

School of Government

PUBL 416
Research Project in Public Policy
(15 Points)

Trimester Three 2012

COURSE OUTLINE

Names and Contact Details

Course Coordinator: **Dr Chris Eichbaum**
Rutherford House Level 8, Room 811, Pipitea Campus
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Administrator: **Mrs Kerry Pert**
Rutherford House Level 8, Room 821, Pipitea Campus
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Trimester Dates

Teaching Period: Monday 19 November 2012 to Friday 15 February 2013

Withdrawal from Courses:

Your fees will be refunded if you withdraw from this course on or before Friday 30 November 2012.

The standard last date for withdrawal from this course is Friday 25 January 2013. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

Course Objectives

Having completed this course a student will be able to demonstrate the ability to carry out self-directed research, including the formulation of a research proposal, implementation of a research strategy, and the drafting of a research essay.

Course Delivery

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

Expected Workload

It is expected that students will devote no less than one quarter of a full-time workload over the course of a trimester to the completion of this Research Project. That should mean, on average, 10 hours per week over the 12 weeks of the trimester.

Supervision Arrangements

The course coordinator and individual students enrolled in this course will negotiate supervisory arrangements that meet the requirements of the course and the circumstances of individual students.

Assessment Requirements

There are two required pieces of work for this course. They are:

1. A research proposal (no more than 1000 words). This proposal will count for 30% of the final mark for this course.
2. A final research essay (no more than 7000 words). The final essay will count for 70% of the final mark for this course.

Due dates for the submission of the research proposal and the final research essay will be determined in consultation with the research supervisor.

Please submit ALL assignments IN HARD COPY to:

Honours Programme
School of Government
Victoria University of Wellington
Level 8 Reception
Rutherford House
23 Lambton Quay
P.O. Box 600
Wellington.

Assignments may also be placed in the secure box at School of Government reception (8th floor Rutherford House) during the office hours, which are 8.30 am – 5.00 pm. The assignment box is cleared daily, and assignments will be date stamped.

Students should keep a copy of all submitted work.

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

The ability to plan for and meet deadlines is a core competency of both advanced study and public policy. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and submit assignments by the due date. Marks will be deducted at the rate of five per cent for every day by which the assignment is late and no assignments will be accepted after five working days beyond the date they are due. For example, if you get 65 percent for an assignment, but you handed it in on Monday when it was due the previous Friday, you will get a mark of 50 percent.

If ill-health, family bereavement or other personal circumstances beyond your control prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply for and may be granted an extension to the due date. You should let your course coordinator know as soon as possible in advance of the deadline (if circumstances permit) if you are seeking an extension. Where an extension is sought, evidence, by way of a medical certificate or similar, may be required by the course coordinator.

Mandatory Course Requirements

In addition to achieving a course mark of 50% or better, students must submit the research proposal and the final research essay to pass this course.

Students who fail to satisfy the mandatory requirements for passing this course, other than the requirement to obtain a C grade overall, will not receive a graded result, and their records will show a “K” (fail due to not satisfying mandatory course requirements, even though the student’s course requirements reached the level specified for a pass).

Communication of Additional Information

Any information concerning course changes will be conveyed to students directly. Blackboard will **not** normally be used for such announcements. Queries may be sent to the Course Co-ordinator using the contact information on the first page of this course outline.

Academic Integrity, Plagiarism, and the use of Turnitin

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, you must still acknowledge your sources fully and appropriately. This includes:

- material from books, journals or any other printed source
- the work of other students or staff
- information from the Internet
- software programs and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

Acknowledgement is required for *all* material in any work submitted for assessment unless it is a 'fact' that is well-known in the context (such as "Wellington is the capital of New Zealand") or your own ideas in your own words. Everything else that derives from one of the sources above and ends up in your work – whether it is directly quoted, paraphrased, or put into a table or figure, needs to be acknowledged with a reference that is sufficient for your reader to locate the original source.

Plagiarism undermines academic integrity simply because it is a form of lying, stealing and mistreating others. Plagiarism involves stealing other people's intellectual property and lying about whose work it is. This is why plagiarism is prohibited at Victoria.

If you are found guilty of plagiarism, you may be penalised under the Statute on Student Conduct. You should be aware of your obligations under the Statute, which can be downloaded from the policy website (www.victoria.ac.nz/home/about/policy/students.aspx). You could fail your course or even be suspended from the University.

Plagiarism is easy to detect. The University has systems in place to identify it. Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

There is guidance available to students on how to avoid plagiarism by way of sound study skills and the proper and consistent use of a recognised referencing system. This guidance may be found at the following website <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

If in doubt seek the advice of your course coordinator.

Plagiarism is simply not worth the risk.

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

Find key dates, explanations of grades and other useful information at

www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

www.victoria.ac.nz/home/study/academic-progress

The University's statutes and policies are available at

www.victoria.ac.nz/home/about/policy except qualification statutes, which are available via the Calendar webpage at www.victoria.ac.nz/home/study/calendar (See Section C.)

Further information about the University's academic processes can be found on the website of the Assistant Vice Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

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

Manaaki Pihipihinga Programme

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