TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO580 RESEARCH PROJECT

Trimesters 1, 1+2, 2, 2+3, 3, 3+1 2016

COURSE OUTLINE

Prescription
A supervised research project on an information management problem. The student will apply one or more established methodologies to collect and analyse data and communicate the results in a written report.

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 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.

Trimester Dates
Trimester 1: 29 February to 3 June 2016
Trimester 1&2 (F): 29 February to 14 October 2016
Trimester 2: 11 July to 14 October 2016
Trimester 2&3 (J): 11 July to 19 February 2017
Trimester 3: 14 November to 19 February 2017
Trimester 3&1 (K): 14 November to 9 June 2017

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: 11 March 2016   Trimesters 1 & 2 (F): 11 March 2016
   Trimester 2: 23 July 2016   Trimesters 2 & 3 (J): 23 July 2016
   Trimester 3: 26 November 2016   Trimesters 3 & 1 (K): 26 November 2016

2. The standard last dates for withdrawal from this course are
   Trimester 1: 13 May 2016   Trimesters 1 & 2 (F): 19 August 2016
   Trimester 2: 23 September 2016   Trimesters 2 & 3 (J): 16 December 2016
   Trimester 3: 27 January 2017   Trimesters 3 & 1 (K): 7 April 2017

After these dates, 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.

Names and Contact Details

Course Coordinator:
        Anne Goulding
        Room RH425, Rutherford House
        Tel +64 4 463 5887
        Email anne.goulding@vuw.ac.nz

Programme Administrator: Chris King
        Room RH520, Rutherford House
        Tel +64 4 463 5875
        Email: chris.king@vuw.ac.nz

Class Times and Room Numbers
There are no formal classes for INFO580.

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.

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.

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.

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 or sit a test or examination, refer to
www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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.

Assessment
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: 3,000-5,000 words, 30%, due one third of the way through your enrolment.
- Research report: 8,000-15,000 words, 70%, due at the end of your enrolment.

2016/2017 due dates:

Trimester(s)	Proposal Due	Project Due
2015 3 & 1 **(K)**	22 Jan. 2016	3 June 2016
2016 **(1)**	1 April 2016	3 June 2016
1 & 2 **(F)**	6 May 2016	14 Oct. 2016
(2)	12 Aug. 2016	14 Oct. 2016
2 & 3 **(J)**	16 Sept. 2016	10 Feb. 2017
(3)	16 Dec. 2016	10 Feb. 2017
3 & 1 **(K)**	20 Jan. 2017	2 June 2017

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 VBS 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.

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
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.

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
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