TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

School of Social and Cultural Studies

Sociology and Social Policy

SACS 201

Methods in Social and Cultural Research

20 POINTS

TRIMESTER 3 2015

Key dates

Trimester dates: 16th November 2015 – 23rd December 2015
Teaching dates: 16th November 2015 – 23rd December 2015
Last assessment item due: *21st December 2015*

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

This course is taught by distance using Blackboard.

Names and contact details

The staff member with overall responsibility for this course is Dylan Taylor, who is available to discuss any student queries about the course and assessment.

Course Coordinator   Dylan Taylor
                                Murphy Building, MY 1004
                                Tel: 04 463 5371
                                Email: dylan.taylor@vuw.ac.nz
                                Office hours: 12.30 to 2.30pm Tuesdays

Communication of additional information

Any additional course information will be posted on Blackboard. You will automatically receive all Blackboard announcements as an email sent to your @myvuw.ac.nz email address. If you are not going to use this Victoria email address set up for you, we strongly encourage you to forward messages received from the Victoria email system to the email address you do use.

Prescription

A multi-disciplinary survey of key methodological approaches and methods employed by social science researchers. The course includes critical discussion of the theoretical underpinnings of qualitative and quantitative approaches, ethics and the practice of social and cultural research. 100% internal assessment. Trimester 3 2015: SACS 201 will be taught by distance. This course is also able to be taken towards majors in CRIM or SOSC, or a minor in SPOL.

Course learning objectives (CLOs)

By the end of the course students should be able to:

1   demonstrate an understanding of the theoretical underpinnings of social research
2   demonstrate an understanding of research ethics
3   demonstrate an understanding of the principles of research design
4   demonstrate an understanding of a range of research methods

Teaching format

This delivery will be through Blackboard, with lectures provided in the form of audio 'podcasts' accompanied (in some instances) by PowerPoint.

Workload

University guidelines stipulate that a 20-point course should require 200 hours over a trimester, including class time, of student work. Because this course is being taught over five weeks, students should be prepared to commit a large amount of time to the course over the five weeks.

Assessment

	Assessment items and workload per item	%	CLO(s)	Due date
1	Conversation analysis (700 words)	10%	4	30th November
2	Essay proposal and plan (700 words)	10%	1, 3, 4	8th December
3	Essay (2500 words)	55%	1, 3, 4	17th December
4	Online test (60 minutes)	25%	1, 2, 3, 4	21st December

This course is 100% internally assessed across four pieces of work. All details about content of assessment items are on Blackboard.

Submission and return of work

All assessment must be submitted electronically through Turnitin and Blackboard. It will be marked and returned to you electronically with an approximate turnaround time of two weeks. The online test will be completed online on 21st December. It will be returned via Blackboard.

Instructions for Turnitin

Student work provided for assessment in this course will be checked for academic integrity by the electronic search engine www.turnitin.com. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

The essay must be submitted to Turnitin. To use it, go to www.turnitin.com, click on 'create a user profile' in the upper right corner. After creating an account, you can log in with your ID and password as with an e-mail account. Use the class ID and enrolment password to enrol in "Course ID"

Class ID: SACS201

Enrolment password: methods

When uploading submissions, be sure to click the final 'submit' button. If you have taken all the steps you will receive a notification/receipt.

Extensions and penalties

Extensions

Assessments are due on the dates stated. If for some serious reason you do not think you can submit a piece of work on time, email your course coordinator **prior** to the due date to discuss the problem. Extensions of time are not permitted except for illness, or bereavements.

Penalties

Late submissions for student assignments in all Sociology and Social Policy undergraduate courses are subject to a penalty. The exact deduction will be calculated on the basis of one half mark per day late for each 10 marks, i.e. 1 mark will be deducted each day for an assignment worth 20% of the total course mark.

Materials and equipment and/or additional expenses

There are no additional materials required for this course.

Set texts

There is no set text for this course. All required readings for the course will be made available on Blackboard

Recommended reading

A list of readings related to the course and assignments will be available on Blackboard.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be nominated in the first week of the course.

Student feedback

Student feedback for this course will be taken into account for its future iterations.

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

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progess (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Subject Librarians: http://library.victoria.ac.nz/library-v2/find-your-subject-librarian
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

School Contact Information

Head of School:	Prof Brigitte Bönisch-Brednich, MY1019
	Phone: 04 463 6528, Email: brigitte.bonisch-brednich@vuw.ac.nz
International Student Liaison:	Dr Hal Levine, MY1023
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Māori and Pacific Student Liaison:	Dr Trevor Bradley, MY1101
	Phone: 463 5432, Email: trevor.bradley@vuw.ac.nz
Students with Disabilities Liaison:	Dr Russil Durrant, MY1120
	Phone: 463 9980, Email: russil.durrant@vuw.ac.nz
School Manager:	La'Chelle Pretorius, MY918
	Phone: 463 6546, Email: lachelle.pretorius@vuw.ac.nz
School Administrators:	Suzanne Weaver, Gill Blomgren, Heather Day, MY921,
	Phone: 463 5317; 463 5258; 463 5677
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School of Social and Cultural Studies: www.victoria.ac.nz/sacs