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

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Consultation hours: Wed 12 -1
SOCS1100 - Professional Practice and Key Debates in the Social Sciences
Course Outline

Course Coordinator  Terry Leahy
Semester  Semester 2 - 2009
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

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 13</th>
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<tbody>
<tr>
<td>Group/tutorial participation and contribution</td>
<td>Participation 10%</td>
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<tr>
<td>Projects</td>
<td>Career Portfolio and plan (1000 words); 10%; due week 14.</td>
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<tr>
<td>Reports</td>
<td>Research Report (2,000 words); 40%; due week 8</td>
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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 - 2009

<table>
<thead>
<tr>
<th>Computer Lab</th>
<th>Tuesday 15:00 - 17:00 [CT311] Wks 2, 4, 5 &amp; 12 only</th>
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<tr>
<td>or</td>
<td>Wednesday 15:00 - 17:00 [CT304] Wks 2, 4, 5 &amp; 12 only</td>
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<tr>
<td>or</td>
<td>Thursday 15:00 - 17:00 [CT314] Wks 2, 4, 5 &amp; 12 only</td>
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<td>or</td>
<td>Wednesday 12:00 - 14:00 [CT109] Wks 2, 4, 5 &amp; 12 only</td>
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<tr>
<td>and Lecture and Workshop</td>
<td>Tuesday 12:00 - 13:00 [GP101] Wks 1, 3, 6-11 &amp; 13 only</td>
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<tr>
<td>or</td>
<td>Wednesday 15:00 - 17:00 [MC102] Wks 1, 3, 6-11 &amp; 13</td>
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<td>or</td>
<td>Thursday 15:00 - 17:00 [MCG28C] Wks 1, 3, 6-11 &amp; 13 only</td>
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<tr>
<td>or</td>
<td>Wednesday 12:00 - 14:00 [MCG25] Wks 1, 3, 6-11 &amp; 13 only</td>
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Ourimbah Timetable
SOCS1100
PROF. PRACTICE & KEY DEBATES IN SOCIAL SCIENCES
Enquiries: School of Humanities and Social Science
Semester 2 - 2009

<table>
<thead>
<tr>
<th>Computer Lab</th>
<th>Thursday 16:00 - 18:00 [O_ITLAB6] Wks 2, 4, 5 &amp; 12 only</th>
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<tr>
<td>or</td>
<td>Thursday 18:00 - 20:00 [O_ITLAB6] Wks 2, 4, 5 &amp; 12 only</td>
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<tr>
<td>and Lecture and Workshop</td>
<td>Thursday 15:00 - 16:00 [O_CN2104] Wks 1, 3, 6-11 &amp; 13</td>
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<tr>
<td>or</td>
<td>Thursday 16:00 - 18:00 [O_CN2105] Wks 1, 3, 6-11 &amp; 13</td>
</tr>
<tr>
<td>or</td>
<td>Thursday 18:00 - 20:00 [O_CN2105] Wks 1, 3, 6-11 &amp; 13</td>
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IMPORTANT UNIVERSITY INFORMATION

ACADEMIC INTEGRITY

Academic integrity, honesty, and a respect for knowledge, truth and ethical practices are fundamental to the business of the University. These principles are at the core of all academic endeavour in teaching, learning and research. Dishonest practices contravene academic values, compromise the integrity of research and devalue the quality of learning. To preserve the quality of learning for the individual and others, the University may impose severe sanctions on activities that undermine academic integrity. There are two major categories of academic dishonesty:
**Academic fraud** is a form of academic dishonesty that involves making a false representation to gain an unjust advantage. Without limiting the generality of this definition, it can include:

a) falsification of data;

b) using a substitute person to undertake, in full or part, an examination or other assessment item;

c) reusing one’s own work, or part thereof, that has been submitted previously and counted towards another course (without permission);

d) making contact or colluding with another person, contrary to instructions, during an examination or other assessment item;

e) bringing material or device(s) into an examination or other assessment item other than such as may be specified for that assessment item; and

f) making use of computer software or other material and device(s) during an examination or other assessment item other than such as may be specified for that assessment item.

g) contract cheating or having another writer compete for tender to produce an essay or assignment and then submitting the work as one's own.

**Plagiarism** is the presentation of the thoughts or works of another as one's own. University policy prohibits students plagiarising any material under any circumstances. Without limiting the generality of this definition, it may include:

a) copying or paraphrasing material from any source without due acknowledgment;

b) using another person's ideas without due acknowledgment;

c) collusion or working with others without permission, and presenting the resulting work as though it were completed independently.

**Turnitin** is an electronic text matching system. During 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 text matching service (which may then retain a copy of the item on its database for the purpose of future checking).
- Submit the assessment item to other forms of plagiarism checking

**RE-MARKS AND MODERATIONS**

Students can access the University’s policy at: [http://www.newcastle.edu.au/policylibrary/000769.html](http://www.newcastle.edu.au/policylibrary/000769.html)

**MARKS AND GRADES RELEASED DURING TERM**

All marks and grades released during term are indicative only until formally approved by the Head of School.

**SPECIAL CIRCUMSTANCES AFFECTING ASSESSMENT ITEMS**

*Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations* items must be submitted by the due date in the Course Outline unless the Course Coordinator approves an extension. Unapproved late submissions will be penalised in line with the University policy.

**Requests for Extensions of Time** must be lodged no later than the due date of the item. This applies to students:

- applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or
- 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.
Students must report the circumstances, with supporting documentation, as outlined in the Special Circumstances Affecting Assessment Items Procedure at:

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

Students should be aware of the following important deadlines:

- Special Consideration Requests must be lodged no later than 3 working days after the due date of submission or examination.
- Rescheduling Exam requests must be received no later than 10 working days prior the first date of the examination period.

Late applications may not be accepted. Students who cannot meet the above deadlines due to extenuating circumstances should speak firstly to their Program Officer or their Program Executive if studying in Singapore.

STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS

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 lecturers 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 contact the Disability Liaison Officer on 02 4921 5766, 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 on confidentiality and documentation visit the Student Support Service (Disability) website: www.newcastle.edu.au/services/disability.

CHANGING YOUR ENROLMENT

Students enrolled after the census dates listed in the link below are liable for the full cost of their student contribution or fees for that term.

http://www.newcastle.edu.au/study/fees/censusdates.html

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

Students cannot enrol in a new course after the second week of term, except under exceptional circumstances. Any application to add a course after the second week of term 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 go to myHub: https://myhub.newcastle.edu.au

STUDENT INFORMATION & CONTACTS

Various services are offered by the Student Support Unit:
www.newcastle.edu.au/service/studentsupport/

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. Student Hubs are located at:

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<tr>
<th>Callaghan Campus</th>
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<tbody>
<tr>
<td>Shortland Hub: Level 3, Shortland Building</td>
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<tr>
<td>Hunter Hub: Level 2, Student Services Centre</td>
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<tr>
<th>City Precinct</th>
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<tr>
<td>City Hub &amp; Information Common, University House</td>
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</table>
This course outline will not be altered after the second week of the term except under extenuating circumstances with Head of School approval. Students will be notified in advance of the change.