

IN6299/IS6799/KM6399: Critical Inquiry

Semester 2 Academic Year 2022/2023

(Updated on 12 December 2022)

COURSE ADMINISTRATION

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COURSE DESCRIPTION

This course provides students with an overview of how to design and conduct a simple research project on a selected topic in the areas of information services, systems, and knowledge management. In this respect, a group of 3 students (**No less or more than 3 students per group**) are mentored by a supervisor in a research project leading to a critical inquiry report and research outputs.

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COURSE OBJECTIVES

At the end of the course, students are expected to:

- Understand how to design and conduct a research project in the area of information study, information system, or knowledge management, and
 - Acquire in-depth knowledge in a selected research topic area.
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PREREQUISITES

- **Full-time** students should take this course in the second semester,
 - **Part-time** students should take this course in the second year (starting from the third semester), and
 - Students must have completed at least 4 courses before registering for critical inquiry
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COURSE WEBSITE

Materials for the course will be accessible from the following URLs:

- <https://ntulearn.ntu.edu.sg/>
(Students will only have access to the NTULearn course folder after registering for IN6299/IS6799/KM6399)
- <https://www.ntu.edu.sg/wkwsci/admissions/useful-links/graduate/critical-inquiry>

If you are looking for teammates, please use the Discussion Board in the course website (NTULearn) to post your interest and contact information. Note that you need to register for the course (IN6299/IS6799/KM6399) during the course registration period in order to use the Discussion Board.

ASSESSMENT

Proposal and final report constitute 20% and 80% of the overall grade respectively.

There is **NO** final exam. For a full explanation of the assignments, refer to the course website. Proposal will be marked by your supervisor, while final report will be marked by your supervisor and an independent marker.

The proposal and final report submitted after the deadline will be marked down by 10% per day.

The University has set up the Institutional Review Board (IRB) to promote ethical research to protect human subjects involved in research projects as well as to support researchers. **All student research projects (i.e. Critical Inquiry Projects) involving studies with human subjects should apply for clearance on ethical issues by the School-IRB or the NTU-IRB before conducting the studies.** The review and approval process will take around **2 weeks to 2 months**. Please consult with your supervisor on the best time to submit your IRB application for approval. You are advised to submit your application **by Week 6**.

If you conduct a survey in the classes, you should obtain permission from the instructors of the classes in which you carry out your data collection. You should also document your sources of data clearly in the final report.

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POLICIES

Academic Honesty & Plagiarism

The assignments that you submit for assessment in this course must be your own work. The University's policies on academic honesty and plagiarism apply to this course. It is your responsibility to familiarise yourself with these principles and policies.

Plagiarism is a serious form of academic dishonesty involving:

- Paying someone else to do the work but submit the work in your name
- Copying someone else's work and passing it off as yours (even if you do it with the other person's knowledge and permission)
- Turning in a paper that you have submitted or are submitting for another course without the approval from the professors
- Using or creating fabricated or fictitious data
- Making use of other people's ideas without proper attribution and citation
- Direct quoting without quotation marks, even though the source is cited (You must provide proper citation of articles, according to APA standards, in your assignments)
- Excessive use of other people's work/ideas

Disciplinary actions against academic dishonesty range from failing a course to expulsion. If you are not sure what constitutes academic dishonesty, please consult your Programme Director.

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SCHEDULE

Week	Action
Before semester starts	• Form a group of <u>3 students</u>. (<i>Note: No less or more than 3 students</i>) • Define a topic or select a project from the list of CI project titles. • Obtain approval from your supervisor to start a project. • Start to work on your project. • Register for IN6299/IS6799/KM6399 in GSLink during the Course Registration period.
1	Work on your project: • Communicate with your supervisor regularly throughout the semester.

