

School of Information Management

INFO 544 ONLINE SEARCHING

Trimester 3, 2013

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer: Alastair Smith

Room RH 426, Rutherford House

Tel +64 4 463-**5785**

Email: alastair.smith@vuw.ac.nz

Senior Tutor (Auckland): Monique Barden

Tel 027 611 1322

Email: monique.barden@vuw.ac.nz

Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow

Room RH 512, Rutherford House

Tel +64 4 463 **6557**

Email: kathryn.oxborrow@vuw.ac.nz

Programme Administrator: Chris King

Room RH 521, Rutherford House

Tel +64 4 463 **5875**

Email: chris.king@vuw.ac.nz

Trimester Dates

From 18 November 2013 to 17 February 2014

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 29 November 2013.
2. The standard last date for withdrawal from this course is 28 January 2014.

After 28 January 2014, 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.

Class Times and Room Numbers

INFO 544 will be held in the third trimester (November-February) of the 2013 academic year. There will be no sessions for two weeks during the mid-trimester/summer break.

- The weekly distance class will be held on Wednesdays between 6:45 - 8:15 p.m.

- Week 6 (6-10 January 2014) will not have an iConference class; there will be work and discussion in Blackboard.

Course Delivery

Weekly tutorials

See “Class times and room numbers”, above

Course materials

Study guides, readings and other materials will be made available on Blackboard.

Online discussion

The Blackboard online discussion board will be used to discuss course topics.

IST programmes information

Information relating to the Information Studies Programmes will be found in the Blackboard Community *Information Studies*, and through the IST-students email list.

Expected Workload

To achieve satisfactory grades, you will need to spend approximately 15 hours per week on INFO 544, including time spent in iConferencing sessions. Some aspects of the course may require less time, whereas others may require slightly more, depending on your previous knowledge of the topic.

Before each session, please read the material for the week's topic on Blackboard, and be ready to discuss the readings and any set work prepared for the class.

Prescription

Searching and information services in the online environment, including both the free Internet environment and subscription databases.

Course Learning Objectives

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

1. Exploit the full range of features available to carry out searches on the Internet and subscription databases
2. Carry out searches using effective strategies and tactics
3. Evaluate and compare search platforms
4. Critically evaluate a search result and the information retrieved
5. Utilise the specific features of databases in the specialist subject areas of government, statistical, and scientific and technical information to carry out effective searches.

Readings

INFO 544 does not have a required textbook. Required readings for each week's class will be available from Blackboard.

Useful books include:

- Bell, S. S. (2012). *Librarian's guide to online searching*. Santa Barbara, California: Libraries Unlimited.
- Cassell, K. A. & Hiremath, U. (2013). *Reference and information services: An introduction* (3rd ed.). New York: Neal-Schuman [this is the text for INFO523]
- Hock, R. (2013). *The extreme searcher's Internet handbook* (4th ed). Medford, NJ: CyberAge.
- Sauers, M. (2009). *Searching 2.0*. London: Facet.

Internet conferencing

Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected PC running Windows 7, Vista, or XP, microphone, and headphones/speakers. Scheduled tutorial sessions will be held in ISt Room Conference Room 1. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at: <https://conferencing.sim.vuw.ac.nz/>

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.

For problems with the Internet Conferencing site itself, first check the online help information. If, for some reason a tutorial 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.

Assessment

Full details are available in the assessment section of Blackboard.

Assignment	Date due	Value	Length
1. Annotated online search (relates to Learning Objectives 1,2,4)	13 January 2014	40%	Equivalent of about 1500 words
2. Database guide (relates to Learning Objectives 1-3)	17 February 2014	40%	Equivalent of about 1500 words
3. Weekly assessment: practical exercises and tests (relates to Learning Objectives 1-5)	Friday of each week	20% in total	See Blackboard

Penalties

Assignments submitted 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.

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must submit assignments 1-2, and at least 8 of the weekly assessments.

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.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.
