SOSS3006

Social Sciences in the Workplace

Term 2, 2022

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Dr Maree Higgins	m.higgins@unsw.edu.au	Wednesdays 4.30-5.30	Room 158, Level 1, Morven Brown	(02) 9065 6318

School Contact Information

School of Social Sciences

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Acknowledgement of Country

UNSW Arts, Design and Architecture Kensington and Paddington campuses are built on Aboriginal Lands. We pay our respects to the Bidjigal and Gadigal peoples who are the Custodians of these lands. We acknowledge the Aboriginal and Torres Strait Islander peoples, the First Australians, whose lands, winds and waters we all now share, and pay respect to their unique values, and their continuing and enduring cultures which deepen and enrich the life of our nation and communities.

Image courtesy of the Office of the Pro Vice-Chancellor Indigenous UNSW's Indigenous strategy

Course Details

Units of Credit 6

Summary of the Course

SOSS3006 is a core course for students enrolled in the Bachelor of Social Sciences program. You must be of third year standing (ST3) to be able to take this course.

Aligned with UNSW's 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 gives you the real-life experience for applying and further enhancing your knowledge and skills in relation to your 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 you with helpful insight into the research and policy process and expose you to the inner 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 task	Weight	Due Date	Course Learning Outcomes Assessed
1. Project/Policy Brief	50%	03/07/2022 11:59 PM	1, 4
2. Reflective Evaluation	50%	14/08/2022 11:59 PM	1, 2, 3

Assessment 1: Project/Policy Brief

Assessment length: 2000 words
Due date: 03/07/2022 11:59 PM

You are to write a policy/ project brief (2000 words) on the project the host organisation has allocated to you during your internship. The project/ policy brief includes the organisational context, rationale for the project and the methods employed to complete the project. You will receive written feedback within 10 days of submission through the University's Learning Management System. A rubric will be provided to you at the start of the course.

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Assessment 2: Reflective Evaluation

Due date: 14/08/2022 11:59 PM

After completion of the Report, you will prepare a reflective evaluation (2000 words) that examines the gap between your observations during your work placement and the theoretical frameworks learned from your SOSS courses. The Reflective Evaluation will be marked by the Course Convenor. You will receive written feedback within 10 days of submission through the University's Learning Management System. A rubric will be provided to you at the start of the course.

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

Attendance Requirements

Please note that lecture recordings are not available for this course. Students are strongly encouraged to attend all classes and contact the Course Authority to make alternative arrangements for classes missed.

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 30 May - 3 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: 13 June - 17 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: 20 June - 24 June	Project	**Project 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 7: 11 July - 15 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: 25 July - 29 July	Project	**Project consultations:** Discuss and refine your reflective essay/ final project. A chance to meet and discuss your reflective essay with the course convenor before Assessment 2 is due.
Week 10: 1 August - 5 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 includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.

Inappropriate paraphrasing: Changing a few words and phrases while mostly retaining the original information, structure and/or progression of ideas of the original 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 for the purpose of them plagiarising, 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

The UNSW Academic Skills support offers resources and individual consultations. Students are also reminded that careful time management is an important part of study. 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 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

Academic Information

Due to evolving advice by NSW Health, students must check for updated information regarding online learning for all Arts, Design and Architecture courses this term (via Moodle or course information provided.)

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.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines

Image Credit

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