SOC 849

Professional Internships in Social Research

S2 Day 2017

Dept of Sociology

Contents

General Information

Unit convenor and teaching staff
Jacqueline Mackaway
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Credit points
4

Prerequisites
SOC830 or SOC831

Corequisites

Co-badged status
SSCI301

Unit description
This unit provides students with practical and professional experience to undertake applied social research (including policy and evaluation -related research) for a community, not-for-profit, government or commercial organisation. Students will need to work between 100 and 150 hours on a discrete research project, supervised both by the unit convenor and the person in charge at the partner organisation. The placement will be supported by five on-campus workshops. Students should have completed at least one research methods unit prior to enrolling in this unit. Students who want to organise their own placements should contact the unit convenor at least two months before the beginning of the session.

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:

• Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

• Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards

these.

Assessment Tasks

Name	Weighting	Hurdle	Due
Engagement - forum discussion	10%	No	On-going
Project Management Plan	20%	No	See description
Engagement - presentation	10%	No	Workshop 4 (1st week Nov)
Workplace supervisor report	20%	No	End of internship
Final Report	40%	No	17 Nov 2017

Engagement - forum discussion

Due: **On-going**
Weighting: **10%**

Please note a minimum of 2 out of 3 forum questions need to be answered. Specific guidelines for discussion posts, as well as a rubric that states the marking criteria, are available on iLearn.

Attendance to workshops is compulsory.

On successful completion you will be able to:
- • Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards these.

Project Management Plan

Due: **See description**
Weighting: **20%**

Produce a Project Management Plan (PMP) within the first 20 internship hours. 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, an identification of stakeholders and an identification of risks and issues. Detailed guidelines for this assignment as well as a rubric stating the assessment criteria will be available on iLearn.

On successful completion you will be able to:
- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during

the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Engagement - presentation

Due: **Workshop 4 (1st week Nov)**
Weighting: **10%**

Presentation to class on research project. Those students who can't attend on presentation day will need to discuss with the lecturer an alternative date for their presentation. Specific guidelines for presentations, as well as a rubric that states the marking criteria, are available on iLearn.

On successful completion you will be able to:

- • Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards these.

Workplace supervisor report

Due: **End of internship**
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. A sample of the form provided to host supervisors to assess your performance is available on iLearn.

On successful completion you will be able to:

- • Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards these.

Final Report

Due: **17 Nov 2017**
Weighting: **40%**

The final assignment will consist of a report on the internship which will include a section with information on your organisation and project, a section with examples of work completed and a final section reflecting on the experience. The report must be submitted via *turnitin*. Detailed guidelines for this assignment as well as a rubric stating the assessment criteria are available on iLearn

On successful completion you will be able to:

- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

- • Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards these.

Delivery and Resources

Delivery and Resources

Unit Requirements

The unit has an academic component (delivered through 5 workshops) and a practical component (students' research work for an organisation)

For the academic component 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.

- Attend all workshops. (If unable to attend the unit convenor must be contacted - an alternate activity maybe assigned to complete).

For the practical component students will be required to:

- Complete 100-150 placement hours with a partner organisation.
- Define a work schedule with their host supervisors and commit to it.
- Work on a research project according to the research plan they discuss with their supervisors.
- Submit a final output of the research project to their organisation.

Assignment Submission and return of marked work

The Project Management Plan and Final Report are to be submitted via the Turnitin function inside the ilearn site. Likewise, marked work will be returned to students electronically via ilearn. Grademark will be used to mark students' work.

Online forum discussions will be rated within each forum. Students will get a mark over 100 for each posting and can refer to the relevant rubric (Engagement rubric) to understand why they received that rating.

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.

Online forum postings that are submitted after the deadline will not be considered.

Technology

SOC 849 iLearn Site. Learning and Teaching resources, assessment guidelines, and links to individual learning modules will be on SOC 849'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 and online forum contributions. All readings will be available through e-Reserve.

Boud, D. (2001). Using journal writing to enhance reflective practice. *New directions for adult and continuing education*, *2001*(90), 9-18.

CDRI (2013). "Conceptualising the Research Project" in *Research Project Development and Management: A Handbook (*pp 9-24). Phnom Penh, Cambodia CDRI.

Guillemin, Marilys, and Lynn Gillam. "Ethics, reflexivity, and "ethically important moments" in research." *Qualitative inquiry* 10, no. 2 (2004): 261-280.

Harvey, M., Walkerden, G., Semple, A-L., McLachlan, K., Lloyd, K., & Baker, M. (2016). "A Song and a Dance: Being inclusive and creative in practicing and documenting reflection for learning". *Journal of University Teaching & Learning Practice,* 13(2), 1-17.

Thomas, D. R., & Hodges, I. D. (2010). "Managing a Research Project" in *Designing and Managing Your Research Project: Core Skills for Social and Health Research* (pp. 131-148). London SAGE Publications.

Thomas, D. R., & Hodges, I. D. (2010). "Communicating Research Findings" in *Designing and Managing Your Research Project: Core Skills for Social and Health Research* (175-189). London SAGE Publications.

RECOMMENDED READINGS

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

Arvanitakis, J., & Hornsby, D. (2016) Are universities redundant? In J. Arvanitakis & D. Hornsby (Eds). *Universities, the Citizen Scholar and the Future of Higher Education.* (pp. 7-20). Palgrave Macmillan, UK.

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

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

Jordi, R. (2010). "Reframing the concept of reflection: Consciousness, experiential learning, and reflective learning practices". *Adult Education Quarterly*, 0741713610380439.

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)

Ramos, M. J. (2004). Drawing the lines. *Working Images. Visual Research and Representation in Ethnography*.

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

Wadsworth, Y (2010). Some Introductory Foundations for Building On in *Building in Research and Evaluation: Human Inquiry for Living Systems* (pp 1-18). Crows Nest, Action Research Press and Allen & Unwin

Unit Schedule

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

The internship is supported by 5 compulsory on-campus 2 hour workshops. Please check the online timetable for details (https:timetables.mq.edu.au). This component of the internship is as important as the professional work-based component.

Workshops are held on Fri 2-4pm. Workshops are held in W6B357. The dates and topics are listed below.

The dates for the workshops are:

Workshop 1	4 August	**Managing a Research Project**
Workshop 2	11 August	**Reflective Practice**
Workshop 3	18 August	**Professional and Research Ethics**
Workshop 4	3 November	**Communicating Research**
Workshop 5	10 November	**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_2016.html

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

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.a u/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disr uption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration

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/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.m q.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://stu dents.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://www.mq.edu.au/about_us/ offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.
- • Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards these.

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcome

- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Assessment tasks

- Project Management Plan
- Workplace supervisor report
- Final Report

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcome

- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Assessment tasks

- Project Management Plan
- Final Report

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcome

- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Assessment tasks

- Project Management Plan
- Final Report

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different

social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcome

- • Employ and critically assess knowledge and research methodologies learned in other units (SOC830/SOC831) to a real work scenario. Produce a report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the internship. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Assessment tasks

- Engagement - forum discussion
- Project Management Plan
- Engagement - presentation
- Final Report

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcome

- • Assess how current ethical, social and environmental challenges present themselves at the workplace, and demonstrate through your work how you can contribute towards these.

Assessment tasks

- Engagement - forum discussion
- Engagement - presentation
- Workplace supervisor report

Changes since First Published

Date	Description
25/07/2017	Dates for workshops were incorrect - now ammended