TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 531 RESOURCES FOR NEW ZEALAND STUDIES

Trimester 1, 2014

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer:
>Dr Sydney J. Shep
>Wai-te-ata Press, University Library
>Room RB006, Rankine Brown Building, Kelburn Campus
>Tel +64 4 463-**5784**
>Email: sydney.shep@vuw.ac.nz

Teaching Fellow:
>Kay Sanderson
>Email: kay.sanderson@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

Senior Tutor (Auckland): Monique Barden
>Tel **027 611 1322**
>Email: monique.barden@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
Monday 3rd March – Friday 6th June 2014.

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before Friday 14th March 2014.

2. The standard last date for withdrawal from this course is Friday 16th May. 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.

Class Times and Room Numbers
INFO 531 will be held in the first trimester (March-June) of the 2014 academic year. There will be no sessions for two weeks during the mid-trimester/summer break. There will be no class on 2 June (Queen's Birthday weekend).

- **Internal and Distance students**
  The weekly Internet conference sessions will be held on Mondays from 5:00-6:30pm.

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
   Blackboard online blogs and discussion forum 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.

Group Work
During the second half of the course, the group project component of assignment 2 will require approximately 5-7 hours per week for online coordination meetings and project production, depending on experience and technical knowledge. You are encouraged to form your groups at the beginning of the trimester and maximize the opportunity to use the annotated bibliography assignment as a way of scoping your project topic and familiarising yourself with the resource landscape.

Expected Workload
To achieve satisfactory grades, you will need to spend approximately 12.5 hours per week on INFO 531, including time spent at the 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.

Prescription
INFO 531 is an in-depth examination of primary and secondary sources for New Zealand studies, their bibliographic control, location and access within a historical framework of scholarship, publication, and the development of libraries. Builds on the New Zealand element in INFO 523/544.

Course Learning Objectives
By the end of the INFO 531 course, a student should be:
1. Familiar with the development and use of major tools for bibliographic access and control across a range of topics in New Zealand studies.
2. Familiar with the major collecting institutions, and the strengths of their New Zealand collections.
3. Aware of the distinctive patterns of resources, and the problems these pose for information professionals and the research community alike.
4. Able to analyse the strengths and weaknesses of the machinery of bibliographical access and control, and able to recommend feasible improvements.
5. Able to conceptualise and construct an online resource tool relevant to a specific user community.

Readings

There is no prescribed course textbook for INFO 531 but students are encouraged to refer to the following:

> Wood, G. A. (1999). *Studying New Zealand: A guide to sources*. Dunedin: University of Otago Press.

> Griffith, P., Harvey, R. & Maslen, K. (1997). *Book & Print in New Zealand. A guide to print culture in Aotearoa*, Wellington. Victoria University Press.

Griffith et al. is now out-of-print, although copies are available on 3-day loan from the University Library. The New Zealand Electronic Text Collection has created an electronic, searchable version, which is now available in Web and e-book formats.
The Web version is at http://www.nzetc.org/tm/scholarly/tei-GriBook.html

All required readings will be available in BlackBoard. Additional resources will be suggested by your lecturer, guests, and fellow students and/or posted in Blackboard.

Materials and Equipment

The INFO 531 Blackboard course pages will contain course readings, links to sites of interest, assignment information and submission links, course announcements, and a Web-based forum for discussion of issues related to the course. You should read the weekly module page as part of your preparation for the class session.

> *You are expected to prepare any work listed in the relevant Blackboard section before the relevant weekly seminar session, so that you can be an active participant in the session.*

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. If you have any difficulties logging on to the Blackboard site please contact the Help Desk, at: **its-service@vuw.ac.nz**

Internet conferencing

Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected device, microphone, and headphones/speakers. Further information about using the iConferencing software is available in the Information Studies Community on Blackboard.

If, for some reason a scheduled class 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

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-.

This course will be internally assessed. All assessment will be submitted online via Blackboard. **For all further details, including the breakdown of marks, requirements, and submission details, you should refer to the 'Assessment' section of the INFO 531 course site on Blackboard.**

Assignment	Date due	Value	Length	Learning Objectives
1. annotated bibliography	11 April 2014	40%	2,000 words	1,4
2. mix 'n mash digital resource: group project with individual reflective journalling and final report	13 June 2014	40% (15% group project assessed; 25% individual journal and report)	group project equivalent to 2,000 words; 2,500 word final report compiled from journal postings	1,2,5
3. interactive blogging	Weekly, due BEFORE i-conferencing class	20%	Substantive postings approx. 300 words each.	3,4

Word Count
Assignment 2 (individual final report) MUST contain a word count, easily available from your word-**processing** program. The word count should appear under your name at the end of your assignment.

Submission
All assignments for INFO 531 will be submitted digitally. **See the Assignment section of the INFO 531 Blackboard** site **for details**. Remember to keep a copy of each assignment you send, just in case the original goes astray

Penalties
Assignments submitted after they are due will have a 10% penalty imposed, unless an extension has been granted by the Course Coordinator. 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**.

Mandatory Course Requirements
In addition to obtaining an overall course mark of 50 or better, students must attend a minimum of 75% of the scheduled class sessions, participate in online blog and in-class discussions, and complete all of the assignments in the required timeframe.

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

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.

<u>Link to general information</u>

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.

****