



SSCI3090

Professional Social Research Project

Session 2, Special circumstances 2021

Macquarie School of Social Sciences

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	8
<u>Unit Schedule</u>	8
<u>Policies and Procedures</u>	9

Disclaimer

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

Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

General Information

Unit convenor and teaching staff

Unit Convenor

Dr Jacqueline Mackaway

jacqueline.mackaway@mq.edu.au

Contact via Email

Arts Precinct, Building C, 25 Wally's Walk Level 3, Room 329

Wednesday and Thursday mornings - organise in advance with Unit Convenor

Tutor

Dr Charlotte Overgaard

charlotte.overgaard@mq.edu.au

Contact via Email

Email to organise a consultation

Credit points

20

Prerequisites

(130cp at 1000 level or above) including (SSCI2010 and SSCI2020) OR (SOC224 and SSC200 or SSCI200).

Corequisites

SSCI3010 or SSCI300

Co-badged status

Unit description

This unit provides you with practical 'hands on' experience working on a social research project for government, university, industry or a community based organisation. Projects involve a variety of research activities including policy reviews, program design, evaluations, community advocacy and more. The unit is made up of two parts. The first part involves you undertaking a supervised research placement with an organisation (150 hours). Projects are generally sourced for you, however you may organise your own with the unit convenor's approval at least two months before the commencement of semester. The second part involves six workshops designed to develop skills and capacities you will need to manage and conduct research in an ethical and professional manner. From these two parts of the unit, and by reflecting on your project and personal experience, you will gain an understanding of the work of social researchers and the contribution they make to organisations and society more broadly. You will also gain insights into the skills and knowledge you need to further develop, possible career options and set goals for the future.

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:

ULO1: Demonstrate and apply qualitative and/or quantitative research skills and knowledge to an applied social research project for an organisation.

ULO2: Design and implement a project plan to successfully undertake and manage tasks, data, risks, time and resources.

ULO3: Integrate critical thinking and reflective practices into their project, and develop self-management strategies to address challenges and enhance personal, academic and career learning.

ULO4: Critically analyse and report on research methods and processes, project outputs and outcomes, effectively using a range of professional and academic written and oral formats.

ULO5: Create and produce a high quality evidence informed artefact such as a report, research instrument, discussion paper or resource for an organisation that supports the organisation's purpose and strategic goals.

General Assessment Information

The Project Management Plan, Short Written Task and Final Report are to be submitted electronically via iLearn and the Turnitin function.

Please note that Project Management Plan (PMP) is due once you have completed a minimum of 20 hours working on your project. The submission date will therefore vary between students.

Contact the Unit Convenor if you find yourself unable to meet the submission dates for assessments and/or the minimum placement hours can not be met.

University Grading Policy

The grade that a student receives will signify their overall performance in meeting the learning outcomes of the unit of study. 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

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University.

Return of Marked Work

As per university policy, written assessments will be returned to students within three weeks of the submission date. Early assignments will not be marked early. **Note that Project Management Plans are marked as quickly as possible to allow students to continue with their work.*

Special Consideration (Extensions)

The University recognises that students may experience events or conditions that adversely affect their academic performance. If you experience serious and unavoidable difficulties at exam time or when assessment tasks are due, you can consider applying for Special Consideration.

You need to show that the circumstances:

1. were serious, unexpected and unavoidable
2. were beyond your control
3. caused substantial disruption to your academic work
4. substantially interfered with your otherwise satisfactory fulfilment of the unit requirements
5. lasted at least three consecutive days or a total of 5 days within the teaching period and prevented completion of an assessment task scheduled for a specific date.

More information about Special Consideration is available in the Policies and Procedures section of the unit guide. You can also discuss this with the Unit Convenor.

Late Penalties

Please note this new policy as there are significant changes!

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline.

Assessment Tasks

Name	Weighting	Hurdle	Due
Project Management Plan (PMP)	20%	No	First 20 hours of internship
Short Written Task	10%	No	27/08/2021
Media Presentation	25%	No	28/10/2021
Workplace supervisor's report	20%	No	21/11/2021

Name	Weighting	Hurdle	Due
<u>Final Project Report</u>	25%	No	14/11/2021

Project Management Plan (PMP)

Assessment Type ¹: Plan

Indicative Time on Task ²: 25 hours

Due: **First 20 hours of internship**

Weighting: **20%**

Students develop their project management planning skills by creating a plan for their research project/activity. The plan must include: project description and rationale; outline of study design, objectives, outcomes and key stakeholders; specify key tasks and timeline; resources required; risks/issues and mitigation strategies; strategies for monitoring and evaluating the project and the quality of their work. The workplace supervisor must check this task prior to submission.

On successful completion you will be able to:

- Demonstrate and apply qualitative and/or quantitative research skills and knowledge to an applied social research project for an organisation.
- Design and implement a project plan to successfully undertake and manage tasks, data, risks, time and resources.

Short Written Task

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 10 hours

Due: **27/08/2021**

Weighting: **10%**

This task requires students to use critical and ethical thinking along with reflective skills to respond a question focused on either: a) the application of a specific principle of research ethics to their own project (using the National Health and Medical Research Council guidelines) OR b) to critically analyse and report on their own positionality in relation to their research project.

