



# **Tutorial Letter 302/4/2018**

## **INFALLP: ALL INFORMATION SCIENCE STUDENTS**

**Semesters 1 & 2, Year modules, Post-  
Graduate students**

**Department of Information Science**

**STUDENT CONTACT INFORMATION**

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## 1 INTRODUCTION

The Department of Information Science is organising student contact sessions for 2018. With the exception of certain modules, all contact sessions will be hosted as video conferences and we will be linking to a number of venues – see the list of venues below. The workshops for the modules for which we cannot offer via videoconferencing are presented in the Unisa Library's Electronic Learning Centre (ELC), on the Muckleneuk campus. There are no video conferencing facilities available in this venue. Diarise the relevant dates as soon as you receive this tutorial letter.

PLEASE NOTE: Contact sessions are NOT offered for all modules.

## 2 CONTACT SESSIONS

The contact sessions are aimed at providing support to students. They provide opportunity to:

- meet your lecturers and fellow-students;
- exchange views with one another,
- discuss mutual problems;
- get guidance on problem areas and preparation for the examination; and
- practise skills.

Remember to bring the relevant tutorial matter and sources to the respective contact sessions as indicated under paragraph 3.1.

## 3 TIMETABLES

### 3.1 Workshops and discussion classes

DATE	MODULE	TIME	Pretoria venue	LECTURER(S)
<b>MARCH 2018</b>				
03/03/2018	INS3707 (Database searching)	08:30-16:00	*ELC (Unisa library)	Dr Mojapelo, Dr du Preez & Mrs Napaai
03/03/2018	INS3707 (Indexing, Abstracting & Thesaurus construction)	08:30-16:00	*ELC (Unisa library)	Dr Mojapelo and Dr du Preez
26/03-27/03	AIS3701 (Cataloguing) (Videoconference)	8:30-16:00	TvW 9-105	Mrs de Klerk
28/03-29/03	AIS3702 (Subject organisation) (Videoconference)	8.30-16:00	TvW 9-105	Mrs Mhlongo & Dr du Preez

APRIL 2018				
06/04/2018	ARM1501	9:00-16:00	TvW 9-105	Ms Mokwatlo
Videoconference will be linking to: Bloemfontein: VC2; Durban room 2b-8; East London F16; Florida room B105; George VC room3 8; Kimberley VC 2:62; Mafikeng VC 1; Parow (CT) VC room 1-41; Pietermaritzburg room no GH121-no1; Polokwane room G-33:23a; Port Elizabeth 2; Richards Bay; lot 100637, Block C, Rustenburg VC3				
09/04-13/04	*Honours Week	8:30-15:00	TvW 09-105	All honours lecturers
<p><b>TvW = Theo van Wyk Building, Muckleneuk Campus (Unisa main campus)</b>  This week will be presented as a video conference and we will link to the following venues: Bloemfontein: C2; Durban: Room 2B-8; East London F16; Parow: A14; Pietermaritzburg: GH121-no. 1; Polokwane: 23A  The programme for the honours week will be communicated at a later stage</p>				
19/04/2018	ARM2602	8:30-13:00	TvW 9-105	Dr Schellnack-Kelly
Videoconference will be linked to: East London F16; Polokwane Room G-33; Umtata, 26 Victoria Road, Steve s Motors Building,51				
23/04-26/04	AIS2601 (Videoconference)	8:30-16:00	TvW 9-105	Ms Molaudi
Videoconference links: Bloemfontein VC2,161; Durban: 2B-8; East London F16; Middelburg Parow (CT): A14; Pietermaritzburg: GH121-No1; Polokwane: 23A				
MAY 2018				
07/05-11/05	*PGDLIS Week	8:30-16:00	ELC, Unisa Library (Muckleneuk Campus)	ALL PGDLIS LECTURERS
14-18 May	M&D week	8:30-16:00	Sunnyside campus	Dr Saurombe
<p><b>*The Programme for the PGDLIS week appears in section 3.3</b>  <b>The Programme for the M&amp;D week will be announced later</b></p>				
JULY 2018				
02/07	AIS3705	8:30-12:00	TvW 09-105	Mrs Wessels
03/07-04/07	AIS3701 (Cataloguing)	08:30-16:00	TvW 09-105	Mrs de Klerk
05/07-06/07	AIS3702 (05/07 = Clasification 06/07 = Subject headings)	08:30-16:00	TvW 09-105	Mrs Mhlongo and Dr du Preez
10/07-13/07	AIS2601 (10/7-11/07 Cataloguing 12/7-13/7: Classification)	8:30-16:00	TvW 9-105	Ms Molaudi
These workshops will be presented as video conferences and we will link to the following venues: Bloemfontein:Room VC2, 161; Durban: Room 2B-8; East London: F16; Parow: Room A14; Pietermaritzburg: GH121-no. 1; Polokwane: Room 23 A; Port Elizabeth: Room 2				
AUGUST 2018				
02/08	INS3707 (Database searching)	08:30-16:00	*ELC (Unisa library)	Dr Mojapelo, Dr du Preez & Mrs Napaai
03/08	INS3707 (Indexing, Abstracting & Thesaurus construction)	08:30-16:00	*ELC (Unisa library)	Dr Mojapelo and Dr du Preez

