



SOC 301

Internships in Social Research

S1 Day 2014

Sociology

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	8
<u>Policies and Procedures</u>	9
<u>Graduate Capabilities</u>	10

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Unit Convenor

Maria Amigo

maria.amigo@mq.edu.au

Contact via maria.amigo@mq.edu.au

By appointment

Credit points

6

Prerequisites

39cp and SOC224 or SOC234 or SSC200 or SOC350

Corequisites

Co-badged status

SOC301 and SOC849 are co-badged units

Unit description

This internship unit is an exciting opportunity to gain practical experience undertaking applied or policy related research while working in a social research team or a community research setting. A practical supervised research placement, supported by on campus workshops, will give you an opportunity to undertake social research first hand and gain valuable professional experience. As well, it encourages you to exercise creative thinking and problem solving, while developing personal confidence and professional contacts. You will also learn about alternative modes of learning which take place outside the classroom. The internship is usually undertaken two or more days a week over a semester, but may, in some cases, be undertaken as a block. Placements are organised for students in a community service agency, a commercial social research company, in state or local government, an academic research setting and may be done overseas with PACE International.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Apply knowledge and research methodologies learned in other units (SOC 224, SSC200, SOC 350) to a real work scenario. Produce a report that shows your ability to

summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.

Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.

Demonstrate initiative and self-sufficiency during the placement.

Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.

Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Assessment Tasks

Name	Weighting	Due
<u>Project Management Plan</u>	20%	See description
<u>Engagement</u>	20%	ongoing
<u>Supervisor's feedback report</u>	20%	N/A
<u>Final Report</u>	40%	20 June 2014

Project Management Plan

Due: **See description**

Weighting: **20%**

Produce a Project Management Plan (PMP) within the first 20 hours of placement. The PMP should have a title, should state the background, scope and purpose of the project, a detailed schedule of tasks to be completed, a plan for monitoring the project, and an identification of risks and issues. The criteria used to assess this assignment will be based on how well and detailed the plan is, and on evidence that the plan has been discussed with the host supervisor. Specific information for this assignment will be available on iLearn.

On successful completion you will be able to:

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective

account of the work experience.

- Demonstrate initiative and self-sufficiency during the placement.

Engagement

Due: **ongoing**

Weighting: **20%**

Engagement throughout the semester will be assessed based on the a) Class attendance and associated tasks b) Participation during workshops and online discussions c) Presentation to class and partners in workshop 4

On successful completion you will be able to:

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.
- Demonstrate initiative and self-sufficiency during the placement.
- Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.
- Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Supervisor's feedback report

Due: **N/A**

Weighting: **20%**

Your workplace supervisor will be requested to complete a form at the end of your placement to provide detailed feedback on your performance.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other units (SOC 224,SSC200, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.
- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective

account of the work experience.

- Demonstrate initiative and self-sufficiency during the placement.
- Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.
- Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Final Report

Due: **20 June 2014**

Weighting: **40%**

The final assignment will consist of a report on the internship. The report cannot be longer than 12 pages using a p12 font and 1 1/2 spacing. The report must be submitted via turnitin.

This report will need to have the following sections:

1) Introduction: You will include details of the organization and its mission, a brief description of the research project you were involved in, its purpose and your role during the research process. For example, if you were one member of a team project, what part did you play? Or, were you the only person working on that project? Did you conceptualise the project yourself? If you wrote a final report which parts of the report did you write? Will your work be published? (Max 2 page).

2) Research Project: You will present the work you have completed during your placement, firstly explaining each stage of the process and secondly including examples of work completed. For example, if you designed a survey and analysed the results, you can provide a copy of the survey and a summary of the results. If you wrote a literature review, you can include sections of it; if you conducted interviews, you can include the questionnaire you prepared and an analysis of the content. You may also explain associated tasks you may have engaged in such as organising an event, planning meetings, etc (Max 8 ?pages).

Important note: Unless the work you produce is due to be published, it is important?that you discuss the content of your final report with your placement supervisor in case there are problems of confidentiality or access to the research. You can assure the supervisor that the work will be viewed only by the teaching staff for marking purposes and will otherwise remain confidential.

3) Final Reflection: Based on your research output, your project management plan, and in light of the notes ?taken in your diary, this section will entail a personal reflection on the research experience. You ?may want to refer to the topics discussed during the workshops (and consult the relevant readings for this unit), to develop an account of the impact—both at a personal and professional level—the internship has had on your learning experience and career prospects. It is expected students will include a few quotations from their journals to illustrate this final reflection. Feel free to include alternative ways of reflecting (poems, images, links to media you have produced) within the maximum length (Max 2 pages).

This task will be assessed by the following criteria: engagement with key concepts discussed during the semester, presentation and writing style, quality of the examples presented, depth of reflection, referencing.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other units (SOC 224, SSC200, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.
- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.
- Demonstrate initiative and self-sufficiency during the placement.
- Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Delivery and Resources

Delivery and Resources

Unit Requirements

During the unit students will be required to:

- Submit the required assessment tasks in a timely manner.
- Complete all the required readings for the unit.
- Contribute to online discussions and activities.

Assignment Submission and return of marked work

All work is to be submitted via the Turnitin function inside the ilearn site. Likewise, marked work will be returned to students electronically via ilearn.

