Bachelor of Science (Social Sciences)[1]

Third Year Student Handbook Academic Year 2023 – 2024

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Programme Code: GY123

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[1] Short form BASS.

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Programme General Information

Programme Outline: The programme is a modular degree, combining core and elective modules relating to social scientific research and study, as well as modules that are strongly focused on enhancing students' contemporary skills and employability. Students will be given a broad understanding of the Social Sciences in years one and two, undertake career development and an internship with an NGO or SME in year three, choose from several optional courses in year four and undertake an independent dissertation on a topic that is appropriate to their planned career or further education.

Final Degree Year: Your grades during this final year of the GY123 Programme comprise 70% of your overall degree mark.

Our Vision for the Programme: This programme will have a contemporary focus on equipping students with relevant skills in the Social Sciences to advance their preferred career choice, or to avail of further educational opportunities at Master's and Doctoral levels. Students will engage with and seek to address present-day critical social, environmental and economic issues with creativity, innovation and entrepreneurship in a cooperative and supportive learning environment.

Student Representative: Students are encouraged to have a collective voice in the ongoing design and running of the Bachelor of Science (Social Sciences) programme. The student representative is a point person who conveys student issues directly to the Programme Coordinator and/or Directors.

Programme Announcements and Information Forums: Canvas is an e-facility to check on programme and module announcements, and staff information, download readings and lecture notes, upload all assessments, and obtain marks and grades. THIS IS THE MAIN METHOD OF COMMUNICATION BETWEEN THE PROGRAMME COORDINATOR, DIRECTORS, AND ALL STUDENTS.

Email Policy: Please only use your @universityofgalway.ie email account for communicating with all Schools, Disciplines and programme personnel. Mail from all other e-mail addresses will not, normally, receive a response.

> Students are expected to regularly check their @universityofgalway.ie e-mail account for all announcements and notices.

> Students should also demonstrate courtesy and respect at all times when communicating through their e-mail account. Please remember that you are in an academic environment and should address members of staff by their appropriate titles in all communications. Furthermore, when using your @universityofgalway.ie e-mail account for any correspondences outside the university environment be mindful that you are representing the programme, the College of Arts, Social Sciences and Celtic Studies, and the National University of Ireland Galway and communicate courteously and thoughtfully that reflects well on yourself and the university.

Communicating with Academic Staff: For all communications with academic staff, please make sure to consult all materials on School and Departmental webpages, and Canvas before e-mailing additional questions you may have. Also, please make sure to e-mail in advance to arrange any meeting with staff members outside of their stated consultation/office hours. When writing an e-mail to staff it is important to be

courteous, professional, and concise. For example, you should make sure that your opening address conveys a professional tone; e.g. Dear, etc. If your query is directed at teaching staff, please ensure that your e-mail includes your name, student ID and the name/code of the class in which you are participating. Please be aware that due to the large number of e-mails received by academic staff daily, you must allow sufficient time for them to respond. Finally, please check your University of Galway e-mail account regularly as this is the main way that university staff and administration will contact you.

Student Welfare: We recognise that students may, at times, have particular difficulties that impact their capacity to complete their studies to the best of their ability. Every effort will be made to accommodate individual circumstances, and we would encourage you in this regard to communicate your situation to us if you feel we can be of assistance. You should also be aware of the wide range of student support services available to you on campus, whose role is also to help students fulfil their potential both academically and personally. Details on these student services are available at the following link: www.universityofgalway.ie/student_services.

Student Attendance at Lecturers, Tutorials and Seminars: STUDENT ATTENDANCE IS COMPULOSARY AT ALL SCHEDULED LECTURES, TUTORIALS AND SEMINARS WITHOUT EXCEPTION. This is a full-time degree programme and students must view their studies as a full-time commitment and perform to the best of their ability. Physical attendance on campus is compulsory and students are strongly advised that attendance for all classes, workshops, and seminars is extremely important for students to succeed in their third year of study.

Student Absences: If your absence from lectures or programme activities is due to illness, a medical certificate should be submitted to Ms Catherine McCurry, College of Arts, Social Sciences and Celtic Studies, Office 217A, First Floor, Arts Millennium Building. If your absence relates to other circumstances, it is your responsibility to communicate in a timely way with your module co-ordinator, and/or with the relevant year co-ordinator or Dr Mike Hynes, Programme Coordinator. If you are experiencing difficulties in keeping up with coursework during the year for whatever reason you are strongly encouraged to let us know about this while there is time to offer constructive advice and assistance. If we are not aware of issues until towards the end of a module it is usually very difficult at that stage to provide practical support. You will find that we are very approachable and willing to be accommodating and in making your situation known to us we will regard you as having acted maturely and responsibly. It is our wish to see you perform to the best of your ability and enjoy the entire programme of study.

