TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Government

PUBL 530
RESEARCH PAPER

Trimester 3, 2014

COURSE OUTLINE

Names and Contact Details

Dr Amanda Wolf, Room RH 804, Level 8, Rutherford House, Pipitea Campus
Email: amanda.wolf@vuw.ac.nz   Telephone: (04) 463 5712

Robyn McCallum, Senior Administrator
Email: robyn.mccallum@vuw.ac.nz   Telephone: (04) 463 6599

Darren Morgan, Administrator
Email: darren.morgan@vuw.ac.nz   Telephone: (04) 463 5458

Trimester Dates

Monday 17 November 2014 to Friday 20 February 2015.

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before Friday 28 November 2014.

2. The standard last date for withdrawal from this course is Friday 27 January 2015. 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.

Class Times and Room Numbers

This is a research course, with no class meetings.

Expected Workload

The expected total workload in the course is 300 hours, which can be evenly spread throughout the trimester.

Prescription

Research paper on a selected topic in public policy.

Course Learning Objectives

Students who pass this course should be able to:
1. Plan and carry out a small supervised research project on a specific topic in public policy
2. Present the results of their research coherently and in an appropriate written format.

Course Delivery

No formal classes are associated with this course which is an independent research course. You can expect regular contact with the course coordinator and your supervisor (once assigned).

You will agree on a topic with a supervisor and prepare a literature review under the direction of the supervisor.

Readings

There are no specified readings. There are several guides to research which can be borrowed from the library. A book which is useful for post-experience students is Zina O'Leary, *The Essential Guide to Doing Your Research Project*, Sage, 2010. Your supervisor may also assist you in locating readings which will be helpful to progress your research.

Please refer to a separate booklet, *School of Government Research Guidelines 2014*, available from the Administrator, which supplements this course outline.

Assessment

A research proposal (2,000 words) is due on 8 December and is worth 20%.

A research report (10,000–15,000 words) is due on 20 February and is worth 80% of the course grade. Both course learning objectives will be assessed through the final report, and a letter grade will be awarded. The report should be set out according to the specific guidance of your supervisor.

Assessment Details
Research Proposal, due Friday 8 December 2014

The research proposal, which is worth 20% of your final grade, allows you, your supervisor and the course coordinator to confirm that your plan is feasible and likely to satisfy the expectations of the research project, and to identify any issues or concerns that may need to be addressed. It should be concise, clear and fully referenced.

When submitting your *research proposal*, include a front page with the following details:

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

Please email your research proposal in a Microsoft Word attachment to amanda.wolf@vuw.ac.nz. DO NOT pdf the file.

Your research proposal, which should be approximately 2,000 words, should include the following:

1. A title
2. A summary statement
3. A brief summary of the background, objectives and learning outcomes
4. The project approach, design and workplan
5. A statement of any particular conditions that apply
6. A HEC statement
7. References

The Proposal in Detail

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

2. The Summary Statement
   The summary statement should first provide a 'narrative hook' that alerts the reader to your general field of interest, such as child health policy or interagency collaboration. Second, it should raise a feature for focused examination. Third, it should convey the purpose of the research. Finally, the summary statement should convey the nature of the answer you will provide. The summary statement should be about 4 to 6 sentences.

   The summary statement contains the overall research "in a nutshell". It is similar to an abstract for an article or report (except that it is written before the results of the research or the main messages are known).

3. Background, Objectives and Learning Outcomes
   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. (See box on next page.)

A Note on HEC Process

(Note that you should apply <u>after</u> your proposal has been approved or while you are developing your proposal if your supervisor agrees. You must develop your application with your supervisor, and your supervisor must submit it on your behalf).

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. Your supervisor should forward your draft applications electronically to Dr Valentina Dinica (valentina.dinica@vuw.ac.nz). Please use a subject heading in the format: HEC SoG Application your name. Dr Dinica, 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 Dr Dinica 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, Dr Dinica). When an approved signed copy is sent in, the approved research may begin.

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7. References
   The last required part of the proposal is a reference section, which will probably contain at least 10 items. The references 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. References should be presented in the correct format. Check that you have listed here all references used in the text and that there is at least one reference for every claim in the text that calls for one.

ASSESSMENT DETAILS: Final Project Report, due 20 February 2015

The final report, of approximately of between 10,000 and 15,000 words, is worth 80% 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 the course coordinator, Dr 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 Guidelines 2014* 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 electronic copy to sog-assignments@vuw.ac.nz AND one clean hard copy (not bound or stapled) to the address below by **Friday 20 February 2015**:

> MCom Programme,
> School of Government,
> Victoria University of Wellington,
> Level 8 Reception,
> Rutherford House,
> 23 Lambton Quay,
> P.O. Box 600,
> Wellington 6140.

Penalties
The grade on the final report may be penalised if the proposal is late, or is inadequate. Such penalties will be assessed on a case-by-case basis. A maximum penalty of 20 marks will apply to a proposal that is adequate only after 10 additional days have elapsed from the due date. If 10 days are insufficient, the mandatory course requirements will not have been met, and the student will be required to re-enrol.

Use of Turnitin
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 submitted to Turnitin. A copy of submitted materials will be retained 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.

Mandatory Course Requirements
Submission of research proposal.

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Class Representative (Not applicable, as this is a research course)
A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

Communication of Additional Information
Additional information or information on changes will be conveyed to students by email.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

<u>Link to general information</u>

For general information about course-related matters, go to
http://www.victoria.ac.nz/vbs/studenthelp/general-course-information

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.