SOCS1100 - Professional Practice and Key Debates in the Social Sciences
Course Outline

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Consultation hours:  Tues 11- 12; Wed 11 – 12

Course Co-ordinator:  **Kathleen Butler**
Central Coast Campus Coordinator
Humanities Building
Phone:  + 61 2 4921 5982 (Callaghan)
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Fax:  + 61 2 4921 6985 (Callaghan)
Email:  Kathleen.Butler@newcastle.edu.au
Consultation hours:  Wed 12 -1
SOCS1100 - Professional Practice and Key Debates in the Social Sciences
Course Outline

Course Coordinator
Semester Semester 2 - 2008
Unit Weighting 10
Teaching Methods Lecture Seminar Computer Lab

Brief Course Description
This course is a prescribed course for students enrolled in the Bachelor of Social Science and is only available to students enrolled in the Bachelor of Social Science program.

This course comprises two streams. The first stream introduces students to the utility of the Social Sciences in terms of the nature of work and range of careers available, with a focus on key social issues and debates in social policy, program management and social research. The second stream consists of a series of practical workshops that provide students with a foundation of professional skills, including: computer literacy, effective use of the internet, and competency with word processing, spreadsheets, databases and presentation software as they apply in the Social Sciences. Other aspects of professional practice such as written, oral and interpersonal communication skills, and working in groups are also covered.

Contact Hours
Computer Lab for 2 Hours per Week for 5 Weeks
Lecture for 1 Hour per Week for the Full Term
Seminar for 2 Hours per Week for 9 Weeks

Learning Materials/Texts

TEXTBOOK

All students must purchase this text book in order to participate in the computer labs and to complete your Research Report (40%). It is available from UCBookshop on the Callaghan Campus and the Coop Bookshop on the Central Coast Campus:

Price, Cheryl & Julia Wix 2004, Create and Use Simple Spreadsheets, Software Publications, Sydney

BOOK OF READINGS

It is essential that you purchase the book of readings for this course. You will need to bring it to every workshop and it will be necessary reading for your essay (40%) and research report (40%). For Callaghan campus students, it will be available from Uprint behind the Union Building underneath the Godfrey Tanner Bar and next to the steps at the back of the Union. On the Central Coast this book of readings will be available from the Coop bookshop.

HIGHLY RECOMMENDED


Course Objectives
On successful completion of this course students will be able to:
1. Demonstrate an understanding of foundational social science knowledge and debates in the areas of program management, policy analysis and social research.
2. Critically appraise and discuss the relevant literature.
3. Demonstrate competency in the use of a range of information and communication technologies.
4. Demonstrate competency in written, oral, group work and interpersonal communication skills.

**Course Content**
This course introduces students to the foundational skills and knowledge required for professional practice in a range of Social Science related careers, with a focus on social research, social policy and program management. Seminars will provide foundational knowledge of social research methods, including epistemological debates and links between social theory and various methods; an understanding of the key aspects of the social policy-making process, and an introduction to the nature of program development and management. Tutorial Workshops will cover: foundational computer skills (word processing, spreadsheets and critical use of the internet), effective library research (including use of electronic databases), time management, research report and essay writing, presentation skills and use of MS PowerPoint, referencing and plagiarism, managing group work, and interpersonal communication skills.

**Assessment Items**

<table>
<thead>
<tr>
<th>Essays / Written Assignments</th>
<th>Essay (2,000 words); 40%; due week 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group/tutorial participation and contribution</td>
<td>Participation 10%</td>
</tr>
<tr>
<td>Projects</td>
<td>Career Portfolio and plan (1000 words); 10%; due week 14</td>
</tr>
<tr>
<td>Reports</td>
<td>Research Report (2,000 words); 40%; due week 8</td>
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</tbody>
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**Assumed Knowledge**
SOCA1010 Society and Culture: A Sociological Introduction.

