

COURSEWORK
REFERENCE AND INFORMATION SERVICES FOR INFORMATION AGENCIES
IMD312

Coursework		Assessment
Reflective Writing (Individual)	:	10%
Evaluation of Reference Materials (Individual)	:	20%
Group Assignment	:	30%
• Report	:	20%
• Presentation	:	10%
Final Examination	:	40%
Total		: 100%

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REFLECTIVE WRITING (10%)

Student is required to write an account of personal experience base on what had been learned throughout this course.

(Reflection is a purposeful activity in which the student will critically analyze his/her experiences, skills and responses gained from the learning process for self-emotional and development growth].

Number of words are not more than 1000.

Guideline for writing reflective journal;

1. Identify issue for reflection
2. Highlight a specific event or experience
3. Links issue and/or event to evidence
4. Relates evident and issue back to event or future practices.

Font Setting

Arial (11 font size) with 1.5 lines spacing and justified.

Deadline: Week 6-7

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**INDIVIDUAL ASSIGNMENT (20%)
(EVALUATION OF ELECTRONIC RESOURCES)**

Instruction:

1. Student is required to evaluate any four (4) **electronic resources** [i.e online **databases, online catalog, e-newspaper, e-books, e-magazine, online encyclopedia, etc.] provided by the library.**
2. Evaluation of these items are based on any 4 criteria of evaluation that suit each item. Please avoid using the same criteria for all items.
[Mark shall be deducted if students are found to use the same criteria of evaluation for all items].
3. **Please provide significant evidents (i.e. screenshot of main page and/or any other significant page/s, illustrations, etc) for each source and attach them as appendices in the report.**
4. The content of the report shall include:
 - i. Introduction
 - ii. Evaluation for each item
 - i. Conclusion
 - ii. References

References (APA Citation Style)

Font Setting

Arial (11 font size) with 1.5 lines spacing and justified.

Deadline: Week 9

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GROUP ASSIGNMENT (30%)
(Library Instruction)

Division of marks:

- i. Report (20%)
- ii. Presentation (10%)

1. Each group comprising of not more than 4 members is required to develop library instruction using any method desired (video/multimedia, etc...). The content of the instruction shall focus on guiding/teaching library users on how to use the library sources/services.
2. Each group needs to prepare a report of the task given.
3. All groups are required to present their project.
4. Date of presentation will be determined by the lecturer.

Guideline for report of the project (15%)

The report must include:

- a) Title / theme for the project
- b) Introduction to the project
- c) Objectives of the project
- d) Purposes of project
- e) Background of the library's services/sources chosen for the project
- f) Method of delivery (video/interactive multimedia, etc...)
- g) Duration
- h) Target Audience
- i) Benefits
- j) Conclusion

Format:

- Font : 11/ Arial **or** 12/Times New Roman
- Spacing : 1.5
- Paragraph : Justify
- Citation : APA Style

References (APA Citation Style)**Font Setting**

The report must be typed using Arial (11 font size) with 1.5 lines spacing and justified.

Deadline: Week 13

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**FINAL EXAMINATION
(40%)**

Question type:

- i. 6 Short essays (60 marks)
- ii. 2 Long essays (40 marks)

Topics to be covered: Chapter 1-12

Duration: 180 min