



SOC 849

Professional Internships in Social Research

S1 Day 2019

Dept of Sociology

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8

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

Jacqueline Mackaway

jacqueline.mackaway@mq.edu.au

Credit points

4

Prerequisites

SOC830 or SOC831

Corequisites

Co-badged status

SSCI301

Unit description

This unit provides students with practical and professional experience to undertake applied social research (including policy and evaluation -related research) for a community, not-for-profit, government or commercial organisation. Students will need to work between 100 and 150 hours on a discrete research project, supervised both by the unit convenor and a nominated person at the partner organisation. The placement will be supported by five on-campus workshops. Students should have completed at least one research methods unit prior to enrolling in this unit. Students who want to organise their own placements should contact the unit convenor at least two months before the beginning of the session.

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:

Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.

Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can

contribute to addressing some/all of these types of challenges.

General Assessment Information

The Project Management Plan and Final Project Report must both be submitted electronically via iLearn and the Turnitin function.

Late submission, Special Consideration and extensions

Please contact the unit convenor 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.

Assessment Tasks

Name	Weighting	Hurdle	Due
Forum Discussions	10%	No	On going
Project Management Plan (PMP)	20%	No	See PMP guide for details
Presentation	10%	No	Workshop 4
Final Project Report	40%	No	14 June
Workplace supervisor report	20%	No	End of internship

Forum Discussions

Due: **On going**

Weighting: **10%**

Contribute to 3 discussion forum posts during the semester related to the topics of: project management planning; reflective practice; and, professional and research ethics. Specific guidelines and a rubric related to 'Engagement' stating marking criteria are available on iLearn.

On successful completion you will be able to:

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project

management guidelines, and show problem solving skills during the life of the project.

Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.

- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Project Management Plan (PMP)

Due: **See PMP guide for details**

Weighting: **20%**

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

On successful completion you will be able to:

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.
Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.

Presentation

Due: **Workshop 4**

Weighting: **10%**

Presentation to class on your project to occur in workshop 4 (31 May). Those who can not attend on presentation day will need to discuss with the lecturer an alternate date to present. Specific guidelines for presenting, as well as a marking guideline, are available on iLearn.

On successful completion you will be able to:

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project.

Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.

- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Final Project Report

Due: **14 June**

Weighting: **40%**

The final assessment involves a written report on your research project which will include: information on your organization and project; a selection of examples of your work; and, a select reflecting on your experience. The report must be submitted via iLearn. Detailed guidelines for the report as well as a rubric stating the marking criteria are available on iLearn.

On successful completion you will be able to:

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.
- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Workplace supervisor report

Due: **End of internship**

Weighting: **20%**

Your workplace supervisor will complete an assessment of your performance at the end of your internship. A sample of the criteria used to make this assessment is available on iLearn.

On successful completion you will be able to:

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and

evaluate the information handled during the research internship.

Delivery and Resources

The unit has two key components:

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

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 online 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 organization
- 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 organization.

Unit Schedule

In this unit you will be working between 100-150 hours for an organization. Some students will be based at the host organization, others will be able to complete part of most of their work from home or campus.

The internship is supported by 5 compulsory on-campus workshops. This component of the internship is as important as the professional work-based component.

Workshops are held on Friday 2-4pm. Workshops are held at 10 Hadenfield Ave, tutorial room 246 (in the old Y3A building). The dates and topics are listed below.

Workshop 1	1 March	Managing a Research Project
Workshop 2	8 March	Reflective Practice
Workshop 3	15 March	Professional and Research Ethics
Workshop 4	31 May	Communicating Research
Workshop 5	7 June	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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

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

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to 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

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

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.
- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Assessment tasks

- Final Project Report

- Workplace supervisor report

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.
- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Assessment tasks

- Forum Discussions
- Project Management Plan (PMP)
- Presentation
- Final Project Report
- Workplace supervisor report

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.

- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Assessment tasks

- Forum Discussions
- Project Management Plan (PMP)
- Presentation
- Final Project Report
- Workplace supervisor report

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.
- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Assessment tasks

- Project Management Plan (PMP)
- Final Project Report
- Workplace supervisor report

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.
- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Assessment tasks

- Forum Discussions
- Project Management Plan (PMP)
- Presentation
- Final Project Report
- Workplace supervisor report

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Employ and critically assess knowledge and research methodologies learnt in other units (SOC830/SOC831) to real work scenarios. Manage a research project following project management guidelines, and show problem solving skills during the life of the project. Produce a project report that shows your ability to appraise, analyse, interpret, justify and evaluate the information handled during the research internship.
- Assess how current ethical, social, political and/or environmental challenges present themselves at the workplace. Demonstrate through your work/project how you can contribute to addressing some/all of these types of challenges.

Assessment tasks

- Project Management Plan (PMP)
- Presentation

- Final Project Report
- Workplace supervisor report