



ANTH225

PACE: Field School in Anthropology

S2 Day 2018

Dept of Anthropology

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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.

General Information

Unit convenor and teaching staff

Unit convenor

Anna-Karina Hermkens

anna.hermkens@mq.edu.au

Department of Anthropology, Australian Hearing Hub (16 University Avenue)

Wednesdays, 10.00 – 11.00 (during semester) by appointment

Credit points

3

Prerequisites

(24cp at 100 level or above) and permission by special approval

Corequisites

Co-badged status

Unit description

This unit provides students with the opportunity to practice ethnography in a real setting by doing applied or community-based anthropological research through preparation, participation in, and reflection on a PACE placement. In 2018, the students will have the opportunity to either complete a placement in an on- or off-campus museum (Session 1), or in an off-campus corporate/ business setting (Session 2). The prerequisites are 24cp at 100 level or above, and permission by special approval via an application process in S1. In S2, the prerequisites are the successful completion of ANTH324 or SOC224 (or another equivalent methods unit), and permission by special approval via an application process. In both sessions, the unit includes practical skill building in hands-on environments, and reflection on anthropological practice, including the ethics of doing ethnographic research, research techniques and dissemination strategies. During the unit, students will develop skills in inter-cultural communication, research design, and mixed methods research. When possible, the unit will involve the production of publicly available outputs so that students can include the work in their pre-professional portfolios.

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:

Understand the practical, methodological and ethical dimensions of ethnographic research and representation

Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting

Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.

Demonstrate independent research and synthesis of acquired knowledge and skills.

General Assessment Information

Policies Extensions and penalties Unless a 'Special Consideration Policy' (formerly Disruption to Studies) 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** (incl. weekends) after the original submission deadline. **No late submissions will be accepted for *timed* assessments** – e.g. quizzes, online tests and participation in and submissions to online forums. All extension should be processed on-line through <https://ask.mq.edu.au/>

Policies and procedures Macquarie University has a range of policies that relate to learning and teaching. They can be found at Policy Central, <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>

Macquarie's procedures relating to plagiarism can be found at <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/academic-honesty>

Active Learning Platform <https://students.mq.edu.au/support/study/tools-and-resources/illearn/illearn-quick-guides-for-students/lecture-recordings>

Assessment Tasks

Name	Weighting	Hurdle	Due
Unit Participation	25%	No	Ongoing
Placement	25%	No	Week 4-12
Placement Review Essay	25%	No	Week 11
Poster / video Presentation	25%	No	Week 13

Unit Participation

Due: **Ongoing**

Weighting: **25%**

You must attend and participate in seminars and interviews (with convenor). You will be required

to take a leadership role in the seminars in week 1-3 and week 13 and present work based on the literature, questions and activities to the rest of the group. During your placement (week 4-12) You will question and share some of your experiences of your placement and engagement with the weekly readings via the *Discussion* link on the iLearn site, and respond to the postings of your colleagues with comments or suggestions.

Marking Criteria: - Active engagement in class discussion and on online forum/ discussion

- Demonstrated knowledge of the relevant topic(s)
- Demonstrated individual research of, and reflection on, topic

Submission: Your participation mark is derived from your engagement in classes and online submissions. Missing classes and/ or submissions will reduce the maximum amount of marks which you can score. Participation activities should be submitted online in the appropriate Discussion Forum topic and week (Tuesday to Friday).

Late submissions to the online weekly discussions will not be accepted.

On successful completion you will be able to:

- Understand the practical, methodological and ethical dimensions of ethnographic research and representation
- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Placement

Due: **Week 4-12**

Weighting: **25%**

Active attendance and participation in organisational activities under supervision of organisational staff. Every week (from week 4-12) you will spend one day at an on- or off-campus organisation/ business. Here you will participate in various activities, such as doing qualitative and quantitative research and analysis, including participant observation, doing interviews, transcribing interviews, assisting in interview analysis, attending and reporting on meetings.

During these weekly placements, you will make observational notes and write up a weekly report about what you observed as a piece of ethnography, resulting at the end of your placement in a fieldwork diary that will inform your final essay. In observing, consider the practical, methodological and ethical dimensions of ethnographic research and representation in organisational contexts. How may we use anthropology and other field-based research techniques for addressing user experiences (UX), product design, but also social problems, such as imperialism, racism, bullying, age differences and gender inequality in organisational settings?

Your weekly report (1-2 pages), which contains your observations and experiences of your one

day weekly placement in relation to the week's literature, needs to be submitted every week within 3 days after your placement via I-learn.