28/08	ARM2602	8:30-13:00	TvW 9-66	Dr Schellnack-Kelly
Video conference will link to the following venues: Polokwane Board Room:23A; East London F16 Lecturer Room				
<b>SEPTEMBER 2018</b>				
09/09	ARM1501	9:00-16:00	TvW 9-105	Ms Mokwatlo
Video conference will link to the following venues: Bloemfontein: VC2; Durban Room 2B-8; East London F16; Florida Room B105; George VC ROOM3 8; Kimberley VC 2:62; Mafikeng VC 1; Parow (CT) VC ROOM 1-41; Pietermaritzburg Room No GH121-No1; Polokwane Room G-33:23A; Port Elizabeth 2; Richards Bay: Lot 100637, Block C; Rustenburg VC3				

Students who are unable to attend the videoconference workshops, but who have good Internet connectivity, can join the class via Scopia. You will need to install the 'client' component of the software on your computer prior to the class. Please visit <http://vc.unisa.ac.za/scopia?client> Please alert your lecturers prior to the workshop if you plan to do this so that they can make the necessary arrangements with Video Conferencing (VC). Mr Sam Maluleka is the VC support person. His contact email is [malulrs@unisa.ac.za](mailto:malulrs@unisa.ac.za)

**Students attending the INS3707 workshops must bring a memory stick to download articles, their study guides, tutorial letters and paper to work on.**

**Students attending the cataloguing, classification, and subject headings workshops MUST bring the following to the contact sessions:**

Cataloguing	Classification	Subject headings
<b>AACR2R</b>	<b><i>Dewey decimal classification and relative index. (4 volumes)</i></b>	<b><i>Sears list of subject headings</i></b>
<b>Study guide</b>		<b>Study guide</b>
<b>Workbook</b>	<b>Study guide</b>	<b>Workbook</b>
<b>Tutorial letters</b>	<b>Workbook</b>	<b>Tutorial letters</b>
<b>Paper to work on</b>	<b>Tutorial letters</b>	<b>Paper to work on</b>
	<b>Paper to work on</b>	

PLEASE NOTE: Students attending the contact sessions must take note of the following:

- Under no circumstances should you remove any equipment or furniture from lecture rooms.
- No eating, drinking or smoking is allowed in lecture rooms.

On entering Unisa buildings, students must be able to identify themselves. Keep your student card ready.

### 3.2 Honours week

The honours week takes place from 09-13 April in Rooms TvW 09-105 in the Theo van Wijk building. These classes will be offered as video conferences. See the venues we will link to in the main student contact schedule. The finalised programme will be sent out in a separate notification on *myUnisa*.

### 3.3 PGDLIS WEEK

The programme for the PGDLIS week is as follows:

07/05	08:30 – 14:30	AIS4801	Cataloguing	Mrs de Klerk
	14:30 - 16:00	AIS4803	LIS Practice Portfolio	
08/05	08:30 – 14:30	AIS4801	Cataloguing	Mrs de Klerk
	14:30 – 16:00	AIS4802	ICTs	Mrs Knoetze
09/05	08:30 – 14:30	AIS4801	Classification	Mrs de Klerk & Dr du Preez
	14:30 – 16:00	INS4801	Information behaviour	Prof Jiyane
10/05	08:30 – 14:30	AIS4801	Subject headings	Mrs de Klerk & Dr du Preez
	14:30 – 16:00	INS4802	Management	Mr Mashilo
11/05	08:30-12:30	HAI4801	Research methodology	Dr Hlongwane

### 3.4 Advanced Information retrieval workshop

The advanced information retrieval workshop is scheduled from 25 June – 28 June and is offered ONLY for final year (3rd) and BInf Honours students. It will be presented in the ELC (Electronic Learning Centre) in the Unisa Library on the main campus in Pretoria.

More information on this workshop will be made available in *Tutorial letter INFALLP/303/4/2018*. Please note that no other students will be allowed to attend this workshop.

### 3.3 Student symposium

The date, time and venue for the annual student symposium will be communicated to you. The finalised programme will be sent out closer to the time in a separate notification on *myUnisa*.

## 4 CONCLUSION

We trust that you will make an effort to participate in the student contact programme for 2018. You may, of course, contact your lecturer(s) during the semester or year to discuss study problems.

Best wishes

Dr M du Preez