TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

MMIM 590 – CASE STUDY

Trimester 1 & 2, 2014

COURSE OUTLINE

Names and Contact Details	
Paper Coordinator:	**Tony Hooper** Room RH 511, Rutherford House, Lambton Quay, Wellington Ph:- 463 5015 Email: tony.hooper@vuw.ac.nz **The most effective way to contact me is via e-mail at the above email address. If you would like to meet with me, the simplest approach is to arrange a time and place via email first. Use can also be made of Blackboard for communications with both me as well as other members of the class.**
Programme Administrator:	**Usha Varatharaju** Room RH 521, Rutherford House, Lambton Quay, Wellington Ph:- 463 5309 e-mail :- usha.varatharaju@vuw.ac.nz
Dates: **Times:** **Venue:**	**Monday 3 March – Friday 17 October 2014** **Thursdays - 17.40 to 19.30** **RH 421**

Course description

This course provides an opportunity for students to complete a Case Study project on an approved topic in information management. It is intended that through this process, the student will demonstrate not only mastery of the theoretical basis of the topic chosen, but also an ability to undertake independent research at an appropriate academic level.

Course delivery

The course will be delivered in the form of six seminars run by the course coordinator who will also fulfil the role of research supervisor. To optimise the peer-learning process, there will be class discussions during the seminars to answer student queries and problems arising from the case study research. There will also be additional scheduled face-to-face meetings as needed during the second trimester, as well as contact via telephone or email.

Course Content

Week	Date of session	Topic	Class deliverables to be agreed
1	06 Mar	An overview of this course. How to undertake the literature search and apply the APA bibliographic and citation convention	Topic approval form to be presented and discussed.
2	20 Mar	Selecting your topic. Presentation of your current work situation and interests to selected academics and CIOs	Written introduction and signed approval for case study research.
3	3Apr	Submission of the Topic Approval Form. Obtaining written approval for the research. Student Learning Support Services.	1. Initial literature review and bibliography 2. Methodology 3. Initial HEC application
4	17 Apr	Completing the HEC application form. Questions and discussion with the current chair of the SIM HEC. Chair of HEC	
5	7 May	Literature review and finalisation of methodology	Final HEC submission
6	21 May	Arranging data gathering process	
7	5 Jun	Data gathering 1	
		Study Break	
7	17 Jul	Data gathering 2 and report back on progress to date	
8	31 Jul	Write up and arranging of data	Write up of data
9	14 Aug	Findings and discussion	
10	11 Sep	Conclusion	Submission of findings, discussion and conclusions
11	25 Sept	Final draft submission for feedback	
12	9 Oct	Discussion of feedback	
13	16 Oct	Final Case Study submission	Final submission according to specification

Withdrawal from Course

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

2. The standard last date for withdrawal from this course is **Friday 22 August 2014**. 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.

Expected Workload

This is a 30 point course over two trimesters. One point should equate to 10 hours of work, which means a total of 300 hours for a 30-point course. With 12 two-hour seminars a total of 24 hours class time will be required. The remaining time will be spread over the 24 teaching weeks and the mid-trimester and between trimester breaks, averaging out at between 8 and 9 hours per week outside of class attendance for an average student.

Readings

There is no set textbook for this course. Readings will be obtained from Internet and academic sources. Some may be handed out in class.

Group Work

Any group work will occur in class and will not contribute to course grades.

Course Learning Objectives

Students passing this course should be able to:
1. identify, clarify and investigate a research problem in information management,
2. locate, analyse, and integrate relevant literature,
3. gather and analyse additional data where appropriate, and
4. present a coherent, well-organised argument (written and oral) based on the above using standard academic writing and bibliographic conventions.

Assessment

The total assessment will be based on a written Case Study which is due by the Friday of the last week of the second trimester of your enrolment. To achieve that, iterative submissions will be made over the full period of the two-trimester course, leading to the final, bound, case study research submission. The template for the Title page of the case study is to be found at Appendix 2 (p7 below) , and the Evaluation form that will be used can be found at Appendix 3 (p8 & 9 below).

Submission dates

F trimester (T1 + T2) – 17 October 2014

Penalties

Because meeting deadlines is a critical factor in the assessment of tenders, job applications and other business negotiations, applications for extensions of time for the completion of assignments should not be contemplated. Students submitting their case study after the due date will need to apply to the Associate Dean for permission. This may mean delaying graduation or other administrative consequences. If serious problems arise in the course of the case study research process these should be discussed with the course coordinator/supervisor in the first instance.

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

A minimum grade of 50% for the final Case Study research submission.

Communication of Additional Information

Additional course information will be conveyed to students in class, by email or by posting the information to the course Blackboard site. Please monitor your email and the course Blackboard regularly.

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.

