SOC 301
Internships in Social Research
S1 Day 2015

Dept of Sociology

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General Information

Unit convenor and teaching staff
Unit Convenor
Maria Amigo
maria.amigo@mq.edu.au
Contact via maria.amigo@mq.edu.au
By appointment

Credit points
6

Prerequisites
39cp and (SOC224 or SOC234 or SSC200 or SOC350)

Learning Outcomes

On successful completion of this unit, you will be able to:

Apply knowledge and research methodologies learned in other units (SOC 224, SSC300, SOC 350) to a real work scenario. Produce a report that shows your ability to

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 units (SOC 224, SSC300, SOC 350) to a real work scenario. Produce a report that shows your ability to

https://unitguides.mq.edu.au/unit_offerings/46243/unit_guide/print
summarise, analyse, interpret and evaluate the information handled during the internship. 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 a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.
Demonstrate initiative and self-sufficiency during the placement.
Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.
Develop an awareness of current ethical, social and 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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Plan</td>
<td>20%</td>
<td>See description</td>
</tr>
<tr>
<td>Engagement</td>
<td>20%</td>
<td>ongoing</td>
</tr>
<tr>
<td>Supervisor's feedback report</td>
<td>20%</td>
<td>N/A</td>
</tr>
<tr>
<td>Final Report</td>
<td>40%</td>
<td>12 June</td>
</tr>
</tbody>
</table>

**Project Management Plan**

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

Produce a Project Management Plan (PMP) within the first 20 hours of placement. The PMP should have a title, should state the background, scope and purpose of the project, a detailed schedule of tasks to be completed, a plan for monitoring the project, and identification of stakeholders, milestones, risks and issues. The plan has to be discussed with the host supervisor. Specific information for this assignment, as well as a rubric that states the assessment criteria, will be 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 a critically reflective practice on the experience of the work placement and the research process. Produce a reflective
account of the work experience.

- Demonstrate initiative and self-sufficiency during the placement.

**Engagement**

Due: **ongoing**

Weighting: **20%**

Engagement throughout the semester will be assessed based on the a) Class attendance and associated tasks b) Participation during workshops and online discussions c) Presentation to class and partners in workshop 4

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 a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.
- Demonstrate initiative and self-sufficiency during the placement.
- Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.
- Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

**Supervisor's feedback report**

Due: **N/A**

Weighting: **20%**

Your workplace supervisor will be requested to complete a form at the end of your placement to provide detailed feedback on your performance.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other units (SOC 224, SSC300, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. 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 a critically reflective practice on the experience of the work placement and the research process. Produce a reflective
account of the work experience.

- Demonstrate initiative and self-sufficiency during the placement.
- Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.
- Develop an awareness of current ethical, social and environmental challenges, and how these present themselves at the workplace. Develop an understanding of the importance of becoming an active and engaged citizen.

Final Report

Due: 12 June
Weighting: 40%

The final assignment will consist of a report on the internship which will consist of information about the organisation and your project, examples of work completed, and a section reflecting on the experience. Specific information for this assignment, as well as a rubric that states the assessment criteria, will be available on iLearn.

On successful completion you will be able to:

- Apply knowledge and research methodologies learned in other units (SOC 224, SSC300, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. 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 a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.
- Demonstrate initiative and self-sufficiency during the placement.
- Develop an awareness of current ethical, social and 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 workshops) and a practical component (students' research work for an organisation).

For the academic component students will be required to:

- Submit the required assessment tasks in a timely manner.
- Complete all the required readings for the unit.
- Contribute to online discussions and activities.

For the practical component students will be required to:

- Define a work schedule with their host supervisors and commit to it.
- Work on a research project according to the research plan they discuss with their supervisors.
- Submit a final output of the research project to their organisations.

Assignment Submission and return of marked work

The Project Management Plan 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 students' work.

Online forum discussions will be rated within each forum. Students will get a mark over 100 for each posting and can refer to the relevant rubric (Participation rubric) to understand why they received that rating.

Late submissions, Special Consideration and Extensions

Please email the unit convenor if you find yourself unable to meet the submission dates for assessments.

For all written assessment tasks, the Sociology Department applies the following penalties for late work (without an extension):

5% for the first day, then 1% for each subsequent day late.

Online forum postings that are submitted later than 2 days after the deadline will not be considered. The same penalties for late work specified above will apply.

