Tutorial Letter 101/3/2022

Developing Information Skills for Lifelong Learning

INS1502

Semester 1 and 2

Department of Information Science

This tutorial letter contains important information about your module.

BARCODE

CONTENTS

Page

1 INTRODUCTION 3

2 PURPOSE AND OUTCOMES 3

2.1 Purpose 3

2.2 Outcomes 3

3 CURRICULUM TRANSFORMATION 4

4 LECTURER AND CONTACT DETAILS 4

4.1 Lecturer 4

4.2 Department 4

4.3 University 4

5 RESOURCES 5

5.1 Study material 5

5.2 Prescribed book 5

5.3 Recommended book(s) 5

5.4 Electronic reserves (e-reserves) 5

6 STUDENT SUPPORT SERVICES 6

6.1 Study@Unisa 6

6.2 First-Year Experience Programme @ Unisa 6

7 STUDY PLAN 7

8 ASSESSMENT 7

8.1 Assessment criteria 7

8.2 Assessment plan 8

8.3 Assignment due dates 8

8.4 Submission of assignments 8

8.5 The assignment 9

8.6 The examination 9

9 ACADEMIC DISHONESTY 9

9.1 Plagiarism 9

9.2 Cheating 10

9.3 More information about plagiarism can be downloaded on the link below: 10

10 FREQUENTLY ASKED QUESTIONS 10

11 IN CLOSING 10

12 ADDENDUM EVALUATION QUESTIONNAIRE 11

1 INTRODUCTION

Dear Student,

Welcome to the module INS1502. This module is about the basic research process at tertiary level and planning for information tasks such as academic essays and assignments.

After completing this module, you should be able to find, evaluate, organise and use verified information successfully and ethically. You will learn more about reference techniques, writing skills and essay writing. The skills you learn in this module will stand you in good stead throughout your academic and working career and will form the basis for advanced research skills. Please note that this module is offered as a blended mode of delivery, meaning that you will receive the tutorial letter 101 via post but the rest of the information on this module will be available online via myUnisa. Your assignments and assignment due dates will be accessible via myUnisa, and it is therefore imperative that you log on to your myUnisa site when you receive this tutorial letter to obtain more information on the assignments and contents that you have to study to complete the module. The INS1502 module follows an online approach to teaching and a blended approach to study material. This means:

- The INS1502 module site is your online campus.
- All teaching activities are online.
- You must follow the INS1502 site online, where you have access to notifications and information about the module.
- You should have an online e-tutor.
- Your assignments must be completed online.
- All study material can be found online.
- The only paper copies you might receive is your study guide (INS1502 TL501) and this tutorial letter

2 PURPOSE AND OUTCOMES

2.1 Purpose

The purpose of this module is to teach students how to plan for information tasks and effectively locate, evaluate and organise information needed to write information tasks such as academic essays and other assignments.

2.2 Outcomes

After completion of this module, you should be able to:

- competently plan information tasks (such as academic essays)
- find and evaluate relevant information for an information task
- apply thinking skills to organise information and write an information task
- use scholarly information to write an academic product
- use in-text references
- compile references or a list of sources

3 CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter based on five pillars and eight dimensions. In response to this charter, we have placed curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes the following pillars: student-centred scholarship; the pedagogical renewal of teaching and assessment practices; the scholarship of teaching and learning; and the infusion of African epistemologies and philosophies. These pillars and their principles will be integrated at both the programme and the module levels as a phased-in approach. You will notice a marked change in the teaching and learning strategy implemented by Unisa together with how the content is conceptualised in your modules. We encourage you to embrace these changes during your studies at Unisa.

4 LECTURER AND CONTACT DETAILS

4.1 Lecturer

Your lecturer for INS1502: *Developing information skills for lifelong learning* is Dr N Wessels. I am here to help you. Please do not hesitate to contact me if you want to discuss any academic issues. **E-mails will be answered quickly and is the preferred way of keeping in contact**.

Contact details:

Dr N Wessels
E-mail: wessen@unisa.ac.za

Your contact details:

Please provide the following in your correspondence:

- your student number
- the relevant module code, in this case, INS1502
- a detailed explanation of the issues you write about

4.2 Department

This module is one of the offerings of the Department of Information Science. The department can be contacted at:

E-mail: Infoscience@unisa.ac.za

4.3 University

The university can be contacted in various ways, depending on the query. Check the main myUnisa page on the top horizontal bar under ENQUIRIES.

