SOSS3006

Social Sciences in the Workplace

Term Two // 2020

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Dr Phillipa Evans	p.evans@unsw.edu.au	Appointment via email	Morven Brown room 115	

Tutors

Name	Email	Availability	Location	Phone
Dr Michael Peters	michael.peters@unsw.edu.au	Appointment via email		

School Contact Information

School of Social Sciences

Room 159

Morven Brown C20

email: soss@unsw.edu.au

phone: 02 9385 1807

Course Details

Credit Points 6

Summary of the Course

Subject Area: *Social Science*

SRAP3006 is core course for students enrolled in the Bachelor of Social Science (BSSCI) program. You must be of third year standing (ST3) to be able to take this course.

Aligned with UNSW emphasis on work integrated learning, this course is a structured and supported work placement designed to give you an understanding of organisational contexts through workplace or workplace-oriented experience, which uses and develops the skills gained in your studies.

Your pathway will involve a workplace-oriented policy/research project for an organisation (this will involve placement at a host organisation internal/external to UNSW)

Course Learning Outcomes

1. Demonstrate an advanced understanding of research and policy work in NGOs or government organisations
2. Investigate the dynamics of working within an organisation
3. Combine practical knowledge with formal policy learning
4. Design and apply appropriate research methodologies to policy problem solving

Teaching Strategies

The learning and assessment in this course is aimed at giving students the real-life experience for applying and further enhancing their knowledge and skills in relation to their social science degree. These skills in research, report-writing and applied policy practice will be directly useful in future employment in government, university, NGO and private sectors.

The course will also provide students with helpful insight into the research and policy process and expose students to the workings of organisations. This will potentially encourage deeper interest and inquiry into social and policy problems and the methods that social scientists and policy-makers use to understand these problems and to respond to them.

Assessment

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Project Brief/ Proposal	50%	03/07/2020 11:00 PM	1,4
Reflective Evaluation/ Final Report	50%	07/08/2020 11:00 PM	1,2,3

Assessment Details

Assessment 1: Project Brief/ Proposal

Start date:

Details:

Students undertaking an a work based internship: You are to write a project brief (1500 words) on the project your host organisation has allocated to you during your internship. The project brief includes the organisational context, rationale for the project and the methods employed to complete the project. You will receive written feedback within 10 working days of submission through moodle. A rubric will be provided at the start of the course.

Students NOT undertaking an a work based internship: You are to write a project proposal (1500 words) on an area of interest or concern relating to a chosen organisation. The project proposal includes details regarding the organisational context, rationale for the project and the methods you will employ to complete the project. You will receive written feedback within 10 days of submission through moodle. A rubric will be provided at the start of the course.

Assessment 2: Reflective Evaluation/ Final Report

Start date:

Details:

Students undertaking an a work based internship: You are to prepare a reflective evaluation (2000 words) examining the gap between your observations and experiences during your internship and the theoretical frameworks learnt during your BSSCI courses. You will receive written feedback within 10 days of submission through moodle. A rubric will be provided at the start of the course.

Students NOT undertaking an a work based internship: Based on assessment 1, you are to submit an individual report (2500 words) implementing the project brief outlined. You will receive written feedback within 10 days of submission through moodle. A rubric will be provided at the start of the course.

Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 1 June - 5 June	Seminar	**Getting started at your internship:** A critical orientation to the workplace and your internship *The assessments and course requirements will be outlined. You will engage in a range of activities designed to orientate you to the workplace.*
Week 3: 15 June - 19 June	Seminar	**Applying Theory to Practice** *You will have the opportunity to reflect on your observations of theory to practice and how it is conceptualised in your workplace.*
Week 4: 22 June - 26 June		**Individual consultations:** Discuss and refine your project brief/ proposal. *A chance to meet and discuss your project with the course convenor before Assessment 1 is due.*
Week 6: 6 July - 10 July	Seminar	**Writing skills and the workplace:** Adapting your writing style for different audiences *You will develop a clearer understanding about the importance of writing for purpose and have the opportunity to examine your project work with peers.*
Week 9: 27 July - 31 July		**Individual consultations:** Discuss and refine your reflective essay/ final project. *A chance to meet and discuss your reflective essay/ final project with the course convenor before Assessment 2 is due.*
Week 10: 3 August - 7 August	Seminar	**Review and Evaluation: Measuring the impact of your project** *You will review the projects you have worked on during your internship and discuss how to consolidate this experience for your final assignment.*

Resources

Prescribed Resources

All suggested texts will be available through Leganto via moodle. Your Leganto reading list gives you easy access to all your readings for this course on any device.

Recommended Resources

Althaus, C, Bridgman, P & Davis, G 2018, *The Australian Policy Handbook (6th ed),* Allen & Unwin.

McClelland, A & Smyth P (Eds.) 2014, *Social Policy in Australia: Understanding for Action (3rd ed)*, Oxford University Press.

Students are encouraged to seek out texts and academic literature relevant to their specific setting and utilise any introductory institutional governance texts available in the UNSW library http://www.library.unsw.edu.au/

Course Evaluation and Development

Evaluative feedback is gathered periodically using, among other means, UNSW's myExperience process. Informal feedback and class-generated feedback are also important. Your feedback is taken seriously and continual improvements are made to the course based in part on such feedback. Significant changes to the course will be communicated to subsequent cohorts of students taking the course.

Submission of Assessment Tasks

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au . Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (http://www.lc.unsw.edu.au/). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose
- better manage your time

- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.
http://subjectguides.library.unsw.edu.au/elise/aboutelise

Academic Information

For essential student information relating to:

- requests for extension;
- late submissions guidelines;
- review of marks;
- UNSW Health and Safety policies;
- examination procedures;
- special consideration in the event of illness or misadventure;
- student equity and disability;
- and other essential academic information, see

https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/

Image Credit

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CRICOS

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Acknowledgement of Country

We acknowledge the Bedegal people who are the traditional custodians of the lands on which UNSW Kensington campus is located.