Week	Action
1	• Ensure that your group meets or gets feedback from your supervisor at least 4 times during the entire “Critical Inquiry” process. • The supervisor-students meeting form has to be submitted together with the final report. Marks will be deducted from the total score if no good reason is given for inadequate attempts to get your supervisor’s feedback. Feedback can either be face-to-face or via email. • Check NTULearn course website regularly for updates. By 13 January 2023 (Friday) Submission of CI Project Title and Supervisor Form: <u>Softcopy</u> • You can email the CI Project Title and Supervisor Form to the coordinator at wkwsci_coursework@ntu.edu.sg. • If you do not submit the CI Project Title and Supervisor Form by the deadline, we will assume that you will drop the course. • Students who are unable to form a team or find a supervisor will fail the course; their proposal and final report will not be marked. • Ensure that you are formally registered for IN6299/IS6799/KM6399 and the course is reflected in the GSLink.
2	Work on your project. Complete the CITI Certification Training (Course Objective: To equip students with the knowledge of research ethics). This is the minimum training requirement for all students doing Critical Inquiry. Click here to access the website to sign up for the CITI Certification Training. CITI certification is required for all domains in NTU IRB, before the review of your ethics application can proceed. Please refer to NTULearn (22S1-SCI-IN6299 / IS6799 / KM6399-Critical Inquiry > Content > CITI Training Guide) for the step-by-step guide to register for CITI Certification Training.

Week	Action
3	By 27 January 2023 (Friday) • Submit the softcopy of your proposal (up to 6 pages) through the Turnitin Assignment and email it to your supervisor for grading. • Use your Group ID as the file name. For example, it should look like this: Proposal_LCK-01.doc or Proposal_DG-01-01.doc. • Wrongly named files will be removed from the Turnitin Assignment. Complete the CITI Certification Training
4	Work on your project. Complete the CITI Certification Training
5	Work on your project. Complete the CITI Certification Training
6	By 17 February 2023 (Friday) • Submit an IRB application after getting approval from your supervisor (as PI). Please ensure the completion of the CITI Certification Training and save a copy of the certificate. • All IRB applications should be emailed to the Research office at wkwsci-irb@ntu.edu.sg. An email will be sent out with instructions on how to proceed with the IRB application submission. You are advised to submit your IRB application between Week 4 and Week 6, which will give you time to conduct your studies just before or during the Recess Week. Please ensure that you have completed the CITI Certification Training and submit the certificate.
7	Work on your project.
Recess Week	

Week	Action
8	Work on your project.
9	Work on your project.
10	Work on your project.
11	Work on your project.
12	Work on your project.
13	By 12 April 2023 (Wednesday) • Submission of CI incentive reimbursement via GSLink. • Hard copy submission of CI incentive reimbursement to the Graduate Team.
14	Work on your project.
15	By 26 April 2023 (Wednesday) • Upload your revised Final Report (up to 20 pages; use the report template in the course website) through the Turnitin Assignment in NTULearn once your supervisor agrees with your submission. Note: If you submit your report to Turnitin twice, it will take you more than 48 hours to see the report. Turnitin similarity should not exceed 11%. • Students <u>must email our office to inform that the final report has been uploaded to NTULearn</u> and submit <u>soft copy of your Supervisor-Students Meeting Form</u> and <u>Declaration of Authorship Form</u> via email to wkwsci_coursework@ntu.edu.sg • Please note that each individual member in the CI group must complete the Declaration of Authorship Form separately. • When the CI group email our office to inform that the final report has been uploaded to NTULearn, the soft copy of the Supervisor-Students Meeting Form and Declaration of Authorship Form for the group members must be submitted via email to wkwsci_coursework@ntu.edu.sg. All the group members' forms can be included in that one email. • The CI coordinator will download the final report from NTULearn and then submit to your supervisor and independent marker for grading.

Week	Action
	• Make sure you follow the file-naming convention: Report_GroupID, SupervisorMeeting_GroupID. For example, they may look like: Report_TYL-05-01.doc , SupervisorMeeting_TYL-05-01.doc and Declaration_TYL-05-01. Wrongly named files will be removed from the Turnitin Assignment.

Note: The schedule may be subjected to changes.