SSCI301

Professional Social Research Project

S2 Day 2018

Dept of Sociology

Contents

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General Information

Unit convenor and teaching staff
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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 learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.

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

Demonstrate initiative and self-sufficiency during the research project.

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

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

Develop an awareness of professional networks and how building connections can assist with career planning and management.

General Assessment Information

Assignment submission and return of marked work

The Project Management Plan (PMP), Short Written Task and Final Project Report are to be submitted via the Turnitin function inside the iLearn site. Marked work will be returned to students electronically via iLearn. Grademark will be used to mark student work.

Late submission, Special Consideration and extensions

Please contact the unit convenor as soon as possible 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 penalty for lateness will apply:

- two (2) marks out of 100 will be deducted per day for assignments submitted after the due date
- no assignment will be accepted more than seven (7) days after the original submission deadline (including weekends).
- no online forum posting submitted after the deadline will be considered.

Assessment Tasks

Name	Weighting	Hurdle	Due
Project Management Plan (PMP)	20%	No	See description
Short written task	10%	No	31 August
Presentation	10%	No	Workshop 4
Workplace Supervisor Report	20%	No	End of project
Final Project Report	40%	No	Friday 16 November

Project Management Plan (PMP)

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

Produce a written project management plan (PMP) within the first 20 hours of your project. A detailed guide and rubric stating the marking criteria are available on iLearn.

The PMP must include: the name of your project; the background, scope and purpose of your project; detail on the research method/approach being used; detail on tasks to be completed; a plan for monitoring the project; identification of key stakeholders; identification of key risks and issues.

Submit via iLearn using Turnitin.

On successful completion you will be able to:
- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.

Short written task

Due: **31 August**
Weighting: **10%**

Produce a short written piece of work (approx. 500 words) based on themes/topics addressed in the 3 workshops.

Topics include: project management planning, reflective practice and ethics in research and the workplace.

Details on the task are on iLearn. A guide and rubric stating the marking criteria are also available on iLearn.

Submit via iLearn using Turnitin.

On successful completion you will be able to:

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.

Presentation

Due: **Workshop 4**
Weighting: **10%**

Students deliver a short presentation to the class and partner organisations in workshop 4.

Guidelines and a rubric outline the marking criteria for the presentation are available on iLearn.

Those students who can not attend presentation day will need to contact the unit convenor to organise an alternative date to present.

On successful completion you will be able to:

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of professional networks and how building connections can assist with career planning and management.

Workplace Supervisor Report

Due: **End of project**
Weighting: **20%**

Your workplace supervisor will 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 learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

Final Project Report

Due: **Friday 16 November**
Weighting: **40%**

The Final Project Report will consist of a report on your research project and experiences. It will include information about: the organisation and your project; examples/samples of the work you personally completed; and, a section reflecting on your experience. Specific information for this assessment, as well as a rubric that states the marking criteria, are available on iLearn.

Students working as a team on a project have the option of preparing a joint report, however, the reflection component and details of their own role/responsibilities on the project must be completed individually and will account for 50% of the final mark.

Submit via iLearn using Turnitin.

On successful completion you will be able to:

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.
- Develop an awareness of professional networks and how building connections can assist with career planning and management.

Delivery and Resources

The unit has two key components:

1. academic - delivered through 5 compulsory on campus workshops
2. practical – the students' research work for an organisation

For the academic component, the student will be required to:

- submit the required assessment tasks on time
- complete required workshop preparatory readings and activities
- contribute to workshop discussions
- attend all workshops (the student must contact the unit convenor if unable to attend a workshop and an alternative activity will be assigned for completion)

For the practical component, the student will be required to:

- complete a minimum 100 placement hours with their organisation
- 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 research project to their organisation.

Unit Schedule

This unit requires you to work for between 100-120 hours for an organisation on a research project. Some students will be based at the host organisation's premises, others will be able to complete part (or most) of their work from home/campus.

Students need to attend 5 compulsory on-campus workshops. Please check the online timetable

for details. This component of the unit is as important as the project component.

There are two workshops you can choose from: Wed 12-2pm or Fri 12-2pm. Both workshops are held 7 Wally's Walk 149 Briefing Room (old E6B).

The dates are:

Workshop 1	1 or 3 August	Managing a research project
Workshop 2	8 or 10 August	Reflective practice
Workshop 3	15 or 17 August	Professional and research ethics
Workshop 4	31 October or 2 November	Communicating research
Workshop 5	7 or 9 November	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). 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). 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 (https://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

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 outcomes

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.

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

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

Assessment tasks

- Project Management Plan (PMP)
- Short written task
- Presentation
- Workplace Supervisor 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 outcomes

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

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

- Develop an awareness of professional networks and how building connections can assist with career planning and management.

Assessment tasks

- Short written task
- Workplace Supervisor Report
- 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 learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during the research project.

Assessment tasks

- Project Management Plan (PMP)
- Short written task
- Workplace Supervisor 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 learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.

Assessment tasks

- Project Management Plan (PMP)
- Short written task
- Workplace Supervisor 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 learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Demonstrate initiative and self-sufficiency during the research project.

Assessment tasks

- Project Management Plan (PMP)
- Workplace Supervisor 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 outcomes

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrate your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.

Assessment tasks

- Project Management Plan (PMP)
- Short written task
- Workplace Supervisor 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 as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental

challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

Assessment tasks

- Project Management Plan (PMP)
- Short written task
- Presentation
- Workplace Supervisor 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 outcomes

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.

Assessment tasks

- Project Management Plan (PMP)
- Short written task
- Presentation
- Workplace Supervisor Report
- Final Project Report

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

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