On successful completion you will be able to:

- Demonstrate and apply qualitative and/or quantitative research skills and knowledge to an applied social research project for an organisation.

- Integrate critical thinking and reflective practices into their project, and develop self-management strategies to address challenges and enhance personal, academic and career learning.
- Critically analyse and report on research methods and processes, project outputs and outcomes, effectively using a range of professional and academic written and oral formats.

Media Presentation

Assessment Type ¹: Presentation

Indicative Time on Task ²: 25 hours

Due: **28/10/2021**

Weighting: **25%**

This task is designed for students to synthesise their academic and professional knowledge and present in the form of a media presentation. Presenters need to: 1) use a presentation tool such as Powerpoint or Prezi to create an engaging presentation for their peers 2) create a script to accompany the presentation 3) provide an overview of their organisation and project, discuss key research tasks and outputs including examples and evidence of their work 4) manage their media presentation in a logical, organised way within the time limits set.

On successful completion you will be able to:

- Demonstrate and apply qualitative and/or quantitative research skills and knowledge to an applied social research project for an organisation.
- Critically analyse and report on research methods and processes, project outputs and outcomes, effectively using a range of professional and academic written and oral formats.
- Create and produce a high quality evidence informed artefact such as a report, research instrument, discussion paper or resource for an organisation that supports the organisation's purpose and strategic goals.

Workplace supervisor's report

Assessment Type ¹: Work-integrated task

Indicative Time on Task ²: 0 hours

Due: **21/11/2021**

Weighting: **20%**

The workplace supervisor will undertake an assessment of the student's work and performance

at the end of the project.

On successful completion you will be able to:

- Design and implement a project plan to successfully undertake and manage tasks, data, risks, time and resources.
- Integrate critical thinking and reflective practices into their project, and develop self-management strategies to address challenges and enhance personal, academic and career learning.
- Create and produce a high quality evidence informed artefact such as a report, research instrument, discussion paper or resource for an organisation that supports the organisation's purpose and strategic goals.

Final Project Report

Assessment Type ¹: Report

Indicative Time on Task ²: 30 hours

Due: **14/11/2021**

Weighting: **25%**

The final project report requires students to critically analyse and reflect on their research project and experiences. The report must include: a critique of the study design and research methods/ approaches used; research related challenges faced and how these were overcome; ethical and/ cultural considerations and how addressed; examples/samples of work completed; a critical reflection on their personal, academic and career learning along with a consideration of the value of their disciplinary knowledge (social research) and/or their major to their project and/or society more broadly.

On successful completion you will be able to:

- Demonstrate and apply qualitative and/or quantitative research skills and knowledge to an applied social research project for an organisation.
- Integrate critical thinking and reflective practices into their project, and develop self-management strategies to address challenges and enhance personal, academic and career learning.
- Critically analyse and report on research methods and processes, project outputs and outcomes, effectively using a range of professional and academic written and oral formats.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

The unit has an academic component (delivered through 6 seminars/workshops) and a practical component (students' research work for the organisation).

The academic component involves students engaging with:

- assessment tasks
- readings and other resources to support learning
- attending seminars/workshops (if you are unable to attend, please contact the unit convenor so an alternative activity can be organised)

The practical component involves students:

- completing a minimum 150 placement hours with a partner organisation (the placement is likely to occur in 'remote' modality due to Covid 19 - changes to this arrangement may occur and students are advised to check the iLearn site and/or Announcements for up to date information)
- negotiating with their workplace supervisor a mutually agreeable work schedule
- working on a research project according to the research plan they discuss with their workplace supervisor/s
- producing a final output for the organisation based on their research.

Unit Schedule

There are two available options for the seminars in SSCI3090: Wednesday 1-3pm (11 Wally's Walk Room 180) OR Thursday 2-4pm. The Wednesday seminar is scheduled as a face-to-face session on campus, while the Thursday 2-4pm seminar is designed as a combination of on-line and zoom for those students who can not come to campus. Once you have enrolled into a particular seminar group it is preferable that you remain in that group, however, people's circumstances change so please contact the Unit Convenor if you need to change groups.

Note: seminars may all move to on-line/zoom modality in the event of a Covid-19 lockdown.

The dates and topics are listed below.

Seminar 1	Wed 28/7 OR Thurs 29/7	Introduction to experiential learning, your social research project and being a researcher
Seminar 2	Wed 4/8 OR Thurs 5/8	Planning and managing a research project
Seminar 3	Wed 11/8 OR Thurs 12/8	Reflective and reflexive practice
Seminar 4	Wed 18/8 OR Thurs 19/8	Research ethics - theory and practice
Seminar 5	Wed 27/10 OR Thurs 28/10	Communicating research to others
Seminar 6	Wed 3/11 OR Thurs 4/11	Pursuing a career in social research

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/su\)](https://students.mq.edu.au/su)

[port/study/policies](#)). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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

If you are a Global MBA student contact globalmba.support@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.