5 RESOURCES

5.1 Study material

The INS1502 module is based on one study guide and several tutorial letters. They are available online on myUnisa under “Official Study Material” and sometimes “Additional Resources” and include the following:

- study guide: Tutorial Letter INS1502/501/3/2022. Note that the study guide is a 501TL
- main tutorial letter with general assignment information: Tutorial Letter INS1502/101/3/2022
- feedback tutorial letter: Tutorial Letter INS1502/201/2022
- general presentation tutorial letter: Tutorial Letter INKALLE/302/4/2022

There might be other tutorial letters in the 000, 100 and 200 series if the need arises.

5.2 Prescribed book

There is no prescribed book for this module.

5.3 Recommended book(s)

The recommended book is:

Machet, MP. 2012. *Mastering information skills for the 21st century*. Pretoria: Unisa Press. ISBN 978-1-86888-595-4.

The recommended book can be requested online via the Library catalogue.

5.4 Electronic reserves (e-reserves)

There are no e-reserves for this module. E-reserves can be downloaded from the Library catalogue. More information is available at: http://libguides.unisa.ac.za/request/request

5.5 Library services and resources information

The Unisa Library offers a range of information services and resources:

- For brief information, go to https://www.unisa.ac.za/library/libatglance
- For more detailed Library information, go to http://www.unisa.ac.za/sites/corporate/default/Library
- For research support and services (eg Personal Librarians and literature search services), go to http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support

  The Library has created numerous Library guides: http://libguides.unisa.ac.za

Recommended guides:

- Request and find library material/download recommended material: http://libguides.unisa.ac.za/request/request

- Postgraduate information services: http://libguides.unisa.ac.za/request/postgrad
- Finding and using library resources and tools: http://libguides.unisa.ac.za/Research_skills
- Frequently asked questions about the library: http://libguides.unisa.ac.za/ask
- Services to students living with disabilities: http://libguides.unisa.ac.za/disability

Important contact information:

- Ask a Librarian: https://libguides.unisa.ac.za/ask
- Technical problems accessing library online services: Lib-help@unisa.ac.za
- General library related queries: Library-enquiries@unisa.ac.za
- For queries related to library fines and payments: Library-fines@unisa.ac.za

6 STUDENT SUPPORT SERVICES

6.1 Study@Unisa

The *Study@Unisa* brochure is available on myUnisa at: www.unisa.ac.za/brochures/studies.

The brochure contains many tips and information you need to succeed at Unisa.

6.2 First-Year Experience Programme @ Unisa

For many students, the transition from school education to tertiary education can be quite daunting. This is also true of first-time students to Unisa. Unisa is an open distance and e-learning institution. It is different from face-to-face or contact institutions because it is a mega university and because all our programmes are offered in a blended-learning or fully online learning mode. It is for this reason that we thought it necessary to offer first-time students additional support so that they can navigate the Unisa teaching and learning journey with as little difficulty as possible. We offer a specialised student support programme to students entering Unisa for the first time. We refer to this programme as Unisa's First-Year Experience (FYE) Programme. The FYE is designed to provide you with helpful information about the services that the institution offers and ways to access information. The following FYE tools are currently offered:

- FYE website: All the guides and resources you need to navigate your first year at Unisa can be accessed by clicking on the following link: www.unisa.ac.za/FYE
- FYE e-mails: You will receive regular e-mails to keep you focused and motivated.
- FYE broadcasts: You will receive e-mails with links to broadcasts on various topics related to your first-year studies (eg, videos on how to submit assignments online).
- FYE mailbox: For assistance with queries related to your first year of study, send an e-mail to fye@unisa.ac.za.

The *Study@Unisa* website is available on myUnisa: www.unisa.ac.za/brochures/studies

The website has all the tips and information you need to succeed at Unisa.

7 STUDY PLAN

You should spend **at least 120 hours** studying for this module. You will need to pace yourself throughout the semester to ensure that you keep up with the workload. This is not a module that you can cram in a few days before the examination. Although the INS1502 module is not difficult, the syllabus requires you to master a considerable number of information skills.

Note that INS1502 is a **semester module**. You will register for either **Semester 01** or **Semester 02.** Please keep in mind the semester you are registered for so that you complete the appropriate assignments for that semester.

- Carefully read through this tutorial letter, namely *Tutorial Letter INS1502/101/3/2022.* It introduces you to INS1502, discusses examination details, and contains **assignment information.**

- Turn to the study guide for INS1502 and read learning unit 1, which will give you an overview of the module. Remember the study guide is a 501 Tutorial Letter.

- Draw up your own study programme, taking the assignment due dates and the examination date (available on myUnisa in time) into consideration.

- Check the study programme provided by your e-tutor (if an e-tutor has been appointed). More detail will be provided about e-tutors on your module site.

- Start working through the study guide as soon as you receive it, together with the other study material. Read *Tutorial Letter INKALLE302/4/2022,* which is available on the myUnisa site for this module.

