TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Government

MAPP 580 PROJECT

Trimester 1/2 2006

COURSE OUTLINE

Contact Details

Course Co-ordinator:
Dr Amanda Wolf
Room RH 811, Level 8, Rutherford House, Pipitea Campus
Telephone: (04) 463-5712
Fax: (04) 463-5454
Email: amanda.wolf@vuw.ac.nz

Amanda is responsible for ensuring that you get general advice and support on academic matters up to the point at which you are underway with an approved supervisor. She is also responsible for other matters associated with the Part 3 options, including trouble-shooting supervisory problems, and ensuring consistent and accurate assessment.

For specific inquiries of an administrative nature, please contact:
Raewyn Baigent, Senior Programme Co-ordinator
raewyn.baigent@vuw.ac.nz   (04) 463-5453

Darren Morgan, Masters Administrator
darren.morgan@vuw.ac.nz   (04) 463-5458

Raewyn and Darren look after your enrolment and fees, notify workshops, provide support materials and track your progress.

For Human Ethics Committee matters, please contact:
Antong Victorio, HEC representative
antong.victorio@vuw.ac.nz   (04) 463-5709

Antong is delegated by the Head of School to ensure that HEC standards are met, and to check all applications to the HEC from School staff and students.

Course Objectives

By the end of this course, you should have:

- Demonstrated the ability, at a high academic standard, to design and conduct an investigation that contributes to public sector understanding
- Developed an in depth understanding of a body of theoretical or conceptual material and/or its applicability in a public sector arena
- Acquired skills in the fresh and critical examination of public sector issues
- Become well-informed in the subject area(s) investigated for the paper.

Course Content

This course is an independent research course.

Readings

There are no specified readings.

Please refer to a separate booklet, *Part 3 Project, Essay, Dissertation: Information for Participants 2006*, available from Darren Morgan, which supplements this course outline.

Mandatory Course Requirements

A formally approved proposal is required.

Communication of Additional Information

Any additional information will be communicated by email.

Assessment Requirements

OVERVIEW

Your grade is based on a final project report. However, there are three additional requirements, which are summarised and explained in detail below.

REQUIREMENT	DUE DATE
1. One-paragraph description of the intended topic	17 March **
2. Draft proposal for the project, approx 4 pages	15 May
3. Final proposal, approx 4 pages	12 June
4. Final project report, 7,500-10,000 words	16 October

** Note that the final date for withdrawal with refund from this course is 21 March 2006. If you do not provide a satisfactory topic description, you will be advised to withdraw and re-enrol in a later trimester.

YOU SHOULD AIM TO SUBMIT A PENULTIMATE DRAFT TO YOUR SUPERVISOR BY 25 SEPTEMBER 2006 AT THE LATEST.

PENALTIES

Five marks will be deducted from the final grade if the final proposal is submitted later than 5.00pm on the due date, or if a final proposal submitted by the due date is not of an approvable standard and has to be resubmitted after the due date.

Five marks will be deducted for each week the project is late, up to a maximum period of 4 weeks, after which the student will be awarded a Q, and will need to re-enrol in the course to complete.

ASSESSMENT DETAILS: One-Paragraph Description of the intended topic, due 17 March 2006.

Set out in one paragraph the topic you intend to develop into your project. The purposes of this paragraph are:

1. to ensure you make a timely start with proposal development
2. to assist the course convenor to identify likely supervisors for all research projects getting underway at the same time, and to achieve the best possible allocation of supervisors
3. to identify possible linkages between your research interests and that of other students and researchers in the School of Government, in order to explore possibilities for beneficial clustering of research activities.

Your paragraph should identify what "corner of the world" you are in. This corner may be substantive (child health, tax policy) or functional (consultation, decision making). Next, you should raise a curious or puzzling feature for focused examination in that corner of the world. Third, if possible, you should convey the question(s) your research will address. The paragraph should be about 3 or 4 sentences (a fuller version of this paragraph will become the "issue statement" in your proposal).

Your paragraph should be presented on one page, with the following information:

- Course code and name
- Assessment item descriptor (one-paragraph description)
- Due date (and date submitted, if different)
- Name of candidate
- Candidate Student ID number

Please email to amanda.wolf@vuw.ac.nz by 5.00pm on 17 March 2006.

ASSESSMENT DETAILS: Draft Proposal, due 15 May 2006 and Final Proposal, due 12 June 2006.

