SOCS3300 - Bachelor of Social Science placement
Course Outline

Course Overview

Semester
Semester 2 - 2010
Unit Weighting
10
Teaching Methods
Lecture
Integrated Learning
Practical

Brief Course Description
Through this course students will engage directly with organizations which require social science input into their policy, planning and evaluation practices. This direct experience will expose students to the discourses and practices of researchers and managers and will require that students consider the many complex factors which influence research and policy. Under supervision, students will locate and undertake an 80-hour work placement with appropriate organisations involved in social research, education or community service.

Contact Hours
Seminar for 2 hours per week for 4 weeks - Weeks 1-4
External placement for 80 hours as negotiated.

Course Outline Issued and Correct as at: Week 1, Semester 2 - 2010

CTS Download Date: 7th July 2010
Learning Materials/Texts

Course Objectives
At the successful completion of this course students will be able to:

1. Apply social science skills directly.
2. Critically set objectives and evaluate outcomes
3. Design and carry out small scale research and evaluation projects as required to a professional standard.
4. Demonstrate professional knowledge gained through experiential learning by undertaking social science tasks.
5. Critically reflect on the issues facing social scientists in the workplace.

Course Content
The course comprises activities based on describing and critically reflecting on one or two major placement activities and discussing and analysing the role of the social scientist in policy, management and research. The student's willingness to take responsibility, to be resourceful, show initiative and a willingness to complete assigned tasks will be reflected in assessment through the debriefing process with the organisations involved and through the student's own critical reflection.

Students will
1. Apply for, secure and complete one or two appropriate placement opportunities.
2. Collaborate to plan, carry out and report on an appropriate needs assessment, research project or evaluation.
3. Complete an 80 hour placement with an organisation which requires social scientific expertise.
4. Record, report and critically reflect on placement experiences.
5. Discuss aspects of social science practice with peers and commissioning agencies.
6. Describe and analyse issues relating to real world research and practice.

Assessment Items

<table>
<thead>
<tr>
<th>Essays / Written Assignments</th>
<th>Course documentation and proposal submission - 20% due before placement commences.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports</td>
<td>Written report - 50% by Week 13 or two weeks after the project finishes, if later.</td>
</tr>
<tr>
<td></td>
<td>Supervisor report by phone interview with Lecturer - 30% - to take place within two weeks of placement finishing.</td>
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</tbody>
</table>

Assumed Knowledge
It is assumed that students who undertake this placement will have completed 60 units of the SOCS core, including SOCS2400 Applied Social Science Research.

Callaghan Campus Timetable
SOCS3300
Social Science Placement
Enquiries: School of Humanities and Social Science
Semester 2 - 2010
Seminar Tuesday 8:00 - 10:00 [W238] First four weeks

Ourimbah Timetable
SOCS3300
Social Science Placement
Enquiries: School of Humanities and Social Science
Semester 2 - 2010
Seminar Monday 11:00 - 12 TO BE ADVISED 12-1 O-CN1111
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

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 specified in **Late Penalty** (under student) at the link above.

**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: [http://www.newcastle.edu.au/policylibrary/000641.html](http://www.newcastle.edu.au/policylibrary/000641.html)

**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 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 contact the Disability Liaison Officer on 02 4921 5766, email at: [student-disability@newcastle.edu.au](mailto: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](http://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.


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](https://myhub.newcastle.edu.au)

**STUDENT INFORMATION & CONTACTS**

Various services are offered by the Student Support Unit:

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:

