

School of Information Management

INFO 538 PRACTICUM

Trimesters 1, 2, 3 2012

COURSE OUTLINE

Course Coordinators

Brenda Chawner, RH 423

Email: brenda.chawner@vuw.ac.nz

Phone: (04) 463 5780

ChernLi Liew, RH 402

Email: chernli.liew@vuw.ac.nz

Phone: (04) 463 5213

Programme Administrator

Chris King

Room RH 521, Rutherford House

Tel +64 4 463 5875

Email: chris.king@vuw.ac.nz

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

Course Dates

Trimester 1 Monday 5 March – Friday 8 June 2012

Trimester 2 Monday 16 July – Friday 19 October 2012

Trimester 3 Monday 19 November 2012 – Friday 15 February 2013

Note: To allow enough time to find a suitable host and mentor for a placement, 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, students must make formal contact with the course coordinator.** 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, tutorials, or seminars for students in which students are required to participate. All information will be provided in documents which will be sent to students enrolled in the course.

Withdrawal from Courses:

1. Your fees will be refunded if you withdraw from this course on or before:
Trimester 1 Friday 16 March 2012, Trimester 2 Friday 27 July 2012, Trimester 3 to be confirmed by FCA
2. The standard last date for withdrawal from this course is
Trimester 1 Friday 18 May 2012, Trimester 2 Friday 28 Sept 2012, Trimester 3 to be confirmed by FCA

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 online <http://www.victoria.ac.nz/fca/studenthelp/forms>

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 an individual student's Practicum will be established and evaluated through a student plan of learning agreed to by the academic supervisor and the hosting mentor.

Expected Workload

The expected workload for INFO 538 is 150 hours in total. The timing of those hours will be determined through negotiation between the Course Coordinator, the student, and the practicum host. This is likely to involve approximately 100 hours of fieldwork at the practicum site, with the remainder of the time spent on relevant reading and writing assignments.

Readings

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

Materials and Equipment

The student is responsible for any expenses required for transport, 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 on the final Friday of the trimester (see course dates above). The practicum will be assessed with a graded result (A+ to E).

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.

Examinations

There are no examinations for INFO 538.

Penalties

Work handed in after the due date will incur a penalty of 10%, unless an extension has been granted in writing. 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 requesting an extension.**

Practicum Arrangements

1. Establishment of the placement is to be arranged and approved by the academic supervisor.
2. Responsibility for on-site supervision lies with the mentor employed by the host organisation.
3. The academic supervisor will conduct the assessment, with some informal input from the mentor.
4. The academic supervisor will provide the mentor with background information about the practicum and what is expected from the host institution.

The mentor will:

- assist the student in developing a topic for a Practicum project;
- provide suitable support and background 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

The academic supervisor will maintain contact with the student and mentor by telephone and email.

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/>

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx