

## **IN6299/IS6799/KM6399 Critical Inquiry**

**Semester 2 Academic Year 2024/2025**

**(Updated on 6 Dec 2024)**

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### **COURSE ADMINISTRATION**

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| <b>Programme</b>          | MSc (Information Systems)                                   |
| <b>Programme Director</b> | Associate Professor Na Jin Cheon                            |
| <b>Office</b>             | #03-50, Wee Kim Wee School of Communication and Information |
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| <b>Programme</b>          | MSc (Information Studies)                                   |
| <b>Programme Director</b> | Associate Professor Pee Loo Geok                            |
| <b>Office</b>             | #05-06, Wee Kim Wee School of Communication and Information |
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| <b>Programme</b>          | MSc (Knowledge Management)                                  |
| <b>Programme Director</b> | Dr Lee Chu Keong  |
| <b>Office</b>             | #04-14, Wee Kim Wee School of Communication and Information |
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|--------------------|--|
| <b>Coordinator</b> | Graduate Team  |
| <b>Office</b>      | Wee Kim Wee Student Services Centre, #04-03, Wee Kim Wee School of Communication and Information |
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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 no more than 3 students per group**) are mentored by a supervisor in a research project leading to a critical inquiry report and research outputs. Students can form groups from their own programmes or among MSc in Information Systems, MSc Information Studies and MSc in Knowledge Management programmes.

**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.

**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

## 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 during the active course registration period)
- <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 and/or presentation involved for CI. 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.**

Research Integrity and Ethics Office (RIEO) has made it **mandatory for supervisors of student teams supervising research projects with human subjects' research to have a valid CITI certificate** as supervisors are responsible for the ethical and legal conduct of student research. Thus, the CI group members as well as the supervisor must have completed the CITI training when submitting the IRB application for approval. Each CITI certificate is valid for three years.

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.**

## 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
- For more information on NTU Academic Integrity policy, please refer to this website: <https://www.ntu.edu.sg/wkwsci/admissions/useful-links/undergraduate/academic-integrity>
- For more information on plagiarism, self-plagiarism and exceptions, please refer to this website: <https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>

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

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## SCHEDULE

| Week                   | Action  |
|------------------------|---|
| Before semester starts | <ul style="list-style-type: none"> <li>• <b>Form a group of <u>3 students</u>.</b> (<i>Note: No less or no more than 3 students</i>)</li> <li>• Define a topic or select a project from the list of CI project titles.</li> <li>• Obtain approval from your supervisor to start a project.</li> <li>• Start to work on your project.</li> <li>• <b>Register for IN6299/IS6799/KM6399 via the Graduate Students Course Registration System (GSCRS) during the Course Registration period.</b></li> <li>• <b>You must have selected the Option of Study as “Coursework Only” in order to register for CI.</b></li> <li>• Please note that by default the Option of Study is set to “Coursework and Dissertation”.</li> </ul>  |
| 1                      | <p>Work on your project:</p> <ul style="list-style-type: none"> <li>• Communicate with your supervisor regularly throughout the semester.</li> <li>• Ensure that your group meets or gets feedback from your supervisor at least <b>4 times</b> during the entire “Critical Inquiry” process.</li> <li>• 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.</li> <li>• Check NTULearn course website regularly for updates.</li> </ul> <p><b>By 14 January 2025 (Tuesday)</b></p> <p><b>Submission of CI Project Title and Supervisor Form:</b><br/><b><u>Softcopy</u></b></p> <ul style="list-style-type: none"> <li>• You can email the <b>CI Project Title and Supervisor Form</b> to the coordinator at <a href="mailto:kwsci_coursework@ntu.edu.sg">kwsci_coursework@ntu.edu.sg</a>.</li> <li>• If you do not submit the <b>CI Project Title and Supervisor Form</b> by the deadline, we will assume that you will drop the course.</li> </ul> |

