



SCHOOL OF INFORMATION MANAGEMENT

INFO 528: RESEARCH METHODS FOR INFORMATION MANAGEMENT ENVIRONMENTS

Trimester Two 2012

COURSE OUTLINE

Contact Details

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Trimester Dates

Teaching Period: From 16 July (the first day of trimester) to 22 October 2012.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before **Friday 27 July 2012**.
2. The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **Friday 28 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, or by emailing the IST Programmes Administrator.

Class times and Locations

Teaching Period: From 16 July (the first day of trimester) to 19 October 2012.

There will be no sessions for two weeks during the mid-term break (27 August—7 September).

- **Internal students**
There will be a seminar on Wednesdays (from 10.30am-12.20pm) in the Railway Building, RWW 126.
- **Distance students (including Auckland)**
There will be a choice of two weekly Internet conference sessions: Wednesdays from 5.00-6.30 p.m. or Thursday, 6.45-8.15 p.m.

Note: All distance students will be asked to select their preferred evening class session time. As long as the numbers are roughly equal, you will be given your first choice and will be asked to **remain in that session for the term. Please contact the IST Administrator to book your preferred stream no later than 11 July.**)

Course Description

An introduction to the common forms of research for libraries, archives, records centres, and other information management environments; including quantitative, qualitative and mixed methods research, as well as the evaluation and application of such methods within the discipline.

Course Learning Objectives

By the end of the INFO 528 course, students should be able to:

1. Demonstrate an understanding of how research is applied to problem solving in an information environment.
2. Demonstrate an understanding of and appreciation for the research process.
3. Review the literature on a specific topic.
4. Develop a research proposal of an actual problem in library and information studies.

Required text

Leedy, P. D. and Ormrod, J. E. (2012). *Practical Research: Planning and Design* (International edition; 10th ed.). USA: Pearson Education.

Students MUST have access to a copy of the text.

The prescribed text is available from Vic Books, PO Box 12-337, Wellington, ph. (04) 463 5515 or freephone 0800 370 370; email vuwtexts@vicbooks.co.nz.

It is also possible to order texts through the Vic Books' online book ordering service, http://www.vicbooks.co.nz/cms_display.php.

Schedule

Week	Topic	Text
1 (CLL)	Course overview; What is research? Introduction to theories in LIS research	Chapter 1
2 (CLL)	Identifying research topics and research problems; Evaluating research; Literature review	Chapters 2, 3
3 (CLL)	Planning a research project; Using theory in research	Chapter 4 (up to p.81)
4 (BA)	Overview of research methodologies	
5 (BA)	Quantitative methods	Chapter 9
6 (BA)	Quantitative analysis	Chapter 11
Mid-Trimester Break		
7 (BA)	Qualitative methods	Chapter 7
8 (BA)	Qualitative analysis	Chapter 6
9 (BA)	Textual research (Bibliometrics; Citation analysis; Web metrics)	Chapter 8
10 (CLL)	Mixed methods and analysis; Topic discussions	Chapter 10
11 (CLL)	Bibliographic research; Research ethics	Chapter 4 (pp.104-109)
12 (CLL)	Writing Research Proposal; Reporting research	Chapters 5, 12

Time commitment and Expected workload

To achieve a satisfactory result in INFO 528, a time commitment of at least 12.5 hours per week is likely to be needed. Students who have completed university courses in statistics or research methods in a social science discipline, or who have previously written a thesis, may need less time. 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;
- thinking about the module and taking notes on any assigned practical work in preparation for the weekly session; and
- writing assignments.

Assignment Requirements

INFO 528 is internally assessed, with the following assignments to be completed in order to satisfy the mandatory course requirements. Any further details will be available under "Assessment" on Blackboard.

Assignments	Date due	Value	Length	Learning objectives
1. Evaluation of a Research Article	11:59 pm on 6 August 2012	25%	1500 words maximum	Relates to LOs 1 & 2
2. Identification of a Research Topic	11:59 pm on 20 August 2012	10%	750 words maximum	Relates to LOs 1, 2 & 4
3. Preliminary Literature Review	11:59 pm on 10 September 2012	25%	1500 words maximum	Relates to LO 3
4. Draft Proposal	11:59 pm on 22 October, 2012	40%	3500 words maximum	Relates to LOs 1-4

Late assignments

Assignments submitted or postmarked up to one week after the due date will have a 10% penalty imposed, unless an extension on the grounds of medical emergency or family circumstance has been granted in writing in advance by the course coordinator. Assignments submitted or postmarked more than one week after the due date will NOT be accepted.

Word count

All written assignments 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 verso of the last page of the assignment.) A penalty of up to 5% will be imposed for going over the maximum word count or for not including a word count with your paper.

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.

Submission

Electronic submission via Blackboard is required; instructions are available on Blackboard under 'Assignments'. Remember to keep a hard and soft copy of each assignment you send us, just in case the original goes astray.

Mandatory course requirements

To fulfil the mandatory requirements for this course, you must 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 Victoria Business School programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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

Any additional information will be made available to you via Blackboard announcements or via email to all class members.

Course Resources and Delivery

All course material for INFO 528, including readings and study notes, will be available on the School's Blackboard online learning environment:

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

The Blackboard pages will also 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.

Student 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/avcademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcademic/Publications.aspx

Faculty of Commerce

<http://www.victoria.ac.nz/vbs/studenthelp>

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

<http://www.victoria.ac.nz/tpa/>