SOC 849

Professional Internships in Social Research

S1 Day 2018

Dept of Sociology

Contents

General Information

Unit convenor and teaching staff
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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 a nominated person 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.

General Assessment Information

The Project Management Plan and Final Report must be submitted electronically via iLearn and the Turnitin function.

Assessment Tasks

Name	Weighting	Hurdle	Due
Engagement	10%	No	On-going
Engagement - presentation	10%	No	Workshop 4
Project Management Plan (PMP)	20%	No	See description
Workplace supervisor report	20%	No	End of internship
Final Report	40%	No	15 June - 5pm

Engagement

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

Participation in forum discussions is compulsory. Specific guidelines and rubrics related to 'Engagement' stating 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.

Engagement - presentation

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

Presentation to class in Workshop 4. Those who can not attend on presentation day will need to discuss with the lecturer an alternate date to present. Specific guidelines for presentation, as well as a rubric stating 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.

Project Management Plan (PMP)

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

Produce a Project Management Plan (PMP) within the first 20 internship hours. The PMP should include: a title i.e. name of your project; state the background, scope and purpose of the project; detail the tasks to be completed; a plan for monitoring the project; identification of key stakeholders; identification of risks and issues.

Detailed guidelines for this assignment along with 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.

Workplace supervisor report

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

Your workplace supervisor will be requested to complete an assessment of your performance at the end of the internship. A sample of the criteria used to make this assessment is 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.

Final Report

Due: **15 June - 5pm**
Weighting: **40%**

The final assessment will consist of a report on the internship which will include: information on

your organisation and project, a selection of examples of your work, and a section reflecting on the experience. The report must be submitted via iLearn. Detailed guidelines for the report 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

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 unit convenor must be contacted and an alternative activity will be 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

- 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.

Assignment submission and return of marked work

The Project Management Plan (PMP) and Final Report are to be submitted via 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 discussions are rated within each forum. Students get a mark ot 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 timed assessments - e.g. quizzes, online tests.

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

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 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

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 Y3A Meeting Room 129. The dates and topics are listed below.

The dates for the workshops are:

Workshop 1	2 March	**Managing a Research Project**
Workshop 2	9 March	**Reflective Practice**
Workshop 3	16 March	**Professional and Research Ethics**
Workshop 4	1 June	**Communicating Research**
Workshop 5	8 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). 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

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.

Assessment tasks

- Workplace supervisor report
- Final Report

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

- Engagement
- Engagement - presentation
- Project Management Plan (PMP)
- 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 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.

Assessment tasks

- Engagement - presentation
- Project Management Plan (PMP)
- Workplace supervisor report
- 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 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.

Assessment tasks

- Project Management Plan (PMP)
- Workplace supervisor 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
- Engagement - presentation

- Project Management Plan (PMP)

- Workplace supervisor report

- 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 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.

Assessment tasks

- Project Management Plan (PMP)

- Workplace supervisor report