TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO538 PRACTICUM

Trimesters 1, 2, 3 2016

COURSE OUTLINE

Prescription

A period of work experience in an information service for students with little or no prior relevant work experience. The placement will be subject to protocols and managed through a set of learning objectives, and must be approved by the course coordinator before commencement.

Course Learning Objectives

The Practicum involves a period of work experience for students with little or no prior relevant experience.   The purpose is to provide them with knowledge of a professional information management workplace, thereby easing the transition from being a student to being a practitioner.

By the end of the INFO 538 course, the student should be able to:

1. Demonstrate enhanced personal, technical, and professional skills and knowledge.
2. Demonstrate knowledge of the information professions and the workplace where these operate.
3. Show enhanced understanding of the relationship between theory and practice.

The objectives of an individual student's Practicum will be established and evaluated through a student plan of learning agreed to by the academic supervisor and the hosting mentor.

Trimester Dates

Trimester 1   29 Feb – 3 June 2016
Trimester 2   11 July – 14 October 2016
Trimester 3   14 November 2016 – 19 February 2017

Note: To allow enough time to find a suitable host and mentor for a placement, a student wishing to take INFO 538 must **contact the INFO 538 Coordinator at least six weeks before the start of the relevant trimester**. **It is not sufficient to just enrol for the course, students must make formal contact with the Course Coordinator**. The Course Coordinator may refuse to allow a student to start INFO 538 if insufficient notice has been given.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before:
    Trimester 1, 11 March 2016, Trimester 2, 22 July 2016, Trimester 3, 18 November 2016.

2. The standard last date for withdrawal (ie without refund) from this course is:
    Trimester 1, 13 May 2016, Trimester 2, 23 September 2016 , Trimester 3, 27 January 2017.

3. 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.

Names and Contact Details
Course Coordinator
Gillian Oliver, Room RH 422
Email: gillian.oliver@vuw.ac.nz
Phone: (04) 463 7437

Programme Administrator
Chris King
Room RH 520, Rutherford House
Tel +64 4 463 5875
Email: chris.king@vuw.ac.nz

Class Times and Room Numbers
There are no set class times, tutorials, or seminars for students in which students are required to participate. All information will be provided in documents which will be sent to students enrolled in the course.

Course Delivery
1. Establishment of the placement is to be arranged and approved by the course coordinator.
2. Responsibility for on-site supervision lies with the mentor employed by the host organisation.
3. The academic supervisor (usually a course coordinator) will conduct the assessment, with some informal input from the mentor.
4. The academic supervisor will provide the mentor with background information about the practicum and what is expected from the host institution.

The mentor will:
- assist the student in developing a topic for a Practicum project;
- provide suitable support and background information for the student's Practicum project;
- act as a facilitator, teacher, observer, evaluator, and role model;
- provide the student with tasks suitable for an emerging information professional;
- teach and supervise the student in performing any unfamiliar task;
- seek out additional learning experiences for the student as opportunities arise;
- provide constructive feedback to the student on performance throughout the Practicum;
- introduce the student to other staff members, helping the student to understand the structure and mission of the organisation;
- raise problems or potential problems with the academic supervisor;
- informally assist with evaluation of the student's performance in the Practicum.

Readings
Students will be expected to construct a reading list appropriate to their needs, after consultation with the academic supervisor.

Mandatory course requirements
Students on the Practicum will be required to attend the workplace for a number of hours agreed in advance with the host organisation, and both pieces of assessment must be completed.

If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible.

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

Expected Workload
The expected workload for INFO 538 is 150 hours in total. The timing of those hours will be determined through negotiation between the Course Coordinators, the student, and the practicum host. This is likely to involve approximately 100 hours of fieldwork at the practicum site, with the remainder of the time spent on relevant reading and writing assignments.

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

Assessment
- Journal (50%) suggested length 2,000 words – due at the end of trimester
  Related to learning objectives 1 and 2
- Practicum Project Report (50%) suggested length 2,000 words – due at the end of trimester
  Related to learning objective 3

All work is due on the final Friday of the trimester (see course dates above). The practicum will be assessed with a graded result (A+ to E).

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

Materials and Equipment
The student is responsible for any expenses required for transport, equipment, accommodation, etc. during the Practicum.

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
The academic supervisor will maintain contact with the student and mentor by telephone and email.

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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