



UNSW Course Outline

SOSS3006 Social Sciences in the Workplace - 2024

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General Course Information

Course Code : SOSS3006

Year : 2024

Term : Term 2

Teaching Period : T2

Is a multi-term course? : No

Faculty : Faculty of Arts, Design and Architecture

Academic Unit : School of Social Sciences

Delivery Mode : In Person

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

Useful Links

[Handbook Class Timetable](#)

Course Details & Outcomes

Course Description

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 internship 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 Aims

Course Learning Outcomes

Course Learning Outcomes
CLO1 : Demonstrate an advanced understanding of research and policy work in NGOs or government organisations
CLO2 : Investigate the dynamics of working within an organisation
CLO3 : Combine practical knowledge with formal policy learning
CLO4 : Design and apply appropriate research methodologies to policy problem solving

Course Learning Outcomes	Assessment Item
CLO1 : Demonstrate an advanced understanding of research and policy work in NGOs or government organisations	<ul style="list-style-type: none">• Project Brief• Reflective Evaluation
CLO2 : Investigate the dynamics of working within an organisation	<ul style="list-style-type: none">• Project Brief• Reflective Evaluation
CLO3 : Combine practical knowledge with formal policy learning	<ul style="list-style-type: none">• Reflective Evaluation
CLO4 : Design and apply appropriate research methodologies to policy problem solving	<ul style="list-style-type: none">• Project Brief

Learning and Teaching Technologies

Moodle - Learning Management System

Learning and Teaching in this course

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.

Assessments

Assessment Structure

Assessment Item	Weight	Relevant Dates
Project Brief Assessment Format: Individual Short Extension: Yes (3 days)	50%	Start Date: Not Applicable Due Date: 28/06/2024 05:00 PM
Reflective Evaluation Assessment Format: Individual Short Extension: Yes (3 days)	50%	Due Date: 02/08/2024 05:00 PM

Assessment Details

Project Brief

Assessment Overview

You are to write a project brief (1500 words) on the project or projects the host organisation has allocated to you during your internship. The project brief includes the organisational context, rationale for the project and the proposed methods or approach you will use 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.

Course Learning Outcomes

- CL01 : Demonstrate an advanced understanding of research and policy work in NGOs or government organisations
- CL02 : Investigate the dynamics of working within an organisation
- CL04 : Design and apply appropriate research methodologies to policy problem solving

Assessment Length

1500 words

Assessment information

Please see moodle for further information.

Assignment submission Turnitin type

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

Reflective Evaluation

Assessment Overview

After completion of the Report, you will prepare a pre-recorded video presentation (5 minutes) detailing how were able to put the knowledge and skills from your courses to use in your internship, additional expertise you have gained in the workplace and how this translates to transferable skills in the sector. 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.

Course Learning Outcomes

- CL01 : Demonstrate an advanced understanding of research and policy work in NGOs or government organisations
- CL02 : Investigate the dynamics of working within an organisation
- CL03 : Combine practical knowledge with formal policy learning

Assessment Length

5 minutes

Assessment information

Please see moodle for further information.

Assignment submission Turnitin type

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

General Assessment Information

Grading Basis

Standard

Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Seminar	Getting started at your internship: A critical orientation to the workplace and your internship 3-5pm Wednesday Online [see link in Moodle] The assessments and course requirements will be outlined. You will engage in a range of activities designed to orientate you to the workplace.
Week 2 : 3 June - 9 June	Project	Project consultations: Discuss and refine your project/policy brief A chance to meet and discuss your project with the course convenor before Assessment 1 is due.
Week 3 : 10 June - 16 June	Seminar	Applying Theory to Practice 3-5pm Wednesday Online [see link in Moodle] You will have the opportunity to reflect on your observations of theory to practice and how it is conceptualised in your workplace.
Week 4 : 17 June - 23 June	Project	Project consultations: Discuss and refine your reflective evaluation A chance to meet and discuss your reflective essay with the course convenor before Assessment 1 is due.
Week 7 : 8 July - 14 July	Seminar	Communication and writing skills and the workplace: Adapting your communications style for different audiences 3-5pm Wednesday [online see link in Moodle] 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 : 22 July - 28 July	Seminar	Review and Evaluation: Measuring the impact of your project 3-5pm Wednesday [Online, see link in Moodle] You will review the projects you have worked on during your internship and discuss how to consolidate this experience for your final assignment.
Week 10 : 29 July - 4 August	Project	Project consultations: Discuss and refine your reflective evaluation A chance to meet and discuss your reflective essay with the course convenor before Assessment 2 is due.

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 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.

Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Eva Benjamin				By appointment	Yes	Yes

Other Useful Information

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).

Please see: <https://www.unsw.edu.au/arts-design-architecture/student-life/resources-support/protocols-guidelines> for essential student information relating to:

- UNSW and Faculty policies and procedures;
- Student Support Services;
- Dean's List;
- review of results;
- credit transfer;
- cross-institutional study and exchange;
- examination information;
- enrolment information;
- Special Consideration in the event of illness or misadventure;
- student equity and disability;

And other essential academic information.

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.

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

Use of AI for assessments

As AI applications continue to develop, and technology rapidly progresses around us, we remain committed to our values around academic integrity at UNSW. Where the use of AI tools, such as ChatGPT, has been permitted by your course convener, they must be properly credited and your submissions must be substantially your own work.

In cases where the use of AI has been prohibited, please respect this and be aware that where unauthorised use is detected, penalties will apply.

[Use of AI for assessments | UNSW Current Students](#)

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, alternative submission details will be stated

on your course's Moodle site. For information on how to submit assignments online via Moodle: <https://student.unsw.edu.au/how-submit-assignment-moodle>

Late Submission Penalty

UNSW has a standard late submission penalty of:

- 5% per calendar day,
- for all assessments where a penalty applies,
- capped at five calendar days (120 hours) from the assessment deadline, after which a student cannot submit an assessment, and
- no permitted variation.

Students are expected to manage their time to meet deadlines and to request [Special Consideration](#) as early as possible before the deadline. Support with [Time Management is available here](#).

School Contact Information

School of Social Sciences

Location: Room 159, Morven Brown Building (C20), Kensington campus

Opening Hours: Monday – Friday, 9am – 5pm (except public holidays)

Telephone: +61 2 9385 1807

Email: soass@unsw.edu.au

Web: <https://www.unsw.edu.au/arts-design-architecture/our-schools/social-sciences>