



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

GRADUATE SCHOOL OF NURSING, MIDWIFERY AND HEALTH

HLTH 519: RESEARCH REVIEW

30 POINTS
TRIMESTER 1 & 2 2015

Important dates

Trimester dates: 2 March to 15 November 2015

Teaching dates: 2 March to 16 October 2015

Easter/Mid-trimester break: 3 April to 19 April 2015

Mid-year break: 2 July to 12 July 2015

Mid-trimester break 2/3: 24 August to 6 September 2015

Last assessment item due: 19 October 2015

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

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SECTION 1: OPERATIONAL INFORMATION

Class times and locations

1st School

Dates: Thursday 19 and Friday 20 March 2015
Times: 0830 - 1630 daily
Venue: CS801, Level 8, Clinical Services Building (CSB), Wellington Regional Hospital, Riddiford St, Newtown, Wellington

2nd School

Dates: Tuesday 28 and Wednesday 29 July 2015
Times: 0830 - 1630 daily
Venue: CS801, Level 8, Clinical Services Building (CSB), Wellington Regional Hospital, Riddiford St, Newtown, Wellington

Important Notice

The Graduate School of Nursing, Midwifery & Health at Victoria University of Wellington, uses all reasonable skill and care in an effort to ensure the information and course content information contained in this outline is accurate at the time of going to print.

Students should be aware, however, that in the event course timetables and venues need to be changed, all attempts will be made to notify the students.

Names and contact details

Course Coordinator & Contact Details

Associate Professor Annemarie Jutel
Ph: 04 463 6140
Email: annemarie.jutel@vuw.ac.nz
Office Hours: by appointment

Postgraduate Student Administrator

Belinda Tuari
Ph: 04 463 6647
Email: belinda.tuari@vuw.ac.nz

Office Hours

The Graduate School office will be open Monday 5 January 2015 and close on Friday 18 December 2015 from 9.00am – 4.00pm weekdays.

In keeping with the practice of other years, academic staff will not be available on Fridays, except for the times they are involved in Schools. Please contact the course coordinator directly either by telephone or email should you wish to make an appointment or discuss course related issues.

Postal Address

Graduate School of Nursing, Midwifery & Health
Victoria University of Wellington
P O Box 7625
Newtown
Wellington 6242

Physical Address

Level 7, Clinical Services Block (CSB)

Wellington Regional Hospital

Riddiford St, Newtown

Wellington 6021

Communication of additional information

All course information and information on changes that occur during the course will be conveyed to students via Blackboard or student Victoria University of Wellington email.

SECTION 2: COURSE INFORMATION

Prescription

In developing a review relevant to your area of practice this course will examine the practices of scholarly writing and publishing practices to assist students in preparing manuscripts for publication in the appropriate scholarly or professional forum.

Course content

- Writing effectively
- Synthesising arguments, evidence, and perspectives within a particular practice, professional or theoretical context
- Principles of academic publication
- Choosing a publication target
- Manuscript preparation
- Dealing with peer review

Course learning objectives (CLOs)

Students who pass this course will be able to:

1. identify specific practice issues for which a deeper understanding is required
2. locate and appraise relevant research related to the practice issue
3. synthesise and report the findings of relevant research with recommendation for practice or research initiatives
4. prepare a manuscript to a level suitable for academic publication or similar dissemination.

Teaching format

This course is delivered via two two-day face-to-face seminar type Schools at the Graduate School of Nursing, Midwifery & Health. A distance component supported by Blackboard forms part of the course and supports students achieving their learning objectives. Online discussion board groups are available to give students ways of continuing discussion about course material outside of the class room.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. attend all Schools unless under special circumstances prior arrangements have been made with the course coordinator
2. complete all pieces of assessment

Workload

As a guide each 30-point course at the Graduate School requires students to allocate approximately 10 hours per point for self-directed study, research, assessments and attendance at Schools. Consequently 300 hours should be spread evenly over the two trimesters, breaks, study week and exam period.

