TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 531: RESOURCES FOR NEW ZEALAND STUDIES

Trimester One 2012

COURSE OUTLINE

Names and Contact Details
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Phoning from outside Wellington: **Freephone** 0800 116 299 and ask to be connected to the appropriate staff member.

Trimester Dates

  From Monday 5 March to Friday 8 June.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 16 March 2012.

2. The standard last date for withdrawal from this course is 18 May 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, or by emailing the IST Programmes administrator.

Course Content
INFO 531 is an in-depth examination of primary and secondary sources for New Zealand studies, their bibliographic control, location and access within a historical framework of scholarship, publication, and the development of libraries.

Class Times and Room Numbers

*   **Internal students**
    The weekly seminars will be held on Monday (from 1.40-3.30 p.m.) in the Government Building GB04.
*   **Distance students**
    The weekly Internet conference sessions will be held on Monday from 5.00-6.30 p.m.

Week	Dates	Topic
1	1-5 March	New Zealand Studies: the formation of a discipline
2	8-12 March	The research community & its needs
3	15-19 March	Bibliographic tools: background & overview
4	22-16 March	Institutions, collections & their development
5	29 March-2 April	Creating the print record: NZ printing & publishing

Mid-trimester break

	Weekly sessions during the second half of the trimester will focus on updating and rewriting the course textbook (Wood, 1999) in the form of a collaborative on-line NZ resources tool.
Weeks 6-12	We will build this wiki-based tool using a research team approach, each team choosing a specific content area, such as government information, business archives, places and spaces, pictorial resources, genealogical information, sound resources, the built environment, etc.
	Further information about this class publishing initiative will be available on BlackBoard and at our first class.

Course Learning Objectives

By the end of the INFO 531 course, a student should be:

1. Familiar with the development and use of major tools for bibliographic access and control across a range of topics in New Zealand studies.
2. Familiar with the major collecting institutions, and the strengths of their New Zealand collections.
3. Aware of the distinctive patterns of resources, and the problems these pose for information professionals and the research community alike.
4. Able to analyse the strengths and weaknesses of the machinery of bibliographical access and control, and able to recommend feasible improvements.
5. Able to conceptualise and construct an online resource tool relevant to a specific user community.

Expected Workload

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 531 (including time spent in the weekly session). Up to two hours per week will be spent in the weekly session. The balance of your time should be spent reading the material on Blackboard and on the Internet, and doing your preparation work for the weekly session and assignments. The weekly sessions will be in a seminar format, in which you will be expected to contribute to the discussion. Before the session, you should have read the module for the week's topic, have looked at any additional course content in Blackboard, and completed any set exercises, and then prepared yourself to discuss the readings, the review questions, and other preparation work.

Prescribed texts and recommended reading

The prescribed text for this course is

> **Wood, G. A. (1999).** *Studying New Zealand: A guide to sources*. **Dunedin: University of Otago Press.**

> **Griffith, P., Harvey, R. & Maslen, K. (1997).** *Book & print in New Zealand. A guide to print culture in Aotearoa*, **Wellington. Victoria University Press.**

Griffith *et al*. is now out-of-print, although copies are available on 3-day loan from the University Library. The New Zealand Electronic Text Centre has created an electronic, searchable version, which is now available in Web and e-book formats. The Web version is at

http://www.nzetc.org/tm/scholarly/tei-GriBook.html

Recommended reading
In addition to the prescribed texts and our CD-ROM of course readings, you should become familiar with J. B. Ringer, "Undertaking Further Research," Chapter 21 in *An introduction to New Zealand government*. Christchurch: Hazard Press, 1991. Additional resources will be suggested by your lecturer, guests, and fellow students and/or posted in Blackboard.

Assessment Requirements
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.

This course will be internally assessed, comprising individual annotated bibliographies compiled in online social bookmarking sites, and group blogs, all related to and providing the building blocks for the major piece of assessment, which will be the online NZ resources wiki tool. Further details are available on Blackboard.

Penalties
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 531 will be submitted digitally. **See the Assessment section of the INFO 531 Blackboard site for details**.

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.

Class Representative
The IST programmes have a student committee which provides a communication channel to liaise with the Programmes Director and course coordinators on behalf of students.

Communication of Additional Information
Further details about the course, and additional information, will be made available through Blackboard.

Use of Turnitin
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 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 subject to checking by Turnitin. 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.

Online Delivery & Course Resources
All course material for INFO 531, including readings and study notes, will be available on the School's Blackboard online learning environment:

You should prepare any work listed in the relevant Blackboard section before the weekly Internet or internal session for that module. The group discussion/tutorial sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.

Online information
You can access the School's Blackboard online learning environment at:
        http://blackboard.vuw.ac.nz/

The Blackboard pages 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/tpa/