



# SSCI301

## Professional Social Research Project

S2 Day 2019

*Dept of Sociology*

### 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>	7
<u>Unit Schedule</u>	8
<u>Policies and Procedures</u>	8
<u>Graduate Capabilities</u>	10

#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

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Tutor

Rossella Tisci

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Credit points

6

Prerequisites

45cp at 100 level or above including SSCI100 and ((SOC224 and SSCI200)or (SSCI201 and SSCI202))

Corequisites

Co-badged status

SOC849 Internships in Social Research

Unit description

This unit offers an opportunity to gain practical and professional experience undertaking applied social research for an organisation. The unit entails a supervised research placement, supported by on-campus workshops, which will encourage students to exercise critical thinking problem solving, and reflective practice, while developing personal confidence and professional contacts. The professional experience component of the unit is usually undertaken two or more days a week over a semester, but in some cases it can be completed as a block. Experiences are offered with a range of organisations, including community-based, commercial, state or local government, academic, and may be also completed overseas through PACE International. Opportunities are also available on campus. Please note a maximum of 50 students can enrol in Session 2 and priority will be given to Bachelor of Social Science students for whom the unit is compulsory, and to those in their final semester. Applications close two weeks prior to the start of session. Students enrolled in the Bachelor of Social Science cannot count SSCI301 as part of their Sociology Major.

## 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 learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.

Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.

Demonstrate initiative and self-sufficiency during a research project.

Appraise ethical practices and conduct as it applies to the research process and the workplace.

Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

Develop an awareness of professional networks and how building connections can assist with career planning and management.

## General Assessment Information

### Assignment submission and return of marked work

The Project Management Plan (PMP), Short Written Task and Final Project Report are to be submitted via the Turnitin function inside the iLearn site. Marked work will be returned to students electronically via iLearn. Grademark will be used to mark student work.

### Late submission, Special Consideration and extensions

Please contact the unit convenor as soon as possible 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 penalty for lateness will apply:

- 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 after the original submission deadline (including weekends).
- no online forum posting submitted after the deadline will be considered (if forums are used in any assessment task).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Project Management Plan (PMP)</u>	20%	No	See description of task
<u>Short Written Task</u>	10%	No	30 August (11.59pm)
<u>Presentation</u>	10%	No	Workshop 4
<u>Workplace Supervisor Report</u>	20%	No	End of project
<u>Final Project Report</u>	40%	No	Friday 15 November (11.59pm)

### Project Management Plan (PMP)

Due: **See description of task**

Weighting: **20%**

Produce a written project management plan (PMP) within the first 20 hours of your project. A detailed guide and rubric stating the marking criteria are available on iLearn.

The PMP must include: the name of your project; the background, scope and purpose of your project; detail on the research method/approach being used; detail on tasks to be completed; a plan for monitoring the project; identification of key stakeholders; identification of key risks and issues.

Submit via iLearn using Turnitin.

On successful completion you will be able to:

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Demonstrate initiative and self-sufficiency during a research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.

### Short Written Task

Due: **30 August (11.59pm)**

Weighting: **10%**

Produce a short written piece of work (approx. 500 words) based on one of the themes/topics addressed in the first 3 workshops.

Topics include: project management planning, reflective practice and ethics in research and the workplace.

Details on the task are on iLearn. A guide and rubric stating the marking criteria are also available on iLearn.

Submit via iLearn using Turnitin.

On successful completion you will be able to:

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.

## Presentation

Due: **Workshop 4**

Weighting: **10%**

Students deliver a short presentation about their research project to the class and partner organisations in workshop 4.

Guidelines and a rubric outline the marking criteria for the presentation and are available on iLearn.

Those students who cannot attend presentation day will need to contact the unit convenor to organise an alternative date to present.

On successful completion you will be able to:

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during a research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental

challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

- Develop an awareness of professional networks and how building connections can assist with career planning and management.

## Workplace Supervisor Report

Due: **End of project**

Weighting: **20%**

Your workplace supervisor will undertake an assessment of your work and performance at the end of your project. A sample of the form provided to workplace supervisors is available on iLearn.