<table>
<thead>
<tr>
<th>Callaghan Campus</th>
<th>Port Macquarie Student Hub</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortland Hub: Level 3, Shortland Building</td>
<td></td>
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<tr>
<td>Hunter Hub: Level 2, Student Services Centre</td>
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<tr>
<td>A Block, Administration</td>
<td></td>
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<tr>
<td>Widderson Road</td>
<td></td>
</tr>
<tr>
<td>Port Macquarie NSW 2444</td>
<td></td>
</tr>
<tr>
<td>Phone: 49215000</td>
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<tr>
<th>City Precinct</th>
<th>Singapore students</th>
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<tbody>
<tr>
<td>City Hub &amp; Information Common, University House</td>
<td></td>
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<tr>
<td>contact your PSB Program Executive</td>
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<tr>
<th>Central Coast Campus (Ourimbah)</th>
<th>OTHER CONTACT INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>Student Hub: Opposite the Main Cafeteria</td>
<td>Faculty Websites</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.newcastle.edu.au/faculty/business-law/">www.newcastle.edu.au/faculty/business-law/</a></td>
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<tr>
<td></td>
<td><a href="http://www.newcastle.edu.au/faculty/education-arts/">www.newcastle.edu.au/faculty/education-arts/</a></td>
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<td><a href="http://www.newcastle.edu.au/faculty/engineering/">www.newcastle.edu.au/faculty/engineering/</a></td>
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<td><a href="http://www.newcastle.edu.au/faculty/health/">www.newcastle.edu.au/faculty/health/</a></td>
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<td><a href="http://www.newcastle.edu.au/faculty/science-it/">www.newcastle.edu.au/faculty/science-it/</a></td>
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<tr>
<th>Rules Governing Undergraduate Academic Awards</th>
<th>Rules Governing Postgraduate Academic Awards</th>
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<tr>
<th>Rules Governing Professional Doctorate Awards</th>
<th>General enquiries</th>
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<tbody>
<tr>
<td><a href="http://www.newcastle.edu.au/policylibrary/000580.html">www.newcastle.edu.au/policylibrary/000580.html</a></td>
<td>Callaghan, City and Port Macquarie</td>
</tr>
<tr>
<td>Phone: 02 4921 5000</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:EnquiryCentre@newcastle.edu.au">EnquiryCentre@newcastle.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

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

Dean of Students Office
The Dean of Students and Deputy Dean of Students work to ensure that all students receive fair and equitable treatment at the University. In doing this they provide information and advice and help students resolve problems of an academic nature.

http://www.newcastle.edu.au/service/dean-of-students/ |
Phone:02 4921 5806 |
Fax: 02 4921 7151 |
Email: Dean-of-Students@newcastle.edu.au

University Complaints Managers Office
The University is committed to maintaining and enhancing fair, equitable and safe work practices and promoting positive relationships with its staff and students. There is a single system to deal with all types of complaints, ranging from minor administrative matters to more serious deeply held grievances concerning unfair, unjust or unreasonable behaviour.

http://www.newcastle.edu.au/service/complaints/ |
Phone:02 4921 5806 |
Fax: 02 4921 7151 |
Email: Complaints@newcastle.edu.au

Campus Care
The Campus Care program has been set up as a central point of enquiry for information, advice and support in managing inappropriate, concerning or threatening behaviour.

Phone:02 4921 8600 |
Fax: 02 4921 7151 |
Email: campuscare@newcastle.edu.au

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.

End of CTS Entry
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://www.newcastle.edu.au/study/enrolment/regdates.html](http://www.newcastle.edu.au/study/enrolment/regdates.html)

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

Studentmail and Blackboard: Refer - [www.blackboard.newcastle.edu.au/](http://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.

Important Additional Information

Details about the following topics are available on your course Blackboard site (where relevant). Refer - [www.blackboard.newcastle.edu.au/](http://www.blackboard.newcastle.edu.au/)

- Written Assignment Presentation and Submission Details
- Online copy submission to Turnitin
- Penalties for Late Assignments
- Special Circumstances
- No Assignment Re-submission
- Re-marks & Moderations
- Return of Assignments
- Preferred Referencing Style
- Student Representatives
- Student Communication
- Essential Online Information for Students
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Weight</th>
<th>Due Date</th>
<th>Item Returnable</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation and proposal submission</td>
<td>Prior to commencing the work placement students must submit the following documents to the course coordinator through the Digital Drop Box in Blackboard (Look in Course Tools):</td>
<td>20%</td>
<td>Prior to placement commencement - Week 6 at latest</td>
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<tr>
<td></td>
<td>1. an up-to-date resume;</td>
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<td></td>
<td>2. a draft of a letter of application for work placement to the host organisation;</td>
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<td></td>
<td>3. contact details of the workplace supervisor at the host organisation (included on program of activity agreement);</td>
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<tr>
<td></td>
<td>1. a 'Program of Activity Agreement' that has been signed by the workplace supervisor</td>
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<tr>
<td></td>
<td>2. Course related ethics application detailing the project you are going to undertake – you need to do this whether or not your actual project will need ethics approval. This is a brief form for approval by the course coordinator – not a full ethics approval.</td>
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<tr>
<td></td>
<td>The Program of Activity Agreement must be approved and signed by the Course Coordinator prior to any student commencing their placement. Students who commence placement prior to having this documentation completed cannot assume that their placement will be retrospectively approved. This procedure is in place to ensure the work placement is appropriate for meeting the course objectives.</td>
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<td></td>
<td>This form can be found under Placement documents on Blackboard.</td>
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<tr>
<td>Supervisor report</td>
<td>The student’s work supervisor will be contacted by the Course Lecturer, initially by email, and will be requested to answer questions about the workplace skills, social science skills and the extent to which they fulfilled their placement agreement.</td>
<td>30%</td>
<td>Within 2-3 weeks, after placement has been completed.</td>
<td></td>
<td>N</td>
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<tr>
<td></td>
<td>The student is required to submit the contact details of their work supervisor on their placement agreement form, so the report can be completed within a suitable timeframe.</td>
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<tr>
<td></td>
<td>Students should ensure that the Feedback Information Sheet (see course documents) is given to their supervisor prior to commencing the placement - ideally at the time when the placement is being negotiated – so that the supervisor is aware of the assessment.</td>
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</table>
Students will submit a written report of the specific social science activity done as part of their placement (approximately 2500 words – negotiable depending on the type of project).

