: http://www.sim.vuw.ac.nz/degrees/mis/580/

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 at the INFO580 website.

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 School of Information Management 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/

Stage 4: Completion of the Project

Length: 8 000 to 15000 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. Your final report will be written in the format and style expected of those who undertake scholarly or applied research. **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 10,000 words.** 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 and other information is provided at the INFO580 website.

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/mis/580/index.aspx. Contact the course coordinator or programme administrator for a list of recent INFO 580 projects.

Mandatory 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),. **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 are strongly advised to enrol for two trimesters, unless scholarship or other requirements dictate otherwise.

Deadlines for 2010/2011 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 2010/11

Trimester(s) Enrolled For	TAF Due Before	Proposal Due	Project Submission Deadline
3 & 1 (K)	16 November 2009	26 January 2010	8 June 2010
1	1 March 2010	29 March 2010	18 June 2010
1 & 2 (F)	1 March 2010	10 May 2010	18 October 2010
2	12 July 2010	9 August 2010	18 October 2010
2 & 3 (J)	12 July 2010	20 September 2010	14 February 2011
3	8 November 2010	14 December 2010	14 February 2011
3 & 1 (K)	15 November 2010	17 January 2011	8 June 2011

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 ist-students email discussion list is used to make important announcements and to share news and ideas relating to the Information Studies 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 ist-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/ist-students

Class Representation
As with other Information Studies courses, representation is through the Information Studies Student Committee.

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/