Late submissions, Special Consideration and Extensions

Please email the unit convenor if you find yourself unable to meet the submission dates for assessments.

For all written assessment tasks, the Sociology Department applies the following penalties for late work (without an extension):

5% for the first day, then 1% for each subsequent day late.

Technology

SOC 301 iLearn Site. Learning and Teaching resources, assessment guidelines, and links to individual learning modules will be on SOC301's ilearn page. You will also use the discussion boards to keep in touch with other students and share your experiences of your internship placement.

Academic Honesty Policy

Academic honesty is an integral part of the core values and principles contained in the Macquarie University Ethics Statement (<http://www.mq.edu.au/ethics/ethic-statement-final.html>). Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- All academic work claimed as original is the work of the author making the claim.
- All academic collaborations are acknowledged.
- Academic work is not falsified in any way
- When the ideas of others are used, these ideas are acknowledged appropriately.

The link below has more details about the policy, procedure and schedule of penalties that will apply to breaches of the Academic Honesty policy.

http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

University Grading Policy

<http://www.mq.edu.au/policy/docs/grading/policy.html>

The grade a student receives will signify their overall performance in meeting the learning outcomes of a unit of study. Grades will not be awarded by reference to the achievement of other students nor allocated to fit a predetermined distribution. In determining a grade, due weight will be given to the learning outcomes and level of a unit (ie 100, 200, 300, 800 etc). Graded units will use the following grades:

HD	High Distinction	85-100
D	Distinction	75-84
Cr	Credit	65-74
P	Pass	50-64
F	Fail	0-49

REQUIRED READINGS

The works listed below are required for specific workshops. All readings will be available through e-Reserve.

Ghaye, T. (2010). "In what ways can reflective practices enhance human flourishing?" Reflective practice 11(1): 1-7.

Guillemin, M. & Gillam, L. (2004) "Ethics, reflexivity, and "ethically important moments" in research", *Qualitative Inquiry*, 10(2): 261-280.

Thorpe, K. (2004): "Reflective learning journals: From concept to practice", *Reflective Practice: International and Multidisciplinary Perspectives*, 5:3, 327-343.

RECOMMENDED READINGS

The following readings will enhance your understanding of the topics that underpin this unit. Except for the first resource listed which will be made available on iLearn, all readings can be obtained via e-Reserve.

CDRI (2013). *Research Project Development and Management: A Handbook*. Phnom Penh, Cambodia CDRI.

Kolb, A. and David A. Kolb (2005). "Learning Styles and Learning Spaces: Enhancing Experiential Learning in Higher Education". *Academy of Management Learning & Education*, 4:2, 193-212.

Moon, J.A. (2004). *A handbook of reflective and experiential learning: Theory and practice*. London: Routledge. (Chapters 6, 8; and Resource 2 –p187-189-, and Resource 7 –p 210-211)

Mooney, L.A. & Edwards, B. (2001) "Experiential learning in sociology: service-learning and other community-based learning initiative", *Teaching Sociology*, 29(2):181-194.

Russell, T. (2005): "Can reflective practice be taught?" *Reflective Practice: International and Multidisciplinary Perspectives*, 6:2, 199-204

Unit Schedule

This unit is a participation (PACE) participation unit, and you will be working between 100 and 150 hours for an organisation. Some students will be based at the host organisations, others will be able to complete part of their work from home or campus.

The internship is supported by 5 compulsory on-campus two-hour workshops. This component of the internship is as important as the professional work-based component.

There are two workshops you can choose from, Fridays 9-11 AM or Fridays 4-6 PM. It doesn't matter if you signed in for one or the other, you can come to the one that suits you the most, and this may vary from workshop to workshop. For example, you can come to the 9 AM slot for workshop 1 and to the 4 PM slot for workshop 2. I will ask you to sign in for each workshop beforehand so that I know who will be coming. The dates, times and locations listed below.

9-11 AM WORKSHOPS: E3A 244 Seminar Rm

4-6 PM WORKSHOPS: W6A 707 Meeting Rm

Workshop 1	7 March	Managing a Research Project
Workshop 2	21 March	Reflective Practice
Workshop 3	28 March	Ethics in Research and at the Workplace
Workshop 4	6 June	Communicating Research
Workshop 5	13 June	Pursuing a Career in Social Research

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcome

- Demonstrate initiative and self-sufficiency during the placement.

Assessment tasks

- Engagement
- Supervisor's feedback report
- Final Report

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- Apply knowledge and research methodologies learned in other units (SOC 224,SSC200, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.
- Demonstrate initiative and self-sufficiency during the placement.

Assessment tasks

- Engagement
- Supervisor's feedback report
- Final Report

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcome

- Apply knowledge and research methodologies learned in other units (SOC 224,SSC200,

SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.

Assessment tasks

- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final Report

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcome

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.

Assessment tasks

- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final Report

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Assessment tasks

- Project Management Plan

- Supervisor's feedback report
- Final Report

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcome

- Demonstrate initiative and self-sufficiency during the placement.

Assessment tasks

- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final Report

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcome

- Demonstrate initiative and self-sufficiency during the placement.

Assessment tasks

- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final Report

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social

justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcome

- Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.

Assessment tasks

- Engagement
- Supervisor's feedback report
- Final Report

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcome

- Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Assessment tasks

- Engagement
- Final Report