

School of Information Management

## **INFO523 INFORMATION ACCESS AND USE**

Trimester 1, 2015

### **COURSE OUTLINE**

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

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#### **Trimester Dates**

From Monday 2nd March to Sunday 14<sup>th</sup> June

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 13<sup>th</sup> March 2015.
2. The standard last date for withdrawal from this course is Friday 15<sup>th</sup> 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 or [online](#).

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

INFO 523 will be held in the first trimester (March-June) of the 2015 academic year. There will be no sessions for two weeks during the mid-term break.

- Face-to-face classes will be held in **RHMZ04** on Tuesdays between 1.40 – 3.30 p.m.
- The weekly Distance class will be held on Tuesdays between 6.45 – 8.15 p.m.

## **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*

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.

## **Expected Workload**

To achieve satisfactory grades, you will need to spend approximately 12.5 hours per week on INFO523, including time spent in class and the iConferencing sessions. Some aspects of the course will require less time, whereas others will require slightly more, depending on your previous knowledge of the topic.

**Before each session, please read the material for the week's topic on Blackboard, and be ready to discuss the readings and other set work prepared for the class.**

## **Prescription**

This course covers models of information seeking behaviour and information literacy, and will equip students with the skills to assist users efficiently and effectively access information in contexts such as libraries, museums, records management systems, and archives.

## **Course Learning Objectives**

At the end of this course, students will be able to:

1. Evaluate and explain a model of information seeking behaviour
2. Analyse information seeking and use in terms of an information literacy model
3. Help a user of an information service to locate and use information effectively.
4. Plan and execute user engagement for an information service
5. Plan information services for specific Aotearoa populations, e.g. Māori, Pasifika.

## **Course Content**

INFO 523 will cover the following areas:

- Information Literacy using the threshold concepts from ACRL's Framework for Information Literacy for Higher Education:
  - Authority Is Constructed and Contextual
  - Information Creation as a Process
  - Information Has Value
  - Research as Inquiry
  - Scholarship Is a Conversation
  - Searching Is Strategic
  - Information Seeking Behaviour

## **Readings**

The required textbook is **Cassell, K. A. & Hiremath, U. (2012). *Reference and information services in the 21st century: An introduction* (3rd ed.). New York: Neal-Schuman.**

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. 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. Required readings for each week's class will be available from Blackboard.

### **Materials and Equipment**

Verbal participation in this class is strongly encouraged. Students participating via SABA should have a microphone and speakers (a USB headset is highly recommended). In-class activities will be enhanced for all if microphones are used.

### **Assessment**

The Assessment Handbook will apply to all VUW courses: see

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

Full details of the assignments are available under "Assessment" on Blackboard.

Assignment	Date due	Value	Length	Learning Objectives
1. Report on information needs and behaviour in a specific context	20 April	40%	Approximately 2500 words	1
2. LibGuide and journal entries	14 June	40%	One guide with 15-20 resources.	2-5
3. Practical exercises, etc	Must complete by 31 May	20%	Varies	3

### **Late assignments**

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 after they are due will not be accepted unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

### **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**

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 Programme 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.

**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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