**Callaghan Campus Timetable**

**SOCS1100**

**PROF. PRACTICE & KEY DEBATES IN SOCIAL SCIENCES**

Enquiries: School of Humanities and Social Science
Semester 2 - 2008

<table>
<thead>
<tr>
<th>Computer Lab</th>
<th>Tuesday 15:00 - 17:00 [CT311]</th>
<th>Wks 2, 4, 6, 9, 11.</th>
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</thead>
<tbody>
<tr>
<td>or</td>
<td>Wednesday 15:00 - 17:00 [CT304]</td>
<td>Wks 2, 4, 6, 9, 11.</td>
</tr>
<tr>
<td>or</td>
<td>Thursday 15:00 - 17:00 [CT314]</td>
<td>Wks 2, 4, 6, 9, 11.</td>
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<tr>
<td>or</td>
<td>Wednesday 12:00 - 14:00 [CT109]</td>
<td>Wks 2, 4, 6, 9, 11.</td>
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and Lecture and Workshop

| Tuesday 12:00 - 13:00 [GP1-1] | Wks 1, 3, 5, 7, 8, 10, 12 - 14. |
| Tuesday 15:00 - 17:00 [W243] | Wks 1, 3, 5, 7, 8, 10, 12 - 14. |
| or Wednesday 15:00 - 17:00 [MC102] | Wks 1, 3, 5, 7, 8, 10, 12 - 14. |
| or Thursday 15:00 - 17:00 [MCG28C] | Wks 1, 3, 5, 7, 8, 10, 12 - 14. |
| or Wednesday 12:00 - 14:00 [MCG25] | Wks 1, 3, 5, 7, 8, 10, 12 - 14. |

**Ourimbah Timetable**

**SOCS1100**

**PROF. PRACTICE & KEY DEBATES IN SOCIAL SCIENCES**

Enquiries: School of Humanities and Social Science
Semester 2 - 2008

<table>
<thead>
<tr>
<th>Computer Lab</th>
<th>Thursday 16:00 - 18:00 [O_ITLAB6]</th>
<th>Wks 2, 4, 6, 9, 11.</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>Thursday 18:00 - 20:00 [O_ITLAB6]</td>
<td>Wks 2, 4, 6, 9, 11.</td>
</tr>
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Plagiarism

University policy prohibits students plagiarising any material under any circumstances. A student plagiarises if he or she presents the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:

- copying or paraphrasing material from any source without due acknowledgment;
- using another's ideas without due acknowledgment;
- working with others without permission and presenting the resulting work as though it was completed independently.

Plagiarism is not only related to written works, but also to material such as data, images, music, formulae, websites and computer programs.

Aiding another student to plagiarise is also a violation of the Plagiarism Policy and may invoke a penalty.

For further information on the University policy on plagiarism, please refer to the Policy on Student Academic Integrity at the following link -


The University has established a software plagiarism detection system called Turnitin. When you submit assessment items please be aware that for the purpose of assessing any assessment item the University may -

- Reproduce this assessment item and provide a copy to another member of the University; and/or
- Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the item on its database for the purpose of future plagiarism checking).
- Submit the assessment item to other forms of plagiarism checking

Written Assessment Items

Students may be required to provide written assessment items in electronic form as well as hard copy.

Marks and Grades Released During Term

All marks and grades released during the term, are indicative only until formally approved by the Head of School on the recommendation of the School Assessment body.

Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations

Students are required to submit assessment items by the due date, as advised in the Course Outline, unless the Course Coordinator approves an extension of time for submission of the item. University policy is that an assessment item submitted after the due date, without an approved extension, will be penalised.
Any student:

1. who is applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or

2. whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment;

must report the circumstances, with supporting documentation, to the appropriate officer following the instructions provided in the Special Circumstances Affecting Assessment Procedure - Policy 000641.

Note: different procedures apply for minor and major assessment tasks.

Please go to the Policy at http://www.newcastle.edu.au/policylibrary/000641.html for further information, particularly for information on the options available to you.

