TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Government

MMPM 550 / MMPM 551 / MAPP 580 / MAPP 581 / STRA 517 / STRA 518
RESEARCH PROJECT
(15 Points)

Trimester F / 2009

COURSE OUTLINE

Names and Contact Details

Course Coordinator:
Dr Amanda Wolf
Room RH 803, Level 8, Rutherford House, Pipitea Campus
Email: amanda.wolf@vuw.ac.nz   Telephone: (04) 463 5712

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 research 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 Coordinator
Email: raewyn.baigent@vuw.ac.nz   Telephone: (04) 463 5453

Darren Morgan, Masters Administrator
Email: darren.morgan@vuw.ac.nz   Telephone: (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:
Dr Russell Harding, HEC representative
Email: russell.harding@vuw.ac.nz   Telephone: (04) 463 7488

Russell 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.

School of Government Office Hours
8.30am to 5.00pm, Monday to Friday

Trimester Dates

This research essay is completed over two consecutive trimesters.

Trimester F/2009 covers the period of trimesters 1 **and** 2/2009.

The dates for trimester F/2009 are Monday 2 March to Saturday 14 November 2009.

Withdrawal Dates

Students giving notice of withdrawal from this course after **Friday 13 March 2009** will NOT receive a refund of fees.

Students giving notice of withdrawal from this course after **Friday 21 August 2009** are regarded as having failed the course, unless the Associate Dean subsequently gives approval to withdraw.

Notice of withdrawal must be in writing or emailed to the Master's Administrator. Ceasing to attend or verbally advising a member of staff will NOT be accepted as a notice of withdrawal.

Course Content

This course is an independent research course.

Course Learning Objectives

By the end of this course, you should have:

- Demonstrated the ability, at a high academic standard, to design and conduct applied research tasks;
- Developed an in-depth understanding of a body of theoretical or conceptual material and/or its applicability in your selected subject area;
- Acquired some new research skills; and
- Become well-informed in the subject area(s) investigated for the paper.

Expected Workload

As this is an individual course of study, and courses vary between students, it is not possible to indicate the amount of time you can expect each part to take. However, as a rough overall guide, the University considers that a 120-point Masters thesis is a full-time, full-year course of study. Thus, your 15-point project is about 1/8 of a full-time year of study.

Readings

There are no specified readings.

Please refer to a separate booklet, *School of Government Research & Internship Guidelines MPM/MPP/MSS 2009*, available from the Masters Administrator, which supplements this course outline.

Literature Review Stream

You may choose to undertake the project as a literature review. This stream will include workshops on how to write a proposal and conduct an effective literature review, synthesis, and critical examination of a topic of interest to them. The workshops will support learning how to do literature work, including access to materials, database management, referencing and write-up.

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:

Requirements	Due Dates
1. One-paragraph description of the intended topic	Monday 9 March 2009 *
2. Draft proposal for the project, approx 1,000 words	Monday 30 March 2009
3. Final proposal, approx 1,000 words	Monday 27 April 2009
4. Final project report, 7,500-10,000 words	Monday 5 October 2009

* Note that the final date for withdrawal with refund from this course is Friday 13 March 2009. 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 OF THE FINAL PROJECT REPORT TO YOUR SUPERVISOR BY MONDAY 7 SEPTEMBER 2009 AT THE LATEST.

1. ASSESSMENT DETAILS: One-Paragraph Description of the intended topic, due Monday 9 March 2009

Set out in one paragraph the topic you intend to develop into your research essay. The purposes of this paragraph are to ensure you make a timely start with proposal development and to assist the School to allocate supervisors for all research getting underway at the same time.

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

Your paragraph should be a draft version of the "issue statement" (see the proposal details below for a description of the issue statement). Please email to amanda.wolf@vuw.ac.nz by 5.00pm on Monday 9 March 2009.

NOTE: If you are part of a topic cluster group, and you do not yet have your specific focus, your paragraph should be a statement of your intention to select a topic in a stated cluster area. You should email the paragraph to the cluster leader and to amanda.wolf@vuw.ac.nz by 5.00pm on Monday 9 March 2009.

If you are taking part in the literature review stream, you must attend a workshop on Wednesday 25 February 2009 (during the first module). You should come to the workshop with a pre-selected topic.

2. + 3. ASSESSMENT DETAILS: Draft Proposal, due Monday 30 March 2009 and Final Proposal, due Monday 27 April 2009.

The above dates are the latest possible dates. Earlier submission is encouraged.

