



School of Information Management

INFO 530: MĀORI INFORMATION SOURCES

Trimester Two 2011

COURSE OUTLINE

Contact Details

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Communication of additional information

If you have questions or comments about course material and activities, the preferred “channel” is the appropriate Blackboard discussion forum, so that all students can see your message, and participate in any subsequent discussion.

The Blackboard discussion forums will be checked for new messages each workday morning. However, if you prefer to send your message via email (particularly if it is sensitive or involves personal information), you should begin the subject line with

[INFO 530]

Withdrawal from courses

1. Your fees will be refunded if you withdraw from this course on or before 22 July 2011.
2. The standard last date for withdrawal from this course is Friday 23 September. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation

The application form is available from either of the Faculty's Student Customer Service Desks.

Course Description

This is an interactive course where students are expected to discuss issues raised in the following modules. The modules give samples of Māori information requirements, practices and outcomes. They also highlight the value of particular media, collections and services that support and enhance Māori information needs. The objective of the course is to introduce students to the vast range of resources available to assist in answering of information requests of clients of library and information services agencies and the needs of Māori researchers. Students will also be introduced to the complexities of issues associated with the delivery of a Māori information service.

Course Content

Class times

INFO 530 will be held in the second trimester (July-October) of the 2011 academic year. There will be no sessions for two weeks during the mid-trimester break (22 Aug.-4 Sept.).

Note: Internal and open learning students will attend a joint seminar/Internet conference on Wednesdays from 6.45- 8.15 p.m.

Teaching Period: From July 11 (the first day of trimester) to October 14.

Schedule

Week	Dates	Topic
1	11-15 July	Māori information in context
2	18-22 July	Māori information sources
3	25-29 July	Developing a collection of Māori resources
4	1-5 Aug.	Resources in te reo Māori
5	8-12 Aug.	Whakapapa information resources
6	15-19 Aug.	Māori land information resources
7	5-9 Sept.	The Treaty of Waitangi and Waitangi Tribunal resources
8	12-16 Sept.	Official publications
9	19-23 Sept.	Māori cultural & intellectual property issues
10	26-30 Sept.	The digitisation of Māori information
11	3-7 Oct.	Māori information barriers
12	10-14 Oct.	Māori in the wider world

Learning Objectives

By the end of the INFO 530 course, students should:

1. Be familiar with the range of Māori information sources held in libraries throughout Aotearoa.
2. Have an appreciation of the use and research value of Māori information sources.
3. Have an understanding of the issues associated with Māori information sources, and services to Māori.

4. Have the confidence to undertake the collection and management of a range of Māori information resources.
5. Be able to confidently deliver a value-added service to Māori clients and researchers of Māori issues and subjects.

Assessment

This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under “Assessment” on Blackboard.**

Assignment	Date due	Value	Length
1. Bibliography	August 20	30%	1500-2000 words.

Assignment One relates to Course Learning Objectives 1 & 2

2. Essay	October 7	55%	2000 words.
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Assignment Two relates to Course Learning Objective 3

3. Participation	see Blackboard	15%	see Blackboard
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Late assignments

Assignments submitted or postmarked after they are due will have a 10% penalty imposed. Assignments submitted more than one week late without an extension will be given a zero grade. All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.

Presentation

Additional resources to help with your assignments, including details of the IST Programmes' assignment policy, will be found in the IST Community pages on Blackboard.

Word count

All work submitted **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the last page of the assignment.)

Submission

All assignments for INFO 530 will be submitted digitally; remember to keep a copy of each assignment you send us, just in case the original goes astray. **See the Assessment section of the INFO 530 Blackboard site for details.**

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website at <http://www.vuw.ac.nz/home/studying/plagiarism.html> and also in the *Administration Handbook*; 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.***

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 that 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 subjected to checking. 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.

Prescribed text

There is no prescribed text for this course; **instead, you are expected to be diligent in completing the weekly readings for each module.**

Time commitment

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 530 (including time spent in the weekly session). Up to two hours per week will be spent in the weekly seminar, in which you will be expected to contribute to the discussion. The balance of your time should be spent reading material posted on Blackboard, and doing your preparation work for the weekly session and assignments.

In this course we will be using Blackboard to post weekly instalments of background information and discussion questions to help guide your readings for each module. As a result, much information is exchanged at the weekly seminars as we elaborate on the content and share our experiences in exploring the resources we are discussing.

This means that your attendance at these seminars is crucial, as is your participation in the Discussion Board where I will be expecting you to post responses on various topics and questions.

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.

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.

Course Resources and Delivery

All course material for INFO 530, including readings and study notes, will be available on the School's Blackboard online learning environment:

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

The Blackboard environment 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. 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 7, Vista, or XP, 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 your course website on 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, go to

<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

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at

www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C). Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

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/>

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx