

School of Information Management

INFO 538 PRACTICUM

Trimesters 1, 2, 3 2014

COURSE OUTLINE

Course Coordinators

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

Course Dates

Trimester 1 3 March – 6 June 2014
Trimester 2 14 July – 17 October 2014
Trimester 3 17 November 2014 – 13 February 2015

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 Coordinators at least eight weeks before the start of the relevant trimester. It is not enough to just enroll for the course, students must make formal contact with the Course Coordinators.** The Course Coordinators 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 14 March 2014, Trimester 2 25 July 2014, Trimester 3 to be confirmed.
2. The standard last date for withdrawal from this course is
Trimester 1 16 May 2014, Trimester 2 26 Sept 2014, Trimester 3 to be confirmed.

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>

Course Learning Objectives

The Practicum involves a period of work experience for students with little or no prior relevant experience. The purpose is to provide them with knowledge of a professional information management workplace, thereby easing the transition from being a student to being a practitioner.

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 Coordinators, 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

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

- 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).

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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 course coordinators.
2. Responsibility for on-site supervision lies with the mentor employed by the host organisation.
3. The academic supervisor (usually one of the course coordinators) 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.

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.