A final proposal is due by Monday 27 April 2009. 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 approximately 1,000-1,250 words, should include the following:

1. A title
2. An issue statement
3. A brief summary of the background to, and objectives of the proposed project
4. The project approach, design and workplan
5. A statement of any particular conditions that apply
6. An HEC statement
7. An initial bibliography

The Proposal in Detail

1. The Title
   Titles should be short and descriptive. Journals are good sources of ideas for titles.

2. The Issue Statement
   The issue statement should, first, let the reader know what "corner of the world" you are in – your general field of interest, such as child health policy or interagency collaboration. Second, it should raise a feature for focused examination in that corner of the world. Third, it should convey the purpose of the research. Finally, the issue statement should convey the nature of the answer you will provide. The issue statement should be about 4 or 5 sentences.

3. Summary
   The summary provides an overview of the background and objectives of the proposed project. It includes 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, or about 150 words.

4. 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.

5. Statement of Particular Conditions
   State any particular conditions that apply, such as the involvement of a third-party mentor (such as a workplace supervisor), the relationship of the research to your paid employment, or whether the research builds on a paper you submitted to another course in your current degree or previous study. If your research may suggest conflicts of interests or political sensitivities or similar, discuss how you plan to deal with these.

6. HEC Statement
   State either: "HEC approval is not required" OR "HEC approval is required"

   NOTE: 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.

A Note on HEC Process

(Note that you do not actually begin this process until <u>after</u> your proposal is approved as you must develop your application with your supervisor)

Pipitea HEC guidelines and application form are **only** available at
www.victoria.ac.nz/fca/research/forms/pipitea-hec-guidelines-and-application.rtf

Full HEC requirements are at
www.victoria.ac.nz/postgradlife/pages/pages_current_pg/ethics.html (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 from your supervisor. Forward your draft applications electronically to Russell Harding (russell.harding@vuw.ac.nz). Please use a subject heading in the format: HEC SoG Application your name. Russell, 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 Russell 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, Russell Harding). When an approved signed copy is sent in, the approved research may begin.

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7. <u>Initial Bibliography</u>
   The last required part of the proposal is an initial bibliography, which will probably contain at least 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.

When submitting your proposal, 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

NOTE: If you are in the literature review stream, you will be given specific guidance on the proposal in the workshop on Wednesday 25 February 2009. You will not be required to

submit a draft proposal. You will present your proposal to the others during a second workshop on Wednesday 22 April 2009 (during the second module).

Proposal Approval

Approval of project proposals is a collective responsibility of the School. Three decisions are possible:

1. Approve, with the student and supervisor invited to consider any refinements to the proposal;
2. Conditionally approve, with the student to address issues or make changes as indicated on the approval form, 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 comments on the approval form, and incurs a penalty (see section on penalties below).

4. ASSESSMENT DETAILS: Final Project Report, due Monday 5 October 2009

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.

No *major* changes can be made to an approved proposal without speaking to Amanda Wolf. However, it is recognized that as information becomes available during the research process, the original proposal may need to be modified. Modest modifications can be approved by your supervisor.

NOTE: If you are taking part in the literature review stream, and plan to begin a new research project in trimester 2/2009 (trimester J/2009), you will be able to complete the project well in advance of the due date.

Submission

See the *School of Government Research & Internship Guidelines MPM/MPP/MSS 2009* for details on the format and presentation of the final report. Include a title page, with title, your FULL name, degree and date. Submit one clean copy (not bound or stapled) and one electronic copy to Raewyn Baigent by Monday 5 October 2009.

Assessment

Assessment of post-graduate research is not a formulaic process. There is no "right" or "wrong". The professional judgement of the assessor plays a significant role. In general, one may assume that a "passing" competence must be demonstrated on *each* of the points in the list below. 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 research proposal, or as modified with approval)
- 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.

Penalties

Late or unacceptable proposal: Five marks will be deducted from the final grade for late submission of the final proposal, or if a final proposal submitted by the due date is not of an approvable standard.

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

NOTE: Requests for exemptions from penalties MUST be made to the Research Convenor.

Mandatory Course Requirements

A formally approved proposal is required.

Communication of Additional Information

Any additional information will be communicated by email.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) – FCA Student and Academic Services Office
The Faculty's Student and Academic Services 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 Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) – FCA/Education/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA 005). This counter is the first point of contact for:

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

To check for opening hours, call the Student and Academic Services Office on (04) 463 5376.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine www.turnitin.com. Turnitin is an online plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting mis-referencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied. See the Victoria University Calendar or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca, under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: including the work of others will not be considered plagiarism as long as the work is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria University and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

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

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria University. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or telephone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or telephone (04) 463 5842.