SSCI3090

Professional Social Research Project

Session 2, In person-scheduled-weekday, North Ryde 2022

Macquarie School of Social Sciences

Contents

General Information

Unit convenor and teaching staff
Jacqueline Mackaway
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Arts Precinct, Building C, Level 3 Room 329
Zoom Drop-In OR email anytime

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 must all 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, but aim for mid-late August. Contact the Unit Convenor if you find yourself unable to meet the submission dates for assessments and/or the minimum placement hours.

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 review feedback and continue with their project.

Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, **a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted**, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue.

This late penalty will apply to non-timed sensitive assessment (incl essays, reports, posters, portfolios, journals, recordings etc). **Late submission of time sensitive tasks** (such as tests/ exams, performance assessments/presentations, scheduled practical assessments/labs etc) **will only be addressed by the unit convenor in a Special consideration application. Special Consideration outcome may result in a new question or topic.**

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 (SC). It may also be worth contacting the unit convenor to discuss your situation too (prior to submitting SC).

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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Project Management Plan (PMP)	25%	No	Due first 20 hours of project (approx. mid-end August)
Short Written Task	10%	No	23/08/2022
Presentation	25%	No	Seminar 5 (week 44 - 24/10 & 27/10)
Final Project Report	20%	No	12/11/2022
Workplace supervisor's report	20%	No	25/11/2022

Project Management Plan (PMP)

Assessment Type [1]: Plan
Indicative Time on Task [2]: 25 hours
Due: **Due first 20 hours of project (approx. mid-end August)**
Weighting: **25%**

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: **23/08/2022**
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.

Presentation

Assessment Type [1]: Presentation
Indicative Time on Task [2]: 25 hours
Due: **Seminar 5 (week 44 - 24/10 & 27/10)**
Weighting: **25%**

This task is designed for students to synthesize their academic and professional knowledge and present it in the form of a professional presentation to class and workplace supervisors. Presenters need to: 1. Engage with their audience through effective non-verbal and verbal skills – eye contact, body language, poise, enthusiasm and elocution! 2. Provide an overview of their project and organisation, including examples and evidence of their work/project. 3. Draw conclusions about the impact of their work on their organization and/or their future career/study plans. 4. Share reflections on their learning/s. 5. Manage their presentation in a logical, organized and timely way.

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.

Final Project Report

Assessment Type [1]: Report
Indicative Time on Task [2]: 30 hours
Due: **12/11/2022**
Weighting: **20%**

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.

Workplace supervisor's report

Assessment Type [1]: Work-integrated task
Indicative Time on Task [2]: 0 hours
Due: **25/11/2022**
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.

[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) and a practical component (students' research work for the organisation = 150 hours).

For the academic component students are asked to:

- submit the required assessment tasks on time
- complete required readings
- attend all seminars/workshops (if unable to attend the unit convenor must be contacted and and alternative activity will be assigned for completion)

For the practical component of the unit students are asked to:

- complete a minimum 150 placement hours with a partner organisation
- define a work schedule with their workplace supervisor and commit to working to it (if there's a problem meeting agreed schedule then discuss with workplace supervisor)
- 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

There are two available options for the seminars: Mondays 11-1pm OR Thursday 11-1pm - both are conducted in 11 Wally's Walk Tutorial Room 130. Please note that seminar 5 runs for 3 hours to allow enough time to get through all the presentations.

Seminar 1 (week 31)	Mon 25 July 11-1pm Thurs 28 July 11-1pm	**Introduction to the unit and social research**
Seminar 2 (week 32)	**Mon 1 Aug 11-1pm** Thurs 4 Aug 11-1pm	**Managing a research project**
Seminar 3 (week 33)	**Mon 8 Aug 11-1pm** Thurs 11 Aug 11-1pm	**Reflective and reflexive practice**
Seminar 4 (week 34)	**Mon 15 Aug 11-1pm** Thurs 18/8 11-1pm	**Research Ethics**
Mid-session recess	**Starts 12 Sept and classes resume 26 Sept**	
Seminar 5 (week 44)	**Mon 24 Oct 11-2pm** Thurs 27 Oct 11-2pm	**Communicating research** (Presentation week *3 hour seminar)
Seminar 6 **(week 45)**	**Mon 31 Oct 11-1pm** **Thurs 3/11 11-1pm**	**Pursuing a career in social research**

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (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
- Assessment Procedure
- Complaints Resolution 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/support/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) 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

Academic Integrity

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the 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

Macquarie University offers a range of Student Support Services including:

- IT Support
- Accessibility and disability support with study
- Mental health support
- Safety support to respond to bullying, harassment, sexual harassment and sexual assault
- Social support including information about finances, tenancy and legal issues

Student Enquiries

Got a question? Ask us via AskMQ, or contact Service Connect.

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.