| Week | Action   |
|------|--|
|      | <ul style="list-style-type: none"> <li>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.</li> <li>Ensure that you are formally registered for IN6299/IS6799/KM6399 and the course is reflected in your list of courses registered.</li> </ul>  |
| 2    | <p>Work on your project.</p> <p><b>Complete the CITI Certification Training</b><br/>           (Course Objective: To equip students with the knowledge of research ethics). <b>This is the minimum training requirement for all students doing Critical Inquiry.</b></p> <p>Click <a href="#">here</a> 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.</p> <p>Please refer to NTULearn (23S1-SCI-IN6299 / IS6799 / KM6399-Critical Inquiry &gt; Content &gt; CITI Training Guide) for the step-by-step guide to register for CITI Certification Training. The access to the NTULearn CI course folder will only be granted after the course is registered formally.</p> |
| 3    | <p><b>By 4 February 2025 (Tuesday)</b></p> <ul style="list-style-type: none"> <li>Submit the softcopy of your proposal (<b>up to 6 pages excluding cover page, content appendices, annexes and references</b>) through the <b>Turnitin Assignment</b> and <b>email it to your supervisor</b> for grading.</li> <li>Use your Group ID as the file name. For example, it should look like this: <b>Proposal_LCK-01.doc or Proposal_DG-01-01.doc</b>.</li> <li>Wrongly named files will be removed from the <b>Turnitin Assignment</b>.</li> <li><b>The proposal submitted after the deadline will be marked down by 10% per day.</b></li> </ul> <p><b>Complete the CITI Certification Training</b></p>   |
| 4    | <p>Work on your project.</p> <p><b>Complete the CITI Certification Training</b></p>  |

| Week               | Action   |
|--------------------|--|
| 5                  | Work on your project.<br><b>Complete the CITI Certification Training</b>   |
| 6                  | <p><b>By 21 February 2025 (Friday)</b></p> <ul style="list-style-type: none"> <li>• Submit an <b>IRB application</b> after getting approval from your supervisor (as PI). Please ensure the completion of the <b>CITI Certification Training</b> and save a copy of the certificate.</li> <li>• All IRB applications should be emailed to the Research office at <a href="mailto:wkwsci-irb@ntu.edu.sg">wkwsci-irb@ntu.edu.sg</a>. An email will be sent out with instructions on how to proceed with the IRB application submission.</li> </ul> <p><b>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.</b></p> <p>Please ensure that you have completed the <b>CITI Certification Training</b> and submit the certificate.</p> |
| 7                  | Work on your project.  |
| <b>Recess Week</b> |  |
| 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                 | <p><b>By 15 April 2025 (Tuesday)</b></p> <ul style="list-style-type: none"> <li>• Softcopy submission of CI incentive reimbursement documents to the Graduate Team via email at <a href="mailto:wkwsci_coursework@ntu.edu.sg">wkwsci_coursework@ntu.edu.sg</a> for verification before submission via GSLink for approval.</li> <li>• Submission of CI incentive reimbursement via GSLink &gt; Financial &gt; Integrated Claims System (ICS).</li> </ul>   |
| 14                 | Work on your project.  |

| Week | Action   |
|------|--|
| 15   | <p data-bbox="370 258 771 296"><b>By 28 April 2025 (Monday)</b></p> <ul data-bbox="370 331 1404 1745" style="list-style-type: none"> <li data-bbox="370 331 1404 590">• Upload your revised <b>Final Report</b> (up to 20 pages; pages excluding cover pages, appendices, annexes, references; use the report template in the course website) through the <b>Turnitin Assignment</b> 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. <b>Turnitin similarity should not exceed 11%.</b></li> <li data-bbox="370 625 1404 779">• Students <b>must email our office to inform that the final report has been uploaded to NTULearn</b> and submit <b>soft copy of your Supervisor-Students Meeting Form</b> and <b>Declaration of Authorship Form</b> via email to <a href="mailto:wkwsci_coursework@ntu.edu.sg">wkwsci_coursework@ntu.edu.sg</a></li> <li data-bbox="370 814 1404 884">• Please note that each individual member in the CI group must complete the Declaration of Authorship Form separately.</li> <li data-bbox="370 919 1404 1136">• 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 <a href="mailto:wkwsci_coursework@ntu.edu.sg">wkwsci_coursework@ntu.edu.sg</a>. All the group members' forms can be included in that one email.</li> <li data-bbox="370 1171 1404 1283">• The CI coordinator will download the final report from NTULearn and then submit to your <b>supervisor</b> and <b>independent marker</b> for grading.</li> <li data-bbox="370 1318 1404 1388">• Make sure you follow the file-naming convention: Report_GroupID, SupervisorMeeting_GroupID.</li> </ul> <p data-bbox="423 1444 1274 1535">For example, they may look like:<br/>Report_TYL-05-01.doc , SupervisorMeeting_TYL-05-01.doc<br/>and Declaration_TYL-05-01.</p> <p data-bbox="423 1591 1404 1619">Wrongly named files will be removed from the <b>Turnitin Assignment.</b></p> <ul data-bbox="370 1675 1404 1745" style="list-style-type: none"> <li data-bbox="370 1675 1404 1745">• <b>The final report submitted after the deadline will be marked down by 10% per day.</b></li> </ul> |

Note: The schedule may be subjected to changes.