Student Code of Conduct: AS A STUDENT, YOU ALSO HAVE RESPONSIBILITIES IN RELATION TO CONDUCT ON AND OFF CAMPUS. The University has outlined a comprehensive explanatory statement in this regard, which we would urge you to read and be familiar with. Once you accept a place as a student at the University of Galway you are automatically bound by its code of conduct (see www.universityofgalway.ie/codeofconduct).

Final Year Contacts

Third Year Geography Co-ordinator:	Dr Patrick Collins School of Geography and Archaeology E-mail: p.collins@universityofgalway.ie Telephone: +353 (0)91 49 3326
Third Year Sociology and Political Science Co-ordinator:	Dr Brendan Flynn Room 316, 2nd Floor School of Political Science & Sociology Áras Moyola Email: brendan.flynn@universityofgalway.ie Telephone: +353 (0)91 49 3160
Geography Administrator:	Ms. Christina Costello Room 101, Geography E-mail: christina.costello@universityofgalway.ie Telephone: +353 (0)91 49 5908
Sociology and Political Science Administrator:	Ms. Stephanie Quinn Room 308, 2nd Floor School of Political Science & Sociology Áras Moyola Email: stephanie.quinn@universityofgalway.ie Telephone: +353 (0)91 49 2290
Programme Director:	Dr Mike Hynes Room 323, 2nd Floor School of Political Science & Sociology Áras Moyola Email: mike.hynes@universityofgalway.ie Telephone: +353 (0)91 49 5104

Third Year Academic Calendar 2023 - 2024

Semester One (2023)

Start of Teaching for First Years	Monday 4th Sept 2023
Reading Week	Monday 9th Oct 2023 – Friday 13th Oct 2023
End of Teaching for First Years	Friday 24th Nov 2023
Study Week	Monday 27th Nov until Friday 1st Dec 2023
Semester One Exams Start	Monday 4th Dec 2023
Semester One Exams Finish	Friday 15th Dec 2023
Christmas Holidays	Saturday 16th Dec 2023

Semester Two (2024)

Start of Teaching All Years	Monday 8th Jan 2024
Reading Week	Monday 12th Feb 2024 – Friday 16th Feb 2024
End of Teaching All Years	Friday 29th March 2024
Easter	Good Friday 29th Mar 2024 Easter Monday 1st April 2024
Study Week	Tuesday 8th April until Friday 12th April 2024
Semester Two Exams Start	Monday 15th April 2024
Semester two Exams Finish	Wednesday 1st May 2024
Autumn Repeat Exams	Tuesday 6th Aug 2024 until Friday 16th Aug 2024

Holidays

Easter: Good Friday 29th March 2024 - Easter Monday 1st April 2024.

Bank Holidays: Monday 30th Oct 2023; Monday 18th March 2024 (St Patrick's Day Holiday); Monday 6th May 2023; Monday 3rd June 2024; Monday 5th Aug 2024.

Work Placement

Work placement combines learning in the classroom with learning on the job. These experiences are intended to give participating students a practical appreciation of the needs and modus operandi of the workplace and, therefore, broaden and significantly improve their knowledge. Students take this new and enriched experience they gain on the job back to the classroom, enriching their education and that of their classmates.

Host organisations allow students the opportunity to make the classroom and workplace come alive as rich, mutually supporting venues for learning. Work-integrated learning creates an environment that stimulates the creative application of knowledge to real-world situations and encourages students to expand their educational experience. Host organisations assist experiential education by bringing the students' new, diverse points of view into their organisation. They allow students to cultivate innovation and competencies ideally suited for the ever-evolving global workplace.

Duration and Working Hours of Placement

Students will pursue a placement for no more than 5 months, from January until the end May. Students will be available **32 hours per week** for the duration of the placement. The exact structure of the working week will be declared by the employer on the job description at the point that the placement opportunity is advertised. It will also be captured on the workplace learning agreement that is signed by the student and the employer once a student has been successful at the interview and has secured a placement. The working week may be structured in accordance with the business need and may for example involve a regular working week (9 – 5, Monday – Thursday/Friday) or shift work and irregular hours.