This course comprises approximately 32 hours of course contact time for lectures. The amount of time you should notionally assign to the completion for each of the assignments is as follows:

1. Assignment Number One: Research question and search strategy (30%): 80 hours
2. Assignment Number Two: Literature Review (70%): 188 hours.

SECTION 3: ASSESSMENT INFORMATION

Assessment items and workload per item		%	CLO(s)	Due date
1	Research question and search strategy (500 words plus table)	30%	1, 2	4 May 2015
2	Literature Review	70%	1, 2, 3, 4	19 October 2015

Approval is required in writing from the course coordinator if you wish to use work you have submitted from a previous course or have written for your organisation.

Assignment Number One

Assignment: Research question and search strategy

Due Date: Monday 4 May 2015

Word Count: 500 words plus table

This assignment is worth 30% of your final grade

In 500 words or less, present a research or practice issue, discussing the rationale for exploring this matter. Summarise (briefly) what is currently known about the topic and what you hope your research may help to clarify. Describe the search strategy you have used to locate relevant material to date.

In a table summarise the literature you have located on the topic of your inquiry to date. While there is not set format for the table, it should provide information for your future access about each piece of material, including (for example): the title of, and full reference to the publication; the type of study; its findings (brief comment); and other interesting details.

The number of references you include in your table will depend on the amount of material available in your area and on the search strategy you employ (including the limits you decide to set on your search). The review should include a minimum of 15 references.

This assignment meets learning objectives: 1 & 2.

Please submit this assignment via Blackboard as one MS Word file.

Marking Ranges Assignment 1:

A+	Excellent search and fluid writing. Question is clear, and rationale is logically presented. Excellent grammar, elegant flow of language, and effective communication of information. References are varied, of high-quality and relevant. Very little room for improvement
A	Very good work. No major problems with use of language, organisation or tone. Argument effectively communicated. Generally good search strategy. Some minor revisions required.
B	Competent work. May show some weaknesses in grammar, flow, clarity or search strategy. Message mainly clear and generally organised, but improvement is required. Question or search should be further refined.
C	Requires significant improvement. Use of language is weak, and ideas may be hard to follow. Sources inadequate or poorly referenced.
D	Skills not mastered. May be significantly under-length. Ideas very unclear. Use of language seriously deficient and/or presentation very poor.

Assignment Number Two

Assignment: Literature review

Due Date: Monday 19 October 2015

Word Count: as specified by your chosen journal

This assignment is worth 70% of your final grade

Choose a journal appropriate to your research question and locate the authors' guidelines. Using these guidelines, write a paper based on your research question and search of the literature.

Remember that the paper must include your research question and search strategy in line with the conventions of the particular journal. It should explain its relevance and significance to your discipline and/or practice area. In other words, you should incorporate the ideas you used for assignment one (this may be refined as a result of the feedback you received).

Your paper should demonstrate a clearly defined argument, and a sound analysis, critique and synthesis of the literature.

You will be writing according to your chosen journal's guidelines for authors, so this will dictate the structure, word limit and referencing style you use.

Appendix: Include the author guidelines for the journal you have chosen with your assignment.

This assignment meets learning objectives: 1, 2, 3, and 4.

Please submit this assignment via Blackboard as one MS Word file.

Marking ranges:

A+	Excellent review of near-publishable quality. Targets questions accurately, Is logically presented. Excellent grammar, elegant flow of language, and effective communication of information. References are varied, of high-quality and correctly cited. Very little room for improvement
A	Very good work. No major problems with use of language, organisation or tone. Argument effectively communicated. Generally adheres to the journal guidelines and may be publishable with additional revisions.
B	Competent work. May show weakness in grammar or flow, but generally presentable. Message mainly clear and generally organised, but improvement is required. Adherence to guidelines, or use of references is clumsy
C	Requires significant improvement. Use of language is weak, and ideas may be hard to follow. Sources inadequate or poorly referenced.
D	Skills not mastered. May be significantly under-length. Ideas very unclear. Use of language seriously deficient and/or presentation very poor.

