

School of Government

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

Trimester J / 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 troubleshooting supervisory problems, and ensuring consistent and accurate assessment.

For specific inquiries of an administrative nature, please contact:

Bun Wong, Senior Programme Coordinator

Email: bun.wong@vuw.ac.nz

Telephone: (04) 463 5453

Darren Morgan, Masters Administrator

Email: darren.morgan@vuw.ac.nz

Telephone: (04) 463 5458

Bun 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.

Office Hours

8.30am to 5.00pm, Monday to Friday

Trimester Dates

This research essay is completed over two consecutive trimesters.

Trimester J/2009 covers the period of trimesters 2 **and** 3/2009.

The dates for trimester J/2009 are Monday 13 July 2009 to Saturday 20 February 2010.

Withdrawal Dates

Students giving notice of withdrawal from this course after **Friday 24 July 2009** will NOT receive a refund of fees.

Students giving notice of withdrawal from this course after **Friday 4 December 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.

Course Delivery

No formal classes are associated with this course. This course is an independent research course.

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.

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 20 July 2009 *
2. Draft proposal for the project, approx 1,000 words	Monday 10 August 2009
3. Final proposal, approx 1,000 words	Monday 7 September 2009
4. Final project report, 7,500-10,000 words	Monday 1 February 2010

* Note that the final date for withdrawal with refund from this course is Friday 24 July 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 4 JANUARY 2010 AT THE LATEST.

1. ASSESSMENT DETAILS: One-Paragraph Description of the intended topic, due Monday 20 July 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 20 July 2009.

2. + 3. ASSESSMENT DETAILS: Draft Proposal, due Monday 10 August 2009 and Final Proposal, due Monday 7 September 2009

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

A final proposal is due by Monday 7 September 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 after 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-services/ServicesProvided.aspx#HEC

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.

7. Initial Bibliography

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

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 1 February 2010

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.

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 Bun Wong by Monday 1 February 2010.

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.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Deadlines and Failure to Meet Due Dates

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.

Other Information

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy/academic.aspx>

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/