The student will be entitled to breaks, holiday leave, sick leave and compassionate leave in accordance with the employer's own HR policies. Holiday entitlements and break structure should be captured on the workplace agreement signed by the student and employer at the outset.

All employers are required to comply with relevant employment legislation governing working hours and leave.

Contribution of Work Placement to Final Degree Classification

All placements must be passed to be awarded the degree BSc Social Sciences at the University of Galway. Placements will be graded on a pass-fail basis. A placement will bear 30 ECTS credits

As such if a student passes placement, the result will not impact final degree classification. If a student fails placement they cannot progress to year four of the degree programme

*EXTENDED WORK PLACEMENT DETAILS AVAILABLE IN THE WORK PLACEMENT HANDBOOK

YEAR 3 – MODULE OUTLINES

*Please note that all information provided directly by the module coordinator/lecturer supersedes this document.

From time to time lecturers may update items after handbooks are produced.

BSS3100: Professional Skills and Pathways for Social Scientists

Course outline:

Times:	Fridays 10am-12noon
Room:	AC203 Lecture Room
Course Leader:	Dr Rachel McArdle
Office hours:	TBC
Email:	rachel.mcardle@universityofgalway.ie

MODULE DESCRIPTION

This module prepares students for negotiating a work placement and prepares them for presenting and performing well in this placement.

The module is organised around the 4 central career pathways of the BASS programme.

This module provides transferrable skills and will serve the students in their work placement and beyond. This module is developed and delivered in collaboration with the Career Development Centre.

LEARNING OUTCOMES (USUALLY BETWEEN 3-6)

On successful completion of this module, the student will be able to:

- Prepare professionally for interviews
- Evaluate various career pathways and identify the most suitable work placements
- Communicate professionally within a work environment
- Develop a professional placement portfolio
- Reflect on their work placement and practice and link it to theories explored in lectures and other modules.

INDICATIVE CONTENT
Lecture outline (subject to change):

NOTE: Syllabus subject to change at the discretion of the instructor

Key Course Themes:

1. **Reflective practices**
   A review of the importance of reflection in lifelong learning and of various models that can be used for critical reflection

2. **Preparation for an interview**
   Students will learn how to prepare for a professional interview, and how best to communicate their skills and abilities in an interview setting

3. **Curriculum Vitae**
   Developing a CV will be a core component of this module

4. **Professionalism**
   An investigation of professional behaviour, attitude and behaviour will be conducted.

Assessment: In the work placement handbook

Credit weighting: 10 ECTs.

BSS3101: Work Placement for Social Scientists

Course Leader:	Dr Rachel McArdle
Office hours:	Thursday 12pm to 2pm
	Friday 12pm to 1pm (or by appointment)
Email:	rachel.mcardle@universityofgalway.ie

Details of the placement are given in this handbook as well as the placement handbook, which is available in the module on Canvas. Students must remember that while completing the placement there are still academic expectations of them. Below is the tentative assessment for Semester 2, which you will be expected to complete while you are on placement. The assignments associated with the placement are the opportunity for the student to demonstrate how they have attained the learning outcomes.

LEARNING OUTCOMES

Upon successful completion of the placement, students will have the ability to:

- Apply social science theory and knowledge in practice in an applied setting.
- Work professionally (be competent, informed and accountable).
- Practice skills (interpersonal, teamwork, communication, workload management and ethical practice).
- Develop and maintain professional relationships.
- Be a reflective practitioner in the area of social science that your placement refers

ASSESSMENT

Assessment for placement module			
	Assessment	Due date	%
Assessment 1	Preplacement Essay	End of January	25%
Assessment 2	Learning Agreement	Mid-February	10%
Assessment 3	Site visit evaluation form	Feb-April	10%
Assessment 4	Monthly work placement reflections	End of each month for 4 months- January, Feb, March, and April	25% (6.25% each month)
Assessment 5	Final essay	10th of May	20%
Assessment 6	Poster	Start of May	10%

Frequently Asked Questions

Help with my academic writing?

Students will receive direction and help through in-class tasks, assignments, and essay structure advice, from their module/seminar tutors/teachers and fellow students. Many small seminars are designed to develop a student's academic writing and guidelines are provided in relevant discipline handbooks. Further help is available to all students in the form of the Academic Writing Centre (contact the library directly or email writingcentre@universityofgalway.ie).

