

School of Information Management

INFO 538 PRACTICUM

Trimesters 1 , 2 , 3 2011

COURSE OUTLINE

Course Coordinator

Philip Calvert, RH 514

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Course Dates

Trimester 1 28 February – 3 June 2011

Trimester 2 11 July – 14 October 2011

Trimester 3 14 November 2011 - 17 February 2012

Note: To allow enough time to find a suitable host and mentor for a practical attachment, a student wishing to take INFO 538 must **contact the INFO 538 Coordinator at least eight weeks before the start of the relevant trimester. It is not enough to enrol, formal contact must be made.** The Course Coordinator may refuse to allow a student to start INFO 538 if insufficient notice has been given.

Class Times and Room Numbers

There are no set class times or practice tutorials or seminars for students in which students are required to participate. All information will be provided in document form.

Withdrawal from Courses:

1. Your fees will be refunded if you withdraw from this course on or before:
Trimester 1: 11 March 2011, Trimester 2: 22 July 2011, Trimester 3: 25 November 2011
2. The standard last date for withdrawal from this course is
Trimester 1: 13 May 2011, Trimester 2: 23 Sept 2011, Trimester 3: 27 January 2012.

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.

Class Times and Room Numbers

There are no set class times or practice tutorials or seminars for students in which students are required to participate. All information will be provided in document form.

Course Learning Objectives

By the end of the INFO 538 course, the student should be able to:

1. Demonstrate enhanced personal, technical, and professional skills and knowledge.
2. Demonstrate knowledge of the information professions and the workplace where these operate.
3. Show enhanced understanding of the relationship between theory and practice.

The objectives of the Practicum will be established and evaluated through a student plan of learning that is agreed to by the academic supervisor and the hosting mentor.

Expected Workload

The expected workload for INFO 538 is 150 hours. The timing of those hours is open to negotiation between the Course Coordinator, the student and the practicum host.

Readings

Students will be expected to construct a reading list appropriate their needs, after consultation with the academic supervisor.

Materials and Equipment

The student is responsible for expenses involved in transport, dress, equipment, accommodation, etc. during the Practicum.

Assessment Requirements

- Journal with Portfolio (50%) suggested length 2,000 words – due at the end of trimester
Related to learning objectives 1 and 2
- Practicum Project Report (50%) suggested length 2,000 words – due at the end of trimester
Related to learning objective 3

All work is due by Friday of the end of the trimester (see course dates above). The practicum will be assessed with a graded result (A+ to E).

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.

Examinations

There is no exam for the practicum.

Penalties

Work handed in after the due date incurs a penalty of 10%. Work handed in more than one week after the due date will not be marked and will be given zero.

Responsibilities for Practicum Arrangements

1. Establishment of the placement is to be arranged and approved by the academic supervisor.
2. Responsibility for onsite supervision lies with the mentor employed by the host organisation.
3. The academic supervisor will conduct assessment, with some informal input from the mentor.
4. The academic supervisor will brief the onsite supervisor.

The mentor will:

- assist the student develop the topic for a Practicum project;
- provide all suitable support and information for the student's Practicum project;
- act as a facilitator, teacher, observer, evaluator, and role model;
- provide the student with tasks suitable for an emerging information professional;
- teach and supervise the student in performing any unfamiliar task;
- seek out additional learning experiences for the student as opportunities arise;
- provide constructive feedback to the student on performance throughout the Practicum;
- introduce the student to other staff members, helping the student to understand the structure and mission of the organisation;
- raise problems or potential problems with the academic supervisor;
- informally assist with evaluation of the student's performance in the Practicum.

Mandatory Course Requirements

Students on the Practicum will be required to attend the workplace for a number of hours agreed in advance with the host organisation and both pieces of assessment must be completed.

Communication of Additional Information

Contact will be maintained by telephone and email.

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