

School of Information Management

MMIM 590 CASE STUDY

Trimesters 1+2 2012, 2+3 2012, 3+1 2012/13

COURSE OUTLINE

Names and Contact Details

Course Coordinator Tony Hooper
 Room RH511, Rutherford House, Pipitea Campus
 Email tony.hooper@vuw.ac.nz
 Tel 04 463 5015
 Fax 04 465 5446

School Administration team
 School reception RH521, Rutherford House, Pipitea Campus
 Email mim-info@vuw.ac.nz
 Tel 04 463 5103

Trimester Dates

Trimesters 1 + 2 (F) 5 March 2012 – 19 October 2012
 Trimesters 2 + 3 (J) 16 July 2012 – 15 February 2013
 Trimesters 3 + 1 (K) 19 November 2012 – 7 June 2013
 (Enrol at least 4 weeks prior to the trimester to allow sufficient time for supervisor allocation)

Withdrawal from Course

- **Withdrawal dates: refunds:**
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>
- **Withdrawal dates: Late withdrawals with Associate Dean (Students) permission. (See Section 8: Withdrawals – from the Personal Courses of Study Statute)**
<http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~00000001743.pdf>

To withdraw from a course please request a course add/drop form contact the school administration team and submit it by the appropriate deadline:

Deadline to add a course	Deadline to withdraw from a course with refund	Deadline to withdraw late without refund*
Trimesters 1+2: 16 March	Trimesters 1+2: 16 March	Trimesters 1+2: 24 August
Trimesters 2+3: 27 July	Trimesters 2+3: 27 July	Trimesters 2+3: 21 December (tbc)
Trimesters 3+1: 30 November	Trimesters 3+1: 30 November	Trimesters 3+1: 12 April 2013 (tbc)

**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' and include supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desk or online at <http://www.victoria.ac.nz/fca/studenthelp/forms>*

Class Times and Room Numbers

There are no formal classes for MMIM590.

- **Times:** Regular meetings with your supervisor by arrangement.
- **Supervisor:** To be assigned by the course coordinator on an individual basis.

Students are advised to meet with their assigned supervisor to work on their Case Study.

Course Content

This course provides an opportunity for students to complete a Case Study project on an approved topic in information management. It is intended that through this process, the student will demonstrate not only mastery of the theoretical basis of the topic chosen, but also an ability to undertake independent research at an appropriate academic level.

Course Learning Objectives

Students passing this course should be able to:

- identify, clarify and investigate a research problem in information management,
- locate, analyse, and integrate relevant literature,
- gather and analyse additional data if appropriate, and
- present a coherent, well-organised argument (written and oral) based on the above using standard academic writing and bibliographic conventions.

Prerequisite: MMIM 552 Research Methods

Course Delivery

You will have regular contact with your supervisor during your MMIM590 enrolment. These may be face-to-face meetings, contact via telephone or email.

Expected Workload

Time commitment: Expect to spend 12 -14 hours per week on work related to this course
Lectures or tutorial: There are no regular lectures or tutorials
Research seminars: These will be held as required

Informal learning groups

Students are encouraged to form learning groups and meet on a regular basis to share and discuss ideas related to their projects.

Readings

There is no set text although the text and readings from MMIM552 Research Methods are important.

Learning Resources: These are specified in the pre-requisite research methods course.

Literature: You will make extensive use of the library print and CD-ROM media as well as online academic literature databases.

Assessment Requirements

The total assessment will be based on a written Case Study which is due by the Friday of the last week of the second trimester of your enrolment.

Written Case Study Report: Your supervisor will help you in planning and preparing this report.

Project milestone:

Task	Date/ time
Choose topic Students are advised to prepare for the course by choosing the same topic for their literature review and project proposal (MMIM552). This is a strong recommendation, but not a requirement. Early selection of a topic also sensitises you to issues and the potential value of literature you read during your other studies.	If required, TBA
Submit Topic Approval Form (TAF) – Please contact school administration for a TAF and return completed TAFs to mim-info@vuw.ac.nz . This forms the basis for enrolment and the allocation of a supervisor.	As soon as enrolled
Submit formal project proposal , and assuming human ethics subjects are involved, submit an HEC application to the SIM Human Ethics Committee.	4-6 wks
Submit final draft of written research report to your supervisor. Your supervisor may negotiate an earlier date.	To be advised by Supervisor
Submit 2 copies of your written research report (plus an electronic copy) to the Course Co-ordinator or Programme Administrator.	By last day of second trimester (see trimester dates)

Computer Labs: In addition to computer labs provided by Victoria, your enrolment in this course entitles you to use of the school postgraduate computer lab in RH 507. Please contact the school administration team for hours of access etc. Access to your student email account, Blackboard, and student records is via MyVictoria <http://my.vuw.ac.nz/cp/home/loginf>. Please ensure your contact details are kept up to date in the Student Records System.

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.

Mandatory Course Requirements

You must submit a satisfactory topic approval form (TAF) prior to the start of MMIM590. This outlines your topic and your background reading, and is used to allocate an appropriate supervisor. To pass the course you must submit a final case study at the end of the enrolment.

Faculty of Commerce and Administration offices

FCA Student and Academic Services offices are located on the first floor of the Railway West Wing (RWW), ground floor of the Rutherford House (RH) and level 1 of Easterfield Building. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call (04) 463 5376 or go to <http://www.victoria.ac.nz/fca/studenthelp/counter.aspx>.

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.

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/>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/