It will be to your advantage to work through the practical exercises in your study guide. The more you practise information skills at work and at home, the more you will benefit.

8 ASSESSMENT

8.1 Assessment criteria

The following criteria are worth mentioning:

- Information tasks can be planned competently if students are able to apply various information skills.

- Information relevant to an information task can be retrieved from different reference sources and information systems.

- Information can be evaluated according to scholarly principles and used effectively in information tasks.

- Retrieved information can be organised by applying thinking and writing skills to complete an information task.

- A list of sources can be compiled and in-text references can be cited according to the Harvard method.

8.2 Assessment plan

- To complete this module, you will be required to submit **TWO** assignments.
- All information on when and where to submit your assignments will be made available to you via the myUnisa site for your module.
- Due dates for assignments, as well as the actual assignments will be available on the myUnisa site for this module.
- To gain admission to the examination, you will be required to submit ONE assignment.
- Your assignments will comprise of two multiple choice question (MCQ) type assignments.
- The assignment weighting for the module is 20%, 10% for each assignment.
- The examination will be a timed MCQ exam.
- The examination will count 80% towards the final module mark.

8.3 Assignment due dates

- There are no assignment due dates included in this tutorial letter.
- Assignment due dates will be made available to you on the landing page of myUnisa for this module. We envisage that the due dates will be available to you upon registration.
- Please start working through your study guide as soon as you register for the module.
- Log on to the myUnisa site for this module to obtain more information on the due dates for the submission of the assignments.
- It is important to note that both assignments will cover the complete syllabus.

8.4 Submission of assignments

- Modules offered by Unisa are either *blended* (meaning that we use a *combination* of printed and online material to engage with you) or *online* (all information is available via the *internet*). In all cases of online engagement, we use myUnisa as our virtual campus.
- The INS1502 module mostly follows an online approach. Refer to the Introduction to this tutorial letter.
- From 2022, the myUnisa virtual campus will be offered via a new learning management system. This is an online system that is used to administer, document and deliver educational material to you and support engagement with you.
- Look out for information from your lecturer as well as other Unisa platforms to determine how to access the virtual myUnisa module site.

- Information on the tools that will be available to engage with the lecturer and fellow students to support your learning will also be communicated via various platforms.
- The University undertakes to communicate as clearly and as frequently as is necessary to ensure optimum advantage in the use of the new learning management system.
- Additional information on the use of the myUnisa site for the module, as well as features to engage and communicate with your lecturer and other students will also be made available via the online site for the module.
- Therefore, log on to the myUnisa site for your module to gain more information on where to complete and/or upload your assignments and how to communicate with your lecturer.

8.5 The assignment

As indicated in section 8.2, you need to complete TWO MCQ assignments for this module. Detail will be posted on the INS1502 myUnisa Site.

8.6 The examination

Examination information and details on the format of the examination will be made available to you online via the myUnisa site. Look out for information that will be shared with you by your lecturer and e-tutors (where relevant) and for communication from the University.

9 ACADEMIC DISHONESTY

9.1 Plagiarism

Plagiarism is the act of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft which involves several dishonest academic activities, such as the following:

- Cutting and pasting from any source without acknowledging the source.
- Not including or using incorrect references.
- Paraphrasing without acknowledging the original source of the information.

Although you will not get a written assignment for INS1502, the same principles hold true for cheating. Do not work together or copy other students' answers. You will not learn anything by doing that and will miss the opportunity to become a knowledgeable student.

9.2 Cheating

Cheating includes, but is not limited to, the following:

- Completing assessments on behalf of another student, copying from another student during an assessment or allowing a student to copy from you.
- Using social media (eg WhatsApp, Telegram) or other platforms to disseminate assessment information.
- Submitting corrupt or irrelevant files.
- Buying completed answers from “tutors” or internet sites (contract cheating).

9.3 More information about plagiarism can be downloaded on the link below:

https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules

10 FREQUENTLY ASKED QUESTIONS

Consult the FAQs on the INS1502 myUnisa page for further information.

11 IN CLOSING

We sincerely hope that this module and its contents will be useful to you in your further studies.

Dr N Wessels

wessen@unisa.ac.za

12 ADDENDUM EVALUATION QUESTIONNAIRE

A Indicate the extent to which you agree with the following statements

1 = definitely disagree

2 = disagree

3 = uncertain

4 = agree

5 = definitely agree

The assignments are appropriate to the syllabus	1	2	3	4	5
The workload of the module is acceptable	1	2	3	4	5
The materials (study guides) are useful	1	2	3	4	5
I found the module difficult	1	2	3	4	5
The module is relevant for my workplace	1	2	3	4	5

B Which other areas would you like to have incorporated in the module?

C Any other comments or suggestions