Submission and return of work

For submission details, please see individual assessment items. Student coursework assignments submitted by the due date will normally be returned with feedback within three weeks of the due date.

Extensions and penalties

Extensions

An extension to a deadline will only be considered where there are extenuating circumstances. An application for an extension must be made by you in writing/e-mail to the course coordinator at least 24 hours before the due date. When communicating your request you must include the following information:

- name, student number and contact details
- course code
- date of submission and request date for new submission
- reason for extension request.

Upon receipt of your request, course coordinators may grant an extension of up to 2 weeks. Any further request for an extension may require Head of School approval.

Penalties

Late assignments or assignments with extensions may be subject to delays in marking and may not receive comprehensive feedback.

A penalty will be incurred for late submission of work **where no prior arrangement** has been made as follows:

- Work submitted up to 7 days after the due date without an extension will receive a 2 grade penalty. For example a B+ to a B-.
- Work submitted 8-14 days after the due date without an extension will receive a 4 grade penalty. For example a B+ to a C.
- Work submitted more than 15 days late without an extension will not be marked and will receive an 'E' (fail) grade.

SECTION 4: ADDITIONAL INFORMATION

Set text

There is no set text for this course.

Recommended reading

Students are encouraged to read widely in their field, and learn from the writing styles and practices present in the journals of their disciplines.

Students may find the following books helpful:

Aveyard, H. (2007). *Doing a literature review in health and social care: A practical guide*. Maidenhead: Open University Press (McGraw-Hill).

Williams, Joseph, M. (2014). *Style: Lessons in Clarity and Grace* (11th edition). Longman Press.

Books may be purchased at Vicbooks: <https://www.vicbooks.co.nz>

Student feedback

Enhancements made to this course, based on the feedback of previous students, will be covered during the course. Students will be given the opportunity to provide informal and formal feedback on a regular basis during the 2015 year.

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

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

Blackboard Information

Students enrolling for this course will need access to the Victoria flexible learning system (Blackboard) via the Internet.

Blackboard is an online environment that supports teaching and learning at Victoria by making course information, materials and learning activities available online via the internet. Blackboard provides web-based access to course content, assessment, communication and collaboration tools. Instructions for using this will be provided as part of timetable during the 1st School. Students will need to be able to access the Internet on a regular basis.

The following software, which is necessary for using material on Blackboard, is freely available to download from the internet if you don't already have it:

- Netscape Communicator v 4.78 or higher (v. 7.1 recommended) OR
- Microsoft Internet Explorer v. 5.2.x or higher
- MS Windows 2000 or XP/ MacOS 9 or Mac OS X.2 or higher

Other software: Adobe Acrobat Reader - free download from www.adobe.com/products/acrobat

Students are encouraged to use Endnote to manage the research material they use and cite. Endnote can be obtained at <http://library.victoria.ac.nz/library/resources/guides/endnote.html>

Microsoft Office or Microsoft Viewers. The viewers can be downloaded free of charge from: www.microsoft.com/office/000/viewers.asp

Computer skills required:

- Internet browsing skills
- Basic word processing skills

How to log onto Blackboard

- Open a web browser and go to myVictoria.ac.nz
- Enter your account username which you can find in your *Confirmation of Study* sheet
- It is usually made up of 6 letters of your last name and 4 letters of your first name
- Enter your password. If you have never used Victoria computer facilities your initial password is your student ID number
- Click on the Blackboard icon
- Alternatively, if you want to access Blackboard without going through the myVictoria portal, just log on at <http://blackboard.vuw.ac.nz>

Off Campus access

Blackboard is available from any location where you can access the Internet. This may be your home, work or an Internet café.

Problems with access? Contact ITS service desk **04 463 5050**