Technology

SOC 301 iLearn Site. Learning and Teaching resources, assessment guidelines, and links to individual learning modules will be on SOC301’s ilearn page. You will also use the discussion boards to keep in touch with other students and share your experiences of your internship placement.

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](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.

The link below has more details about the policy, procedure and schedule of penalties that will apply to breaches of the Academic Honesty policy.


**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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85-100</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75-84</td>
</tr>
<tr>
<td>Cr</td>
<td>Credit</td>
<td>65-74</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50-64</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0-49</td>
</tr>
</tbody>
</table>

**REQUIRED READINGS**

The works listed below are required for specific workshops and online forum contributions. All readings will be available through e-Reserve.


**RECOMMENDED READINGS**

The following readings will enhance your understanding of the topics that underpin this unit. Except for the first resource listed which will be made available on iLearn, all readings can be obtained via e-Reserve.


**Unit Schedule**

This unit is a participation (PACE) participation unit, and you will be working between 100 and 150 hours for an organisation. Some students will be based at the host organisations, others will be able to complete part or most of their work from home or campus.

The internship is supported by 5 compulsory on-campus two-hour workshops (Weeks 9-11, 22-23). This component of the internship is as important as the professional work-based...
There are two workshops you can choose from, Thursdays 9-11 AM or Fridays 2-6 PM. It doesn't matter if you already registered for one or the other, you can come to the one that suits you the most, and this may vary from workshop to workshop. For example, you can come to the 9 AM Thursday slot for workshop 1 and to the 2 PM Friday slot for workshop 2. I will ask you to sign in for each workshop beforehand so that I know who will be coming. A maximum of 25 students will be admitted in each workshop. The dates, times and locations listed below.

**THU 9-11 AM WORKSHOPS: C5C209 Tutorial Room**

**FRI 2-4 PM WORKSHOPS: W6B357 201 Meeting Room**

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop 1</td>
<td>26/27 February</td>
<td>Managing a Research Project</td>
</tr>
<tr>
<td>Workshop 2</td>
<td>5/6 March</td>
<td>Reflective Practice</td>
</tr>
<tr>
<td>Workshop 3</td>
<td>12/13 March</td>
<td>Ethics in Research and at the Workplace</td>
</tr>
<tr>
<td>Workshop 4</td>
<td>28/29 May</td>
<td>Communicating your Research</td>
</tr>
<tr>
<td>Workshop 5</td>
<td>5/6 June</td>
<td>Pursuing a Career in Social Research</td>
</tr>
</tbody>
</table>

**Policies and Procedures**

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Unit guide SOC 301 Internships in Social Research


In addition, a number of other policies can be found in the Learning and Teaching Category of 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/support/student_conduct/](https://students.mq.edu.au/support/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](http://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/](http://students.mq.edu.au/support/)

**Learning Skills**

Learning Skills ([mq.edu.au/learningskills](http://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](http://ask.mq.edu.au)

**IT Help**


When using the University's IT, you must adhere to the Acceptable Use 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 placement.

Assessment tasks
- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final 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:

Learning outcome
- Demonstrate initiative and self-sufficiency during the placement.

Assessment tasks
- Engagement
- Supervisor's feedback report
- Final 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

• Apply knowledge and research methodologies learned in other units (SOC 224, SSC300, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.

• Demonstrate initiative and self-sufficiency during the placement.

Assessment tasks

• Engagement
• Supervisor's feedback report
• Final 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 outcome

• Apply knowledge and research methodologies learned in other units (SOC 224, SSC300, SOC 350) to a real work scenario. Produce a report that shows your ability to summarise, analyse, interpret and evaluate the information handled during the internship. Manage a research project following project management guidelines.

Assessment tasks

• Project Management Plan
• Engagement
• Supervisor's feedback report
• Final 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 outcome**

- Participate meaningfully as a member of an organisation that engages in social, quality assurance, or policy related research. Develop a critically reflective practice on the experience of the work placement and the research process. Produce a reflective account of the work experience.

**Assessment tasks**

- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final 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:

**Assessment tasks**

- Project Management Plan
- Supervisor's feedback report
- Final 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**

- Demonstrate initiative and self-sufficiency during the placement.
Assessment tasks

- Project Management Plan
- Engagement
- Supervisor's feedback report
- Final 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 outcome

- Appraise ethical research practices and ethical conduct at the workplace. Engage in ethical practices during the internship.

Assessment tasks

- Engagement
- Supervisor's feedback report
- Final 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

- Develop an awareness of current ethical, social and 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
- Final Report