Do I need to stick to the word limit on my essays?

The word limits are given for a specific reason in each case so it is important to aim for the particular word count instructed. Penalties will apply if the word count is more than 10% below or above the word limit. These word limits relate to the main text so exclude bibliography and footnotes.

Can I email assignments and essays?

No: Email submission of examinable material is not accepted nor admissible. All examinable materials are required to be uploaded through Turnitin on Canvas and a digital receipt, plus the relevant submission form, handed to the lecturer/tutor on the proposed submission date.

How can I find out about Turnitin?

Information on Turnitin is available from your seminar or module tutors or by following the link www.universityofgalway.ie/teaching-with-technology/technologies/turnitin/.

Academic Integrity Policy

The Policy states, 'Academic misconduct is any attempt to gain or help others gain an unfair academic advantage'. This can be 'intentional or inadvertent', and can be committed in a variety of ways (University of Galway 2022).

The following examples of academic misconduct are quoted from the University Policy (please note that this is not an exhaustive list):

- 'Submitting work as your own for assessment, which has, in fact, been done in whole or in part by someone else'
- 'Cheating in exams (e.g., crib notes, copying, using disallowed tools, impersonation)'
- 'Cheating in projects (e.g., collusion; using 'essay mills' to carry out the allocated part of the project)'
- 'Self-plagiarism where you submit work which has previously been submitted for a different assignment without permission/acknowledgement'
- 'Posting advertisements for services which encourage contract cheating either physically or virtually'
- 'Submitting all or part of an assessment item which has been produced using artificial intelligence (e.g. Google Translate or other machine translation services/software, AI essay writing service etc.) and claiming it as your own work.'

Source: University of Galway (2022) 'QA220 Academic Integrity Policy', available at: https://www.universityofgalway.ie/media/registrar/policiesmay2023/QA220-Academic-Integrity-Policy-v2.0-Sept-2023.pdf.

What is the procedure for dealing with conflict or querying my marks and grades?

Your first port-of-call is to make contact with your module tutor, teacher or lecturer. There may be issues that you are not considering when calculating your marks, for example. If you are still unhappy, you should go directly to the programme coordinator or any of the programme directors (Prof France Fahy, Dr Mike Hynes or Dr Rachel McArdle). If you are still unhappy, you can appeal directly to the College of Arts, Social Science and Celtic Studies: Catherine McCurry is the direct contact in this instance (email catherine.mccurry@universityofgalway.ie).

What do I do if I run into difficulties with time to submit an assignment or essay?

We all can run into difficulties from time to time so your first pot-of-call, again, is your module tutor, teacher or lecturer BEFORE THE STATED DEADLINE. He/she may be in a position to give you an extension on the submission of your assignment or essay based on documented medical evidence or for other exceptional circumstances. If this is not possible, you should contact the School or Department Year Coordinator (or indeed the Programme Coordinator) to make your request. It is important to note that penalties may apply to such extension so please consult the module handbook in each particular case.

Do I have to register for Canvas?

Students are automatically enrolled on Canvas once registered with the University. Your courses will then appear once you log on with your username and password. It is advisable to confirm your access to Canvas before needing it for important module information, online contributions, or deadlines. Further information on Canvas is available at universityofgalway.canvas.com/.

I'm having a problem with my student online account or email account?

The Information Solutions and Services (ISS) Department provides support and advice to students experiencing IT problems (see www.universityofgalway.ie/information-solutions-services/). Assistance is provided via the ticketing service and Helpdesk (at servicedesk.universityofgalway.ie/) or by ringing extension 5777. Please note, ISS are not in a position to assist students with their personal computer & laptop problems.

Are there other types of supports for students?

Students are entitled to draw on the network of support services across the University (please see www.universityofgalway.ie/student_services/ for further information). The Disability Support Service (see www.universityofgalway.ie/disability/) promotes inclusive practices throughout the campus community and is committed to the provision of an equitable learning environment that will enable students to become independent learners and highly skilled graduates. The university also has a team of qualified and experienced counsellors, psychologists and psychotherapists and information about the Counselling Service is available at http://www.universityofgalway.ie/counsellors/.

NOTES

Further information on the Bachelor of Science (Social Sciences) is available at www.ssrc.ie/bass