TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

SCHOOL OF INFORMATION MANAGEMENT

INFO 544: Online Searching

Trimester Three 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 regularly checked for new messages. 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 544]

Schedule

INFO 544 will be held in the third trimester (14 November 2011-17 February 2012) of the 2011 academic year. There will be no classes during the mid-term break (19 December-8 January). In week 6 (9-13 January) there will be no synchronous classes; work will be based around Blackboard, including the discussion forum. In week 7 there will not be a face-to-face class.

Class times

- **Internal students**
  There will be a seminar on Tuesdays (from 9.30 a.m.-11.20 a.m.) in the Railway Building, RWW 129.
- **Open learning students**
  The weekly Internet conference sessions will be held on Tuesdays from 5.00-6.30 p.m.

Timetable:	Topic
Week 1: Nov. 15	Search techniques using database structure and controlled vocabulary
Week 2: Nov. 22	Search strategy
Week 3: Nov. 29	Citation databases
Week 4: Dec. 6	Evaluation of database content and search platforms
Week 5: Dec. 13	Advanced Web searching
Christmas Break (19 Dec 2011-8 Jan 2012)	
Week 6: Jan 9-13 [asynchronous class]	Social sciences and humanities databases **(no face to face class or Internet conference)**
Week 7: Jan. 17	Scientific and technical databases
Week 8: Jan. 24	Government databases
Week 9: Jan. 31	Statistical databases
Week 10: Feb. 7 [Internet conference only]	Virtual reference: Technology and skills
Week 11: Feb 14	Virtual reference: Planning and case study

Teaching Period: From 14 November (the first day of trimester) to 17 February 2012.

Withdrawal from courses

1. Your fees will be refunded if you withdraw from this course on or before Friday 25 November 2011.

2. The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. Friday 20 January.

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

INFO 544 examines searching and information services in the online environment, including both the free Internet environment and subscription databases.

We recommend that you complete the core course INFO 523 before taking this elective.

Learning Objectives

By the end of the INFO 544 course, students should be able to:

1. Exploit the full range of features available to carry out searches on subscription databases and the Internet.
2. Carry out searches using effective strategies and tactics.
3. Evaluate and compare database content and search platforms.
4. Critically evaluate a search result and the information retrieved.
5. Understand the structure and sources of online information in specialist subject areas such as government, statistical, social sciences, humanities, and science and technology.
6. Understand issues in the implementation and evaluation of virtual reference services.

Time commitment and workload

You should expect to spend about 12 hours per week on this course. Part of this time commitment will be taken up in your weekly internal or Internet conference session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these before the weekly session;

- reflecting on issues presented in the module and preparing assigned practical work for the weekly session; and

- researching and writing assignments.

Assessment

This course is internally assessed, with the following assignments to be completed in order to satisfy the mandatory course requirements. **Full details, including explanatory notes and criteria, are available in the Assessment section on Blackboard**.

Assignments	Date due	Value	Length
1. Weekly assessment: practical exercises and tests (relates to Learning Objectives 1-6)	Friday of each week	20% in total	See Blackboard
2. Database guide (relates to Learning Objectives 1-3,5)	19 January 2012	40%	Equivalent of about 1500 words
3. Annotated online search (relates to Learning Objectives 1-5)	16 February 2012	40%	Equivalent of about 1500 words

Quality assurance 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.

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.

Submission

All assignments for INFO 544 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 for details**.

Word count

Assignments in INFO 544 do not have a specific word count, but there will be indications of the length expected, and conciseness is an evaluation criteria in all assessment.

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. While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points. 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 turnitin.com.

Presentation

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

Students with special requirements

Students who have special requirements which are relevant to their successful completion of this course should speak to the Course Coordinator as soon as possible so that appropriate arrangements can be made.

Prescribed text

There is no prescribed text for this course. Readings have been provided in Blackboard.

Useful books include:

- Bell, S. S. (2009). *Librarian's guide to online searching*. Westport, Conn: Libraries Unlimited.
- Cassell, K. A. & Hiremath, U. (2009). *Reference and information services in the 21st century: An introduction* (2nd ed.). New York: Neal-Schuman [this is the text for INFO523]
- Sauers, M. (2009). *Searching 2.0*. London: Facet.

The Commerce Library holds a selection of texts on 3-day loan and the list can be accessed through the library catalogue. Many of these are also available in other libraries, and you are encouraged to take advantage of the library's interloan and distance services to request any texts you think you will need.

You should browse (in print or online) journals such as *Online Information Review*, *Online*, and *Econtent*. You should also carry out searches on specific topics on Library and Information Science Abstracts (LISA), Library Literature and Information Science Fulltext, and Library, Information Science & Technology Abstracts (LISTA).

Course Resources

All course material, including study guides and readings, is on the Blackboard website for INFO 544; see 'Online information' below for further details. The study guides on Blackboard include readings, exercises and discussion questions that will form the basis of the weekly classes.

Online information

You will be required to use the resources for this course that are available in the Blackboard online learning environment:

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

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

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

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).

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/Māori and Pacific Mentoring Programme
http://www.victoria.ac.nz/st_services/tpa/index.aspx