On successful completion you will be able to:

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during a research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

## Final Project Report

Due: **Friday 15 November (11.59pm)**

Weighting: **40%**

The Final Project Report will consist of a report on your research project and experiences. It will include information about: the organisation and your project; examples/samples of the work you personally completed; and, a section reflecting on your experience. Specific information for this assessment, as well as a rubric that states the marking criteria, are available on iLearn.

Students working as a team on a project have the option of preparing a joint report, however, the reflection component and details of their own role/responsibilities on the project must be completed individually and will account for 50% of the final mark.

Submit via iLearn using Turnitin.

On successful completion you will be able to:

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during a research project.
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- Develop an awareness of professional networks and how building connections can assist with career planning and management.

## **Delivery and Resources**

The unit has two key components:

1. academic - delivered through 5 compulsory on campus workshops
2. practical – the students' research work for an organisation

For the academic component, the student will be required to:

- submit the required assessment tasks on time
- complete required workshop preparatory readings and activities
- contribute to workshop discussions
- attend all workshops (the student must contact the unit convenor if unable to attend a workshop and an alternative activity will be assigned for completion).

For the practical component, the student will be required to:

- complete a minimum 100 placement hours with their 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 (this output is agreed to between the student and organisation).

## Unit Schedule

SSCI301 is a PACE unit. It will entail the undertaking of social research for or with an organisation during semester. Students will need to complete between 100 and 120 hours of work, under the guidance of a nominated supervisor at that organisation. Some students will be based at the host organisation's premises, others will be able to complete part (or most) of their work from home/campus.

Students will also need to attend **five compulsory workshops** during semester which are designed to prepare and support them during their placements. There are two workshops to choose from: Monday 10-12noon or Tuesday 3-5pm. Both workshops are held at 23 Wally's Walk Tutorial Room 105.

The dates for the workshops are:

Workshop 1	29/30 July	Managing a Research Project
Workshop 2	5/6 Aug	Reflective Practice
Workshop 3	12/13 Aug	Professional and Research Ethics
Workshop 4	28/29 Oct	Communicating Research
Workshop 5	4/5 Nov	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) (<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 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](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)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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

### 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

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during a research project.
- Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

#### Assessment tasks

- Project Management Plan (PMP)
- Short Written Task
- Presentation
- Workplace Supervisor Report
- Final Project 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**

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Develop an awareness of professional networks and how building connections can assist with career planning and management.

## **Assessment tasks**

- Short Written Task
- Workplace Supervisor Report
- Final Project 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 outcomes**

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Demonstrate initiative and self-sufficiency during a research project.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.

## Assessment tasks

- Project Management Plan (PMP)
- Short Written Task
- Workplace Supervisor Report
- Final Project 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 outcomes

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.

## Assessment tasks

- Project Management Plan (PMP)
- Short Written Task
- Workplace Supervisor Report
- Final Project 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:

## Learning outcomes

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Demonstrate initiative and self-sufficiency during a research project.

## Assessment tasks

- Project Management Plan (PMP)
- Workplace Supervisor Report
- Final Project 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 outcomes

- Apply knowledge and research methodologies learnt in other social science units to a real social science project. Manage a research project following project management guidelines. Produce a report that demonstrates your abilities to summarise, analyse, interpret and evaluate information handled during a research project.
- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.

## Assessment tasks

- Project Management Plan (PMP)
- Short Written Task
- Presentation
- Workplace Supervisor 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 outcomes**

- Participate as an active member of an organisation/project team that engages in social, quality assurance or policy related research. Develop reflective skills and capabilities through the experience of the work placement/research project. Produce a reflective account of the work/research experience.
- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

## **Assessment tasks**

- Project Management Plan (PMP)
- Short Written Task
- Presentation
- Workplace Supervisor Report
- Final Project 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 outcomes**

- Appraise ethical practices and conduct as it applies to the research process and the workplace.
- Develop an awareness of current ethical, social, political and/or environmental challenges, and how these present themselves in the workplace. Develop and understanding of the importance of becoming an active and engaged citizen.

## **Assessment tasks**

- Project Management Plan (PMP)
- Short Written Task
- Presentation
- Workplace Supervisor Report
- Final Project Report