A final proposal is due by 12 June 2006 (early submission is encouraged). The proposal is a mandatory requirement. An acceptable proposal is needed for you to be formally allocated a supervisor and for you to proceed with the proposed research. Feedback on at least one draft of the proposal is almost always needed in order for the final proposal to be accepted.

Your proposal, which should be about 4 pages long, should include the following:

1. A title
2. An issue statement
3. A brief summary of the background to, and merit of, the proposed project
4. The project approach, design and work plan
5. Particular conditions
6. A statement indicating if HEC approval will be required
7. An indicative bibliography

The Proposal in Detail

The Title
Titles should be short and descriptive. Remember that title key words help others find your work in bibliographic searches. Journals are good sources of ideas on titles. Here are four from a recent issue of the *Journal of Policy Analysis and Management*:

- Determinants of Initial Entry onto Welfare by Young Women
- The Environmental Impact of Suburbanisation
- Values, Conflict, and Trust in Participatory Environmental Planning
- Policy Analysis in the Presence of Distorting Taxes

The Issue Statement
The issue statement should achieve four things. First, let the reader know what "corner of the world" you are in. This corner may be substantive (child health, tax policy) or functional (consultation, decision making). Next, you should raise a feature for focused examination in that corner of the world. Third, you should convey the question(s) your research will address.

Finally, you should convey the nature of the answer you will provide. The issue statement should be about 4 or 5 sentences.

Summary

The summary also has three parts: a brief background to the proposed research, the objective(s) of the research, which make clear the value expected from the results, and a statement of the learning outcomes for you in undertaking the proposed work. This section can vary from one paragraph to about three or four, but should probably not exceed 150 words.

Approach, Design and Workplan

In this section you will describe your overall approach, and what each section of your report will contain. As appropriate you will indicate the information you are going to draw on and how that information will be collected and interpreted.

There are many suitable project designs, and so it is not possible to provide a prescriptive template for this section. What you say here will be used to help judge the merits of the proposed research, but also serve to check that you are not overpromising.

Particular Conditions

Note any particular conditions that apply, including arrangements with a third-party mentor. A third-party mentor may be a workplace supervisor, another public sector employee, or a member of the School's academic or research staff (other than your supervisor). If your research has workplace implications (e.g. controversy, conflicts of interests, political sensitivities), discuss how you plan to deal with these.

HEC Statement

State whether HEC approval will be required.

If your research will involve getting information from people, you may find that working through the Human Ethics Committee application at the same time as you write your proposal will make both processes easier. Remember that HEC approval must be secured before you embark on research involving people.

HEC Process

Pipitea HEC guidelines and application form are **only** available at www.vuw.ac.nz/fca/research/committees.aspx#pipiteahec

Full HEC requirements are at www.vuw.ac.nz/home/research/overview.html#hec this link is to be used **only** to refer to the Victoria University Policy - **NOT** to download the application form.

If approval is needed, you will need to draft an application, with advice you're your supervisor.

Forward draft applications electronically to Antong Victorio (antong.victorio@vuw.ac.nz). Please use a subject heading in the format: HEC SoG Application your name. Antong, with authority delegated by the Head of School, checks the application and, if amendments are required, notifies the applicant and supervisor.

Corrected applications are forwarded electronically by Antong in one rtf file to the FCA HEC secretary, Maggie Teleki-Rainey. When HEC notice of approval is received, you must forward a signed hard copy to the FCA HEC secretary. Student research requires three signatures, the student's, the supervisor's, and the Head of School's, (or delegate, Antong Victorio). When an approved signed copy is sent in, the approved research may begin.

Indicative Bibliography
The last required part of the proposal is an indicative bibliography, which will probably contain in the order of 10 items. The bibliography will show that you have undertaken sufficient preliminary investigation to have identified the key sources of facts, concepts, methodology, comparisons or whatever else is relevant for your study. As you compile the bibliography–which should be presented in correct format–check that you have at least one reference for each type of published information that you have described in section 4.

When submitting your proposal, use the following standard conventions:

Front page
Include a front page with the following details (centred):

- Course code and name
- Assessment item descriptor (e.g. draft or final proposal)
- Due date (and date submitted, if different)
- Name of candidate
- Candidate Student ID number

Please email your proposal in an attachment to amanda.wolf@vuw.ac.nz.