Criteria for Marking

- Evidence of attendance and participation in organisational activities
- Demonstrated ability to reflect on your own work experiences
- Demonstrated ability to observe, analyse and document organisational and ethnographic research practices in relation to the weekly readings
- Clarity of written expression in line with expected academic standards

Submission: Via the Turnitin link on the ANTH 225 iLearn site; Weekly participation on-site within PACE ethics provisions and organisational rules of conduct. Missing weekly submissions and placements will reduce the maximum amount of marks which you can score.

Late Penalty: A late penalty of 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 (incl. weekends) after the original submission deadline.

Extensions: Extensions may only be granted by the unit convenor in line with the university's Disruption to Studies policy.

On successful completion you will be able to:

- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Placement Review Essay

Due: **Week 11**

Weighting: **25%**

Review of your practical placement work-experience in a 2,500-word reflective essay that generates creative, thoughtful and practical suggestions and solutions for doing ethnographic research in organisational settings. You are encouraged to draw together the findings of the readings, your assignments and 'fieldwork diary', building on feedback and further analysis/evidence, with your experience of the placement.

Criteria for Marking

- Demonstrated ability to choose and identify key problems related to doing ethnographic research in organisational settings, research the chosen topic and gather relevant information and propose strategies for creative solutions.
- Evidence of independent research

- Demonstrated ability to synthesise your research, observations and experience within the context of academic arguments
- Clarity of written expression in line with expected academic standards

Submission: Via the Turnitin link on the ANTH 225 iLearn site.

Late Penalty: A late penalty of 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 (incl. weekends) after the original submission deadline.

Extensions: Extensions may only be granted by the unit convenor in line with the university's Disruption to Studies policy.

On successful completion you will be able to:

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- Demonstrate independent research and synthesis of acquired knowledge and skills.

Poster / video Presentation

Due: **Week 13**

Weighting: **25%**

Create a poster or video presentation featuring the methodologies, and/or outcomes of your research project or placement activities, and give a presentation of what you did while undertaking your internship and your personal goals and experiences. Each presentation should have either a poster display (power-point presentation or a printed out poster (size A2) or a video presentation, a title (topic) and be exactly 10 minutes. In making a poster or video presentation consider the following questions: **1.** What is the most important/interesting/astounding finding from my placement/ research project? **2.** How can I visually share my observations and experiences? Charts, images? **3.** What kind of information can I convey during my talk that will complement my poster or video?

Marking Criteria: *What makes a good presentation?* -Timing (exactly 10 minutes) -Clear articulation -Demonstrated ability to reflect critically on your own experiences -Demonstrated ability to synthesise your research, observations and experience

Submission: visual and Oral presentation in week 13 **Late Penalty:** No assignment will be accepted after the original submission deadline. **Extensions:** No extensions are possible for this assignment.

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Delivery and Resources

Delivery

Seminars 10.00am-1.00pm Mondays; Location 04WR (4 Western Rd) room 310 (For current updates, lecture times and classrooms please consult the MQ Timetables website). **Placements** will take place from week 4 through week 12 on Mondays (Fjord Design students at MQ; Commonwealth Bank students at CommBank Sydney office location) and on 4 Fridays for Fjord Design students at the Fjord office in Sydney (24/08; 14/09; 12 October; and 2 November) .

Required and recommended resources *Required reading*

- Sam Ladner 2014. *Practical Ethnography. A guide to doing Ethnography in the Private Sector*. Routledge.
- Keri Smith 2011. *How To Be An Explorer Of The World: Portable Life Museum*. Penguin Books Ltd.

Recommended reading:

- Wendy Gunn, Ton Otto, and Rachel Charlotte Smith (eds.) 2013. *Design Anthropology. Theory and Practice*. Bloomsbury Academic.

Other weekly required texts are available via the library. Journal articles can be found through the Journal Finder of the library (<https://apps.library.mq.edu.au/journalfinder/index.php>) or by simply entering the title in the library's search engine.