Students should be aware of the following important deadlines:

- **Requests for Special Consideration** must be lodged no later than 3 working days after the due date of submission or examination.
- **Requests for Extensions of Time on Assessment Items** must be lodged no later than the due date of the item.
- **Requests for Rescheduling Exams** must be received no later than ten working days prior the first date of the examination period

Your application may not be accepted if it is received after the deadline. In the first instance, students who are unable to meet the above deadlines due to extenuating circumstances should speak to their Program Officer or their Program Executive if studying in Singapore.

### Changing your Enrolment

The census dates below are the last dates to withdraw without academic penalty. For onshore students, withdrawal on or before the census date means no financial penalty.

For semester 1 courses: 31 March 2008

For semester 2 courses: 31 August 2008

For Trimester 1 courses: 18 February 2008

For Trimester 2 courses: 9 June 2008

For Trimester 3 courses: 22 September 2008

For Trimester 1 Singapore courses: 3 February 2008

For Trimester 2 Singapore courses: 25 May 2008


Students may withdraw from a course without academic penalty on or before the last day of semester. Any withdrawal from a course after the last day of semester will result in a fail grade.

Students cannot enrol in a new course after the second week of semester/trimester, except under exceptional circumstances. Any application to add a course after the second week of semester/trimester must be on the appropriate form, and should be discussed with staff in the Student Hubs or with your Program Executive at PSB if you are a Singapore student.
To check or change your enrolment online, please refer to myHub - Self Service for Students

https://myhub.newcastle.edu.au

Faculty Information

The Student Hubs are a one-stop shop for the delivery of student related services and are the first point of contact for students studying in Australia.

The four Student Hubs are located at:

Callaghan campus
• Shortland Hub: Level 3, Shortland Union Building
• Hunter Hub: Student Services Centre, Hunter side of campus

Ourimbah campus
• Ourimbah Hub: Administration Building

For Port Macquarie students, contact your program officer or EnquiryCentre@newcastle.edu.au, phone 4921 5000

For Singapore students, your first point of contact is your PSB Program Executive

Faculty websites

Faculty of Education and Arts
http://www.newcastle.edu.au/faculty/education-arts/

Contact details

Callaghan, City and Port Macquarie
Phone: 02 4921 5000
Email: EnquiryCentre@newcastle.edu.au

Ourimbah
Phone: 02 4348 4030
Email: EnquiryCentre@newcastle.edu.au

The Dean of Students
Resolution Precinct
Phone: 02 4921 5806
Fax: 02 4921 7151
Email: resolutionprecinct@newcastle.edu.au

Deputy Dean of Students (Ourimbah)
Phone: 02 4348 4123
Fax: 02 4348 4145
Email: resolutionprecinct@newcastle.edu.au

Various services are offered by the University Student Support Unit:

Alteration of this Course Outline
No change to this course outline will be permitted after the end of the second week of the term except in exceptional circumstances and with Head of School approval. Students will be notified in advance of any approved changes to this outline.

Web Address for Rules Governing Undergraduate Academic Awards

STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS

The University is committed to providing a range of support services for students with a disability or chronic illness.

If you have a disability or chronic illness which you feel may impact on your studies, please feel free to discuss your support needs with your lecturer or course coordinator.

Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register please contact the Disability Liaison Officer on 02 4921 5766, or via email at: student-disability@newcastle.edu.au

As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester.

For more information related to confidentiality and documentation please visit the Student Support Service (Disability) website at: www.newcastle.edu.au/services/disability

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End of CTS Entry
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Online Tutorial Registration:

Students are required to enrol in the Lecture and a specific Tutorial time for this course via the Online Registration system. Refer - http://studinfo1.newcastle.edu.au/rego/stud_choose_login.cfm

NB: Registrations close at the end of week 2 of semester.

Studentmail and Blackboard: Refer - www.blackboard.newcastle.edu.au/

This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.