

School of Information Management

## **INFO 544 ONLINE SEARCHING**

Trimester 3, 2014

### **COURSE OUTLINE**

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#### **Names and Contact Details**

*Course Coordinator and Lecturer:* Jennifer Campbell-Meier

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If you are phoning from outside Wellington: Freephone 0800 116 299 and ask to be connected to the appropriate staff member.

#### **Trimester Dates**

From 17 November 2014 to 13 February 2015.

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before 28 November 2014.
2. The standard last date for withdrawal from this course is 27 January 2015.

After the last date stated in #2, 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](#).

## **Class Times and Room Numbers**

INFO 544 will be held in the third trimester (November – February) of the 2014 academic year. There will be no sessions for two weeks during the Christmas-New Year break (22 December 2014 – 2 January 2015).

- Class meets online via SABA on Wednesdays from 6:45pm to 8:15pm.
- Week 5 (December 15-19) will not have a SABA session. There will be work and discussion in Blackboard.

## **Course Delivery**

### *Course Materials*

Study guides, additional readings, database tutorials, and additional materials will be made available on Blackboard. Bell, S (2013). *Librarian's guide to online searching* is the required textbook.

### *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.

## **iConferencing**

iConferencing sessions are conducted using the interactive Saba Classroom platform, you will need an Internet-connected device, microphone, headphones/speakers (webcam is optional). Further information about using the iConferencing software and the platform requirements are available in the Information Studies Community on Blackboard.

If, for some reason, a scheduled session does not run please check Blackboard for an announcement of any alternative arrangements that the lecturer may make. iConferencing session recordings will also be available on Blackboard. For problems with the Internet Conferencing site itself, first check the online help information.

## **Expected Workload**

To achieve satisfactory grades, you should spend approximately 10–12 hours per week on INFO 544, including time spent in the class sessions. The remaining time should cover:

- reading set texts and articles — you are expected to have read these before the weekly session;
- doing any assigned practical exercises provided with the readings – you are expected to have completed these before the weekly session;
- thinking about the module and taking notes on assigned practical exercises in preparation for the weekly session; and
- preparing for the tests assignments.

## **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. Understand the structure and sources of information in the specialist subject areas of government, statistical, and scientific and technical information.

### **Course Content**

INFO 544 focuses on advancing your knowledge of reference and information work gained in INFO 523, Information Sources and Client Services. INFO 544 covers more advanced online searching skills.

We will explore advanced online searching skills and strategies, using both subscription databases and Web search engines as examples. We discuss how to evaluate search results, and database platforms. We also investigate searching for information in some specific areas not covered elsewhere in the IST programmes: Government, statistical, and scientific and technical information.

### **Required Text**

Bell, S. (2012). *Librarian's Guide to Online Searching, 3rd Edition*. Santa Barbara, CA: Libraries Unlimited.

The recommended text is available from Vic Books, PO Box 12-337 (or Ground Floor, Rutherford House), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email [vuwtexts@vicbooks.co.nz](mailto:vuwtexts@vicbooks.co.nz). It is also possible to order texts through the Vic Books' online book ordering service. You can use any of these methods to place an order.

The recommended text is available from Vicbooks Pipitea, Ground Floor, Rutherford House, phone (04) 463 6160 or freephone 0800 370 370, email [pipitea@vicbooks.co.nz](mailto:pipitea@vicbooks.co.nz) or order online at <https://www.vicbooks.co.nz/victoria-university> and select Trimester 3, Information Management.

### **Assessment**

| <i>Assignment</i>   | <i>Date due</i>                         | <i>Value</i> | <i>Length</i>                                     |
|---|---|--------------|---|
| Annotated online searches (2) (relates to Learning Objectives 1,2,4,5)                  | December 5<br>January 16                | 25%          | Length varies by search strategy (3-8 pages each) |
| Database Reviews (8) (relates to Learning Objectives 1-5)                               | Due Fridays: November 28-<br>January 30 | 25%          | 300 words each                                    |
| Choice of essay or report (relates to Learning Objectives 1,2,4)                        | February 13                             | 40%          | approximately 3000 words                          |
| Weekly assessment: practical exercises and surveys (relates to Learning Objectives 1-5) | Tuesday of each week                    | 10%          | 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.

### **Mandatory Course Requirements**

In addition to obtaining an overall course mark of 50 or better, students must 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).

### **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**

Additional information or information on changes will be conveyed to students via Blackboard.

### **Student feedback**

Student feedback on University courses may be found at  
[www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://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.

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