

School of Information Management

**INFO580 RESEARCH PROJECT**

Trimesters 1, 1+2, 2, 2+3, 3, 3+1 2015

**COURSE OUTLINE**

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**Names and Contact Details**

*Course Coordinator:*

Anne Goulding  
Room RH410, Rutherford House  
Tel +64 4 463-5887  
Email [anne.goulding@vuw.ac.nz](mailto:anne.goulding@vuw.ac.nz)

*Programme Administrator:* Chris King

Room RH521, Rutherford House  
Tel +64 4 463 5875  
Email: [chris.king@vuw.ac.nz](mailto:chris.king@vuw.ac.nz)

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

**Trimester Dates**

Trimester 1: 2 March to 5 June 2015  
Trimester 1&2: 2 March to 16 October 2015  
Trimester 2: 13 July to 16 October 2015  
Trimester 2&3: 13 July to 12 February 2016  
Trimester 3: 16 November to 12 February 2016  
Trimester 3&1: 16 November to 3 June 2016

Note: You should enrol for two trimesters unless there are very strong reasons to enrol for only one. If you enrol in INFO580 for only one trimester, you face a challenging timeframe which may be exacerbated by delays outside of your control, for example in ethics approval and return of surveys. It is not possible to change your enrolment after you start INFO580, except by withdrawing and re-enrolling for a later time, and paying the appropriate fees.

**Withdrawal from Course**

1. Your fees will be refunded if you withdraw on or before:

Trimester 1: 13 March 2015	Trimesters 1 & 2 (F): 13 March 2015
Trimester 2: 24 July 2015	Trimesters 2 & 3 (J): 24 July 2015
Trimester 3: 28 November 2015	Trimesters 3 & 1 (K): 28 November 2015

2. The standard last date for withdrawal from this course:
- |                              |  |
|------------------------------|--|
| Trimester 1: 15 May 2015     | Trimesters 1 & 2 (F): 21 Aug 2015      |
| Trimester 2: 25 Sept 2015    | Trimesters 2 & 3 (J): 18 December 2015 |
| Trimester 3: 29 January 2016 | Trimesters 3 & 1 (K): 8 April 2016     |

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](#).

Note that if you withdraw from INFO580 and re-enrol, you will need to discuss with the INFO580 course coordinator whether it is appropriate to continue with the same research topic, or adopt a new topic.

### **Class Times and Room Numbers**

There are no formal classes for INFO580.

### **Course Content**

INFO 580 allows students to demonstrate that they can plan and complete a small research project in information studies. INFO580 is an extension of work undertaken in INFO 528, which provides an introduction to the various research methodologies and research procedures.

### **Course Learning Objectives**

INFO 580 is designed to assess a student's ability to:

- identify, clarify, and investigate a problem/topic;
- locate, analyse, and integrate relevant literature;
- gather and analyse additional data; and
- present a coherent and well-organised argument.

### **Course Delivery**

You will have regular contact with your supervisor during your INFO580 enrolment. These may be face-to-face meetings; or in the case of distance students, contact through telephone, VoIP, or email.

### **Expected Workload**

Completing your INFO580 project requires about 250 hours of work, though the time will depend on the methodology, topic, extent of previous preparation, etc.

### **Group Work**

There is no group work required in this course.

### **Readings**

There is no set text; the text and readings from INFO528 are important, and a list of suggested readings and references and other information is provided at the INFO580 section of the Blackboard Information Studies community.

### **Materials and Equipment**

No specific material or equipment is required for this course.

## Assessment Requirements

The Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

INFO580 has two pieces of assessment:

- Research proposal: 3000-5000 words, 30%, due one third of the way through your enrolment.
- Research report: 8000-15000 words, 70%, due at the end of your enrolment.

### 2015/2016 due dates:

Trimester(s)	Proposal Due	Project Due
20143 & 1 (K)	23 Jan. 2015	5 June 2015
2015: (1)	3 April 2015	5 June 2015
1 & 2 (F)	8 May 2015	16 Oct. 2015
(2)	14 Aug. 2015	16 Oct. 2015
2 & 3 (J)	18 Sept. 2015	12 Feb. 2016
(3)	18 Dec. 2015	12 Feb. 2016
3 & 1 (K)	22 Jan. 2016	3 June 2016

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.

Your Research Report will normally be made available through the Research Archive, <http://researcharchive.vuw.ac.nz/>, so that the information professions have access to the findings of your research.

### Examinations

There are no examinations for this course.

### Penalties

There are no specific penalties.

### Mandatory Course Requirements

You must submit a satisfactory Topic Approval Form (TAF) prior to the start of INFO580. This outlines your topic and your background reading, and is used to allocate an appropriate supervisor. The proposal must achieve a pass grade before you can proceed to completion of the research project.

### 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**

Full details of the requirements and procedures for INFO580 are available in the **INFO580 Research section of the Blackboard Information Studies community**. You should read this well before the start of your INFO580 enrolment.

### **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.

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