



SSCI301

Professional Social Research Project

S1 Day 2018

Dept of Sociology

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General Information

Unit convenor and teaching staff

Jacqueline Mackaway

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Credit points

6

Prerequisites

(45cp at 100 level or above) including ((SOC224 or SOC234) and (SSCI200 or SSC200))

Corequisites

Co-badged status

SOC849

Unit description

This unit offers an opportunity to gain practical and professional experience undertaking applied social research for an organisation. The unit entails a supervised research placement, supported by on-campus workshops, which will encourage students to exercise critical thinking problem solving, and reflective practice, while developing personal confidence and professional contacts. The professional experience component of the unit is usually undertaken two or more days a week over a semester, but in some cases it can be completed as a block. Experiences are offered with a range of organisations, including community-based, commercial, state or local government, academic, and may be also completed overseas through PACE International. Opportunities are also available on campus. Please note a maximum of 50 students can enrol in Session 2 and priority will be given to Bachelor of Social Science students for whom the unit is compulsory, and to those in their final semester. Applications close two weeks prior to the start of session. Students enrolled in the Bachelor of Social Science cannot count SSCI301 as part of their Sociology Major.

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 social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. 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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.

Demonstrate initiative and self-sufficiency during the research project.

Appraise ethical research practices and ethical conduct as it applies to the research process and the workplace.

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

General Assessment Information

While there are no assessment hurdles for this unit students must:

- a) Complete a minimum 100 hours with a partner organisation working on a research project.
- b) Attend all workshops.

As soon a student finds they are unable to meet either of these requirements they must contact the Unit Convenor to discuss possible options.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Project Management Plan</u>	20%	No	See description
<u>Engagement - forum posts</u>	10%	No	On going
<u>Engagement - presentation</u>	10%	No	Workshop 4
<u>Workplace Supervisor's Report</u>	20%	No	End of project
<u>Final Project Report</u>	40%	No	15 June, 5pm

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 (i.e the name of the research project); state the background, scope and purpose of the project; provide a brief description of the study methodology; detailed schedule of of tasks to be completed; a plan for monitoring the project; identification of key

stakeholders, milestones, risks and issues. The plan has to be discussed with the workplace supervisor. Specific information for this assignment, as well as a rubric that states assessment criteria, are available on iLearn.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. Manage a research project following project management guidelines.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical research practices and ethical conduct as it applies to the research process and the workplace.

Engagement - forum posts

Due: **On going**

Weighting: **10%**

Students will contribute to 3 forum posts during the semester (max. 250 words). These posts are linked to topics covered in workshops 1, 2 and 3. Specific 'Engagement' guidelines and rubrics outlining the marking criteria are 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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.
- Appraise ethical research practices and ethical conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social and/or environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Engagement - presentation

Due: **Workshop 4**

Weighting: **10%**

Students will deliver a presentation to the class and partner organisations in workshop 4. Specific 'Engagement' guidelines and rubrics outlining marking criteria for the presentation are available on iLearn. Those students who can not attend presentation day will need to arrange an alternative date with the lecturer.

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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.

Workplace Supervisor's Report

Due: **End of project**

Weighting: **20%**

Your workplace supervisor will be requested to undertake an assessment of your work and performance at the end of your project. A sample of the form provided to workplace supervisors is available on iLearn.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. 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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical research practices and ethical conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social and/or environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Final Project Report

Due: **15 June, 5pm**

Weighting: **40%**

This final assignment will consist of a report on the research project. It will include information about: the organisation and your project; examples of work completed; and, a section reflecting on your experience. Specific information for this assignment, as well as a rubric that states the marking criteria, are available on iLearn. Some students working as part of a team may prepare a joint final report however, the reflection component which accounts for 50% of the final mark is

individual and assessed accordingly.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. 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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical research practices and ethical conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social and/or 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

Unit Requirements

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

For the academic component students will be required to:

- submit the required assessment tasks on time
- complete required readings
- contribute to online discussions
- attend all workshops (if unable to attend the lecturer must be contacted and alternate arrangements made – this may include an alternative activity assigned for completion).

For the practical component of the unit students will be required to:

- complete a minimum 100 placement hours with a partner organisation working on a research project
- define a work schedule with their workplace supervisor and commit to it
- work on a research project according to the research plan they discuss with their workplace supervisor/s
- submit a final output of the project to their organisation.

Assignment submission and return of marked work

The Project Management Plan (PMP) 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 student work.

Online forum posts are rated within each forum. Students get a mark out of 100 for each posting and can refer to the Engagement Rubric to understand why they received that rating.

Late Submission, Special Consideration and Extensions

Please email the unit convenor if you find yourself unable to meet the submission dates for assessments and/or the minimum placement hours required.

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply - two (2) marks out of 100 will be deducted per day for assignments submitted after the due date - and (b) no assignment will be accepted more than seven (7) days (including weekends) after the original submission deadline. No late submissions will be accepted for the forum postings.

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.
- Plagiarism will not be tolerated and penalties apply.

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 enhance 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 obtained 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. Where and how these hours are worked is up to students to negotiate with their workplace supervisor. Some students will be based at the host organisation, others will be ‘virtual’ placements, while some will complete their projects in a mixed mode (i.e, at the workplace, from home and campus etc).

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.

There are two workshops you can choose from: Wed 4-6pm OR Thurs 3-5pm. The dates and topics are listed below.

The dates for the workshops are:

Workshop 1	28 Feb/ 1 March	Managing a Research Project
Workshop 2	7/8 March	Reflective Practice
Workshop 3	14/15 March	Professional and Research Ethics
Workshop 4	30/31 May	Communicating Research
Workshop 5	6/7 June	Pursuing a Career in Social Research

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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.mq.edu.au.

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://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

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 research project.

Assessment tasks

- Engagement - forum posts
- Engagement - presentation
- Workplace Supervisor's Report
- Final Project Report

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:

Assessment tasks

- Engagement - forum posts
- Workplace Supervisor's Report
- Final Project 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 outcome

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.

Assessment tasks

- Engagement - forum posts
- Final Project 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 outcomes

- Apply knowledge and research methodologies learned in other social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. 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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical research practices and ethical conduct as it applies to the research

process and the workplace.

- Develop an awareness of current ethical, social and/or 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

- Project Management Plan
- Engagement - forum posts
- Engagement - presentation
- Workplace Supervisor's Report
- Final Project 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 outcomes

- Apply knowledge and research methodologies learned in other social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. 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 reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Develop an awareness of current ethical, social and/or 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

- Project Management Plan
- Engagement - forum posts
- Engagement - presentation

- Workplace Supervisor's Report
- Final Project 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:

Learning outcomes

- Apply knowledge and research methodologies learned in other social science units to a real social science project. Produce a report that shows your abilities to summarise, analyse, interpret and evaluate information handled during the project. Manage a research project following project management guidelines.
- Demonstrate initiative and self-sufficiency during the research project.

Assessment tasks

- Project Management Plan
- Engagement - forum posts
- Engagement - presentation
- Workplace Supervisor's Report
- Final Project 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

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.

Assessment tasks

- Project Management Plan
- Engagement - forum posts
- Engagement - presentation
- Workplace Supervisor's Report
- Final Project 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 outcomes

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop reflective skills and capabilities through the experience of the work placement and research project. Produce a reflective account of the work/research experience.
- Develop an awareness of current ethical, social and/or 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 - forum posts
- Engagement - presentation
- Workplace Supervisor's Report
- Final Project 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

- Appraise ethical research practices and ethical conduct as it applies to the research process and the workplace.