Unit Schedule

Week	Date	Seminar/ placement/project	Assessment
1	30 July 2018	Introduction and outline of the Pace unit; Doing ethnography in Organisational settings, theory and tools; Design Anthropology and UX research	Participation in seminar
2	6 August Fjord Office	Workshop by Lisa Wynn on qualitative research methods at Fjord Design office	Participation in workshop
3	13 August	Visual anthropology: Using photography, film, and video as a research tool (Guest-lecture G. Downey).	Participation in seminar

4	20 August: briefing CommBank at MQ; 24 August briefing at Fjord	Research briefings at MQ for CommBank students (20 August); Research briefing Fjord students at Fjord Design Office (24 August) Weekly topic: Ethical Ethnography.	Diary entry via I-learn; Post online forum
5	27 August start internship CommBank	Placement CommBank students; Research project Fjord students at MQ; Research methods: Sampling and Fieldwork in corporate Settings	Diary entry via I-learn; Post online forum
6	3 September	Placement CommBank; Fjord Research project at MQ; Weekly topic: Digital Anthropology: media, social networking, online databases and archives	Diary entry via I-learn; Post online forum
7	10 September; 14 September meeting at Fjord	Placement CommBank (10 September); meeting at Fjord Office (14 September); Weekly topic: Anthropological Cultures	Diary entry via I-learn; Post online forum
<i>Semester break 17/09-30/10</i>			
8	1 October	Placement CommBank; Fjord Research project at MQ; Weekly topic: Analysis of findings and data	Diary entry; and Post online forum
9	8 October; 12 October meeting at Fjord	Placement CommBank (8 October); Fjord Research meeting at Fjord Office (12 October); Weekly topic: Critical anthropology: decolonizing design	Diary entry; Post online forum
10	15 October	Placement CommBank; Fjord Research project at MQ; Weekly topic: Reporting	Last Diary entry; Post online forum
11	22 October	Placement CommBank/Fjord Research project at MQ; no readings	Essay due! Post online forum
12	29 October; 2 November meeting at Fjord	Placement CommBank (29 October); Fjord Research project meeting at Fjord Office (2 November); Presentations students' results at their placements	Post online forum
13	5 November MQ campus	Consolidation and student presentations of their posters or videos at MQ	Poster and video presentations due

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](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) (<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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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.

Enrolment Procedures:

Entry into this unit is by application prior to the start of the relevant session as there are only limited places. To express your interest in applying for this unit, please lodge an online enquiry via the Faculty of Arts *PACE team* via ask.mq.edu.au.

Below is a summary of the steps required:

1. Proposal form Completed by the student –**The prerequisite for this session is ANTH324 or SOC224** (or the equivalent). If a student wants to enrol they need to complete an online application form in which they detail why they want to enrol in this unit. For the link to the form, please lodge an online enquiry through ask.mq.edu.au
2. Activity approval Completed by Dr Anna-Karina Hermkens - The suitability of your application and preferred placement can only be assessed by the unit convenor. Students will be notified as soon as application form and preferred placement are approved.
3. Student Undertaking Completed by Student - Once enrolments and placements are

approved, a link to the on-line Student Undertaking will be forwarded to students. All PACE students are required to complete an on-line Student Undertaking, which asks them to agree to roles and responsibilities while undertaking their placement.

4. Enrolment After students have completed all aspects of the unit paperwork and requirements* they will be given instructions on submitting a waiver to enrol in the relevant ANTH225 Session.

*If a student fails to complete any aspect of the unit requirements, they will not be granted a waiver to enrol.

CONTACT US

If you have further questions, please contact the Faculty of Arts PACE team at arts.pace@mq.edu.au or telephone 02 9850 8745.

All students must apply through the Faculty of Arts PACE Office by online enquiry to 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

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 outcomes

- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Assessment tasks

- Unit Participation
- Placement
- Placement Review Essay
- Poster / video Presentation

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

- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Assessment tasks

- Unit Participation

- Placement
- Placement Review Essay
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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

- Understand the practical, methodological and ethical dimensions of ethnographic research and representation
- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Assessment tasks

- Unit Participation
- Placement
- Placement Review Essay
- Poster / video Presentation

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

- Understand the practical, methodological and ethical dimensions of ethnographic research and representation

- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Assessment tasks

- Unit Participation
- Placement
- Placement Review Essay
- Poster / video Presentation

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

- Understand the practical, methodological and ethical dimensions of ethnographic research and representation
- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Assessment tasks

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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

- Understand the practical, methodological and ethical dimensions of ethnographic research and representation
- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
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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

- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
- Demonstrate independent research and synthesis of acquired knowledge and skills.

Assessment tasks

- Unit Participation
- Placement
- Placement Review Essay
- Poster / video Presentation

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

- Understand the practical, methodological and ethical dimensions of ethnographic research and representation
- Participate in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
- Acquire practical knowledge and skills with regard to doing ethnography and related ethical and practical dilemmas in an organisational context.
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Assessment tasks

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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 in discussions of anthropological and other scholarly literature on the subjects of ethnography; methodologies; research design; analysis and reporting
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Assessment tasks

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Changes since First Published

Date	Description
18/06/2018	quantitative replaced by qualitative