

School of Information Management

INFO 528 Research Methods for Information Management Environments

Trimester 2, 2014

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Dr. Chern Li Liew

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Senior Tutor (Auckland and upper North Island students): Monique Barden

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

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Programme Administrator: Chris King

Room RH 521

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Phoning from outside Wellington:

Freephone 0800 116 299 and ask to be connected to the appropriate staff member.

Trimester Dates

From Monday 14 July to Monday 20 October 2014.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 25th July 2014.
2. The standard last date for withdrawal from this course is Friday 26th September 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.

Class Times and Room Numbers

Internal students

The weekly seminars will be held on Wednesdays (from 1.40 – 3.30 p.m.) in Rutherford House, RH G01. The seminars will be recorded.

Distance students

Distance students will have access to the recorded on-campus seminars. There will be no designated weekly iConferencing class. A link to the seminar recordings will be made available through the EchoCenter on the INFO 528 Blackboard course page.

Apart from listening to and viewing the recorded lectures, distance students will be required to attend 4 seminar sessions over the course of the 12 weeks. These will be held on the following dates:

- Wednesday 16th July 6.45 – 8.15 pm
- Wednesday 6th August 6.45 – 8.15 pm
- Wednesday 17th September 6.45 – 8.15 pm
- Wednesday 8th October 6.45 – 8.15 pm

All students (i.e. internal and distance students) should also attend the following workshops:

- Thursday 14th August 5.00 – 6.30 pm
- Thursday 11th September 5.00 – 6.30 pm
- Thursday 16th October 5.00 – 6.30 pm

Expected Workload

To achieve a satisfactory result in INFO 528, a time commitment of around 15 hours per week is likely to be needed. Students who have completed university courses in research methods in a social science discipline, or who have previously written a thesis may need less time.

Part of this time commitment will be taken up in the internal class sessions or the Internet conference sessions. The remaining time should be spent reading material posted on Blackboard <http://blackboard.vuw.ac.nz/> and doing any preparation work required for the seminars/tutorials and assignments.

Prescription

INFO 528 is an introduction to the common forms of research for libraries, archives, records centres and other information management environments. The course covers an exploration of the processes and main research approaches applied within the discipline; including quantitative, qualitative, mixed-methods and bibliographic research.

Course Learning Objectives

Students who pass this course should be able to:

1. Demonstrate an understanding of how research is applied to problem solving in an information management environment.
2. Demonstrate an understanding of and appreciation for the research process, including relevant ethical issues.
3. Undertake a critical review of relevant literature on a topic.
4. Develop a well-argued proposal for researching an actual problem in information studies.

Required Text

Leedy, P. D. and Ormrod, J. E. (2013). *Practical Research: Planning and Design* (International edition; 10th edition). USA: Pearson Education.

Students MUST have access to a copy of the text.

This text is available from Vic Books for \$100. To order online click the link below and select Information Management from the list of disciplines then follow the prompts.
<https://www.vicbooks.co.nz/victoria-university/vuw-textbooks2>

Course Content

| Week | Topic | Text |
|---|---|---------------------------|
| 1 | Course overview; What is research? Role of research in professional practice | Chapter 1 |
| 2 | Identifying research topics and research problems; Reviewing literature | Chapters 2, 3 |
| 3 | Planning a research project; Using theory in research | Chapter 4 (up to p.81) |
| 4 | Overview of research methodologies | |
| 5 | Quantitative methods | Chapter 8, 9 |
| 6 | Quantitative analysis | Chapter 11 |
| Mid-Trimester Break (25 Aug - 7 Sep) | | |
| 7 | Qualitative methods | Chapter 6 |
| 8 | Qualitative analysis | Chapter 6 |
| 9 | Historical research | Chapter 7 |
| 10 | Mixing methods; Content analysis | Chapter 10 |
| 11 | Bibliographic research; Ethics in research Topic discussion | Chapter 4 (pp.104-109) |
| 12 | The research proposal; Reporting research | Chapters 5, 12 |

Materials and Equipment

The INFO 528 Blackboard course pages will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, course readings, assignment information and submission links and course announcements, etc. You should read the appropriate module pages weekly.

You should prepare any work listed in the relevant Blackboard section before the relevant seminar sessions. The seminar sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.

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 its-service@vuw.ac.nz

Internet conferencing

Distance tutorial sessions are conducted via the Internet; in order to participate, students 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/>

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

INFO 528 is internally assessed, with the following assignments to be completed in order to satisfy the mandatory course requirements. Any further details will be available under "Assessment" on Blackboard.

| Assignments | Date due | Value | Length | Learning objectives |
|--|-------------------------------|-------|--------------------|-------------------------|
| 1. Identification of a Research Topic and Draft Research Objective | 11:59 pm on 18 August 2014 | 25% | 1000 words maximum | Relates to LOs 1, 2 & 4 |
| 2. Preliminary Literature Review | 11:59 pm on 22 September 2014 | 30% | 1800 words maximum | Relates to LO 3 |
| 3. Draft Research Proposal | 11:59 pm on 20 October 2014 | 45% | 3500 words maximum | Relates to LOs 1-4 |

Please note:

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-.

Penalties

Late assignments

Assignments submitted or postmarked up to one week after the due date will have a **10% penalty** imposed, unless an extension on the grounds of medical emergency or family circumstance has been granted in writing in advance, BEFORE the due date by the course coordinator.

Assignments submitted or postmarked more than one week after the due date will NOT be accepted.

Word count

All written assignments submitted MUST contain a word count, easily available from your word-processing program. The word count should appear under your name. **A penalty of up to 5%** will be imposed for going over the maximum word count or for not including a word count with your paper.

Submission

All assignments for INFO 528 will be submitted digitally. **See the Assignment section of the INFO 528 Blackboard site for details.** Remember to keep a copy of each assignment you send, just in case the original goes astray.

Mandatory Course Requirements

Submit all assignments by the deadlines specified in the course outline, unless an arrangement has been made with the course coordinator prior to the deadline, or a major personal emergency prevents submission (evidence supporting this must be supplied as soon as possible to the course coordinator).

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

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.

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.

Student feedback

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

Communication of Additional Information

Further details about the course and additional information, will be made available through Blackboard.

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.