Proposal Approval

Approval of projects is a collective responsibility of the School. While Bill Ryan and Amanda Wolf have distinct responsibilities regarding projects, each six months a group of staff is designated as a Research Committee. The Research Committee (or in the case of projects, Amanda and Bill) may make one of three recommendations:

1. Approve, with the student and supervisor invited to consider the Research Committee comments
2. Conditionally approve, with the student to address issues or make changes as indicated by the Research Committee, to the satisfaction of the supervisor before proceeding to undertake further work.
3. Not approve. This option requires the student to submit a new proposal, taking into account the comments of the Research Committee, and incurs a penalty (see section on penalties above).

This approval process is used in order to ensure that you pursue research that meets programme standards and to ensure that your proposal gets careful scrutiny. This process also ensures that the best possible student-supervisor arrangements are made (supervisors are assigned on the basis of knowledge of the topic and workload balances, including leaves of absence. Because we do not restrict the topics you may

choose to study, and because staff are broadly trained and experienced, occasionally supervisors will be matched to a topic which is not among their main interests or areas of expertise).

ASSESSMENT DETAILS: Final Project Report, due 16 October 2006

The final report, of 7.500-10,000 words is worth 100% of your final grade. It should be completed in accordance with your approved proposal and with the advice of your supervisor.

The course coordinator will contact you and your supervisor about two months before the deadline in order to check that you are making satisfactory progress.

No major changes can be made to an approved proposal without speaking to Amanda Wolf. However, it is recognized that as the project develops, the original proposal may need to be modified. Such modest modifications can usually be approved by your supervisor.

Format and Procedures for Submission of the Research Project

Abstract
Include an abstract of no more than 200 words, written for a wide audience without specialized knowledge. Avoid acronyms. State the project focus, the conceptual or empirical content, and indicate the main conclusions. The abstract should follow the title page, and precede other front matter.

Other front matter
In addition to a required Table of Contents, you may wish to provide acknowledgements, and lists of tables and figures.

Style of Presentation
The research project is a piece of academic writing and so differs from the formats used in government reports. The ideas and information presented in the report should be understandable to a wide audience and prior detailed knowledge of institutional arrangements or terminology specific to a particular discipline should not be presumed. Refer to the 2006 Postgraduate Handbook for further details on style and presentation.

Be sure to:

- Appropriately document reference material, using a consistent style of your choice
- Provide a full bibliography
- Devise a consistent system of headings
- Use 1 ½ line spacing
- Print single sided

Document Specification
There are no specific requirements beyond those expected for all Master's Programme work (eg, word processed) and those that your supervisor may set.

Report Submission

Submit one hard copy of your project report to Raewyn Baigent by the due date. Raewyn will forward it to the project supervisor for assessment.

Assessment

Assessment of post-graduate research is not a formulaic process. There is no "right" or "wrong". The professional judgement of the examiner plays a significant role. Because students have a right to know the assessment considerations, a number of points are given below. In general, one may assume that a "passing" competence must be demonstrated on *each* point. That is, a brilliant insight in a conclusion cannot be used to cancel shocking grammar, spelling, and documentation of sources. It is also assumed in what follows that the student prepared and kept to an approved research design (which means that many assessment criteria for the research design carry through to the finished project). The main criteria are:

- Completion of intended objectives (as set out in the proposal, or as modified with approval)
- Coverage of theory
- Depth of understanding and analysis
- Adequate and proper use of resources
- Logical coherence of arguments
- Structure and expression
- Technical aspects of production
- Difficulty and originality
- Adherence to acceptable research methods.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office
The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours, call the office on (04) 463-5376.

Easterfield (EA) - FCA/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA 005) and offices EA 125a to EA 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice;
- Information concerning administrative and academic matters;
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests);
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times on (04) 463-5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at: www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course, you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy, which is published on the VUW website: www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means no cheating. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is prohibited at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything *that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- An oral or written warning;
- Suspension from class or university;
- Cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism, and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all

other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials, or in meeting the course requirements, then please contact the Course Co-ordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning (04) 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly, or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Co-ordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone (04) 463-6983 or (04) 463-6984, email education@vuwsa.org.nz.

Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social sciences and Commerce and Administration)

- **What:** Academic Mentoring for Maori and Pacific students studying at all levels in the above faculties. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the faculty's study rooms and computer suite, at any time, at Kelburn and Pipitea.

- Mature student and Post grad network

If you would like to register as a mentor or mentee, please contact the co-ordinator.

Where:

Melissa Dunlop
Programme Co-ordinator
Room 109 D
14 Kelburn Parade: back courtyard
Phone: (04) 463-6015
Email: Maori-Pacific-Mentoring@vuw.ac.nz

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Co-ordinator for details.