<table>
<thead>
<tr>
<th>Written report</th>
<th>50%</th>
<th>End of Week 13 or 2 weeks after the last day of the placement if later</th>
<th>Y 3 weeks after submission</th>
</tr>
</thead>
</table>

Documents available on Blackboard

1. Placement information sheet.
2. Flyer for employers
3. Student's guide to the Self-organised Placement – including QA
4. Placement Agreement Form
5. Supervisor's information about the feedback system
6. Student ethics application form
7. Standard consent form for interviews or focus groups

Practicum on-line will be available in Blackboard.
Practicum on line is a series of five modules to assist you in preparing for your placement. They will be available on line here and you are free to work on them in your own time. Deadline for completing them will be first four weeks of semester when we will discuss them during tutorials.

List of Contacts
The contacts page is in three sections.

1. Red: Organisations who have expressed an interest in giving you a placement opportunity this Semester. These will have a specific contact person and a short description of the work they would like done.

2. Yellow: Organisations who have had students on placement in the past or who have expressed an interest in the past. We will give you the details we have but you may need to be creative in contacting them - for instance the contact person may have moved.

3. Blue: Other organisations which would be worth contacting.
SOCS 3300 Bachelor of Social Science Placement Timetable.

<table>
<thead>
<tr>
<th>Week</th>
<th>Week Commencing</th>
<th>Tutorial Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26&lt;sup&gt;th&lt;/sup&gt; July</td>
<td>Modules 1 and 2. Getting to know organisations and preparing for Practicum. Requirements of the Course. Resume and Application letter.</td>
</tr>
<tr>
<td>2</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; August</td>
<td>Module 3. Negotiating Workplace cultures Assessment activities</td>
</tr>
<tr>
<td>3</td>
<td>9&lt;sup&gt;th&lt;/sup&gt; August</td>
<td>Module 4. Learning in the Workplace Course related ethics application process</td>
</tr>
<tr>
<td>4</td>
<td>16&lt;sup&gt;th&lt;/sup&gt; August</td>
<td>Module 5. Surviving the Work placement</td>
</tr>
<tr>
<td>5</td>
<td>23&lt;sup&gt;rd&lt;/sup&gt; August</td>
<td>No tutorial – coordinator available to help with documentation</td>
</tr>
<tr>
<td>6</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; August</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; August deadline for signing off placement agreements.</td>
</tr>
<tr>
<td>7</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>Coordinator/lecturer</td>
</tr>
<tr>
<td>8</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>available on line</td>
</tr>
<tr>
<td>9</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>to support placement</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Semester Recess: 27&lt;sup&gt;th&lt;/sup&gt; September to 8&lt;sup&gt;th&lt;/sup&gt; October</strong></td>
</tr>
<tr>
<td>10</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>Coordinator/lecturer</td>
</tr>
<tr>
<td>11</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>available on line</td>
</tr>
<tr>
<td>12</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; October</td>
<td>to support placement Informal de-brief – venue to be arranged.</td>
</tr>
<tr>
<td>13</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; November</td>
<td>Deadline for submission of written reports and supervisors’ assessments – unless previously agreed.</td>
</tr>
</tbody>
</table>

**Examination period: 8<sup>th</sup> November to 26<sup>th</sup> November**