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Topic Approval Form
MMIM 590

Name:

Student ID:

Address:

Phone: Work   Home

          Fax   Email

Trimester in which you will begin the project (T1/T2 2013):

Type of Project   - Supervised Case Study

Proposed Topic (one sentence):

Problem Statement (including significance of project):

Objectives:

Brief bibliography of your background reading:

Approval

Coordinator   ……………………………

Supervisor   ……………………………

Date: ……………………………

FORMAT FOR CASE STUDY TITLE PAGES

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wananga o te Upoko o te Ika a Maui

Ethical Issues in Information Systems

A Case Study presented to the

School of Information Management

Victoria University of Wellington

in partial fulfillment of the requirements for the degree of

Master of Information Management

by

A. N. Other-Student
17th October 2014

1   PAPER marking guide/EVALUATION FORM

Case study title ....
Student……………………………………………………………………………
Marker ....   **Date** ....
Total Mark ....

Item							SCORE
Depth and breadth of treatment							/25
Coverage of subject	0	2	4	6	8	10	
Conciseness	0	1	2	3	4	5	
Focus of topic	0	1	2	3	4	5	
Contribution	0	1	2	3	4	5	
Analytical handling							/15
Objectivity	0	1	2	3	4	5	
Logical development	0	1	2	3	4	5	
Integration	0	1	2	3	4	5	
Structure							/25
Quality of Layout	0	1	2	3	4	5	
Introduction	0	1	2	3	4	5	
Conclusion / Summary	0	1	2	3	4	5	
Abstract & Contents	0	2	4	6	8	10	
Style							/20
Readability	0	1	2	3	4	5	
Flow of ideas	0	1	2	3	4	5	
Maturity of treatment	0	1	2	3	4	5	
Spelling & Grammar	0	1	2	3	4	5	
Referencing							/15
Readings – quality	0	1	2	3	4	5	
Readings – extent	0	1	2	3	4	5	
Citation and listing of sources	0	1	2	3	4	5	
Late penalty							
TOTAL							/100

2   How marks will be allocated

For each submission a paper evaluation form, as shown in the previous section of this document, will be completed. The marks will be allocated as set out in the following marking guide with each sub-item counting 5 marks. The description is that of an excellent piece of work.

Depth and breadth of treatment	25
Coverage of subject	The coverage of the subject should be sufficient to enable the reader to achieve clarity and understanding of all the discussion and to be able to follow all the logic of the discussion to the conclusions. The paper should demonstrate a good knowledge and understanding of the subject.
Conciseness	The discussion should be concise and there should be no unnecessary discussion or excessive verbiage. The writing should be to the point and not be rambling or vague. The author should aim for economy of style and avoid words and phrases that add nothing to the discussion.
Focus of topic	The author or authors should keep to the topic throughout the paper and maintain the readers' interest. There should be no redundancy, repetition or presentation of irrelevant material. The focus is dictated by the title and the purpose of the paper as stated in the introduction.
Contribution	The paper should be meaningful and useful to those interested in the topic area.
Analytical handling	**15**
Objectivity	There should be no evidence of any introduction of personal bias or the presentation of unsupported personal opinions. Appropriate support or evidence should be provided for all the assertions, arguments and conclusions made in the paper. Arguments and conclusions should show a convincing application of logic. Evidence for statements should be provided in the form of good references (sources).
Logical development	The planning of the paper, its execution and the logical argument should be such that there a clear thread from the stated aim through the discussion to the conclusions. The overall argument or discussion should be developed in a logical and rational way.
Integration	Extraction, integration and summarising of key ideas and themes.
Structure	**25**
Quality of layout	The spacing of text, numbering of pages, use of headings, cover page, use of figures and tables, etc. should all be excellent.
Introduction	The introduction should commence with a succinct, focused and relevant contextualisation and conclude with a clear statement of the purpose and details of the scope of the report.
Conclusion	The conclusion should present the key findings, conclusions and implications. These should clearly and succinctly relate to the aim or purpose of the research and draw from the arguments presented.
Abstract / Contents	A clear, logical and carefully planned and thought out structure and well organised key ideas and themes. An excellent summary of the purpose of the paper, the main premises and inferences and the key conclusions and implications.
Style	**20**
Readability	The paper should not use we, our, I or you and/or excessive use of passive voice and/or excessive use of bullet points and/or excessive use of quotations
Flow of ideas	There should be sentences or paragraphs linking one section to the next in order to clarify the flow of the report.
Maturity of treatment	The paper should contain no journalism or sensationalism, no jargon and no facile, pompous or superficial writing.
Spelling & Grammar	There should be no errors in spelling. Note that American and British spelling should not be mixed. There should be no errors in grammar (e.g. complete sentences, use of verbs – mixing tenses or incorrect use of singular and plural – incorrect use of words such as 'one' and 'its/it's', punctuation)
Referencing	**15**
Readings – quality	A full range of appropriate and recent sources should be drawn on. By appropriate is meant an appropriate mix of refereed journal articles, journal articles and books, material drawn from the web and the popular press. Note that the mix above lists the sources in an approximate order of appropriateness but the nature of the topic should be taken into consideration.
Readings – extent	The readings should indicate how seriously a student has approached the topic, the extent of his/her reading and any creative connections that the student has made between the topic under discussion and relevant references.
Citation and listing of sources	The citation of sources and listing of references in the bibliography should be flawless and consistent.
Total	**100**