



NUI Galway
OÉ Gaillimh



Bachelor of Science (Applied Social Sciences)

Third Year Student Handbook Academic Year 2021 - 2022

Programme Code: GY123

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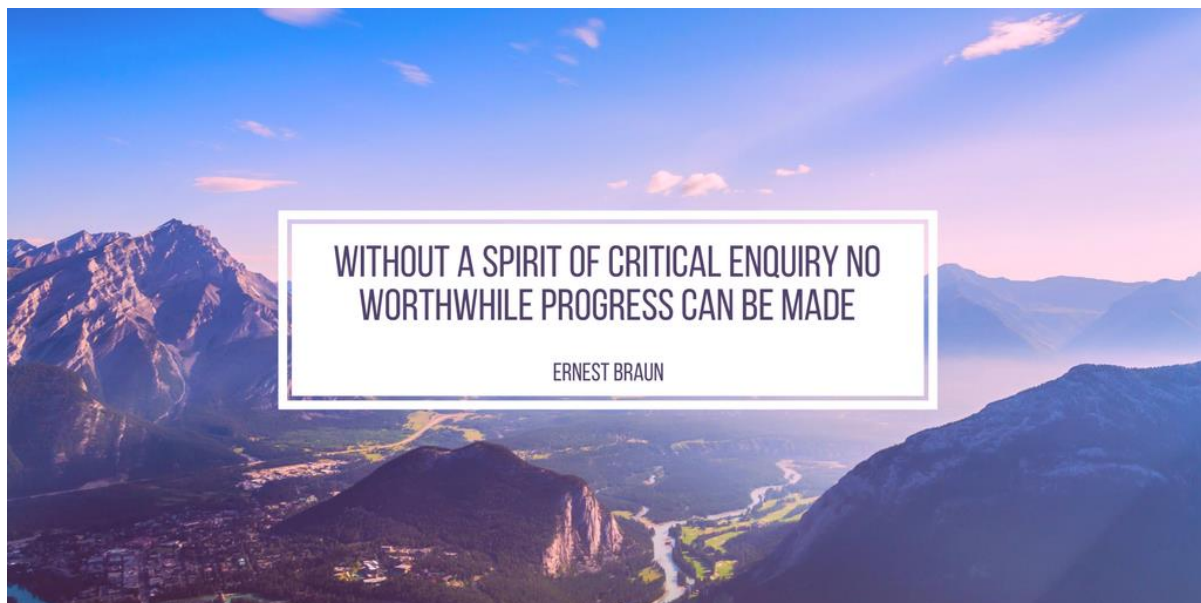
Forward from Programme Director (2020-21)

On behalf of the programme team I just want to welcome you all back to this, your third year of study on the BSc (Applied Social Sciences) Programme, and congratulate you all on completing last year in what were extremely difficult and unprecedented times. As always, we are available to you when you need advice and assistance throughout the year.

The programme team will at all times endeavour to provide you with a safe and enjoyable final year experience on and off campus. In line with university policy for this year, teaching will resume on campus but will also be a blend of online and face-to-face teaching. It is very important for all students to follow COVID-19 guidelines and etiquette at all times while on campus:

1. Practice good personal hygiene and wash your hands regularly with soap and water
2. Endeavour to keep a social distance of 2 metre for other students and staff
3. Where social distancing is not possible use a face covering
4. If you develop any symptoms of COVID-19 you should immediately self-isolate and contact a doctor by phone for further advice. You should also contact the Programme Coordinator, Dr Mike Hynes, and advise him of your circumstances.

All material for all modules will be made available online through the Blackboard platform and students should make every effort to stay up-to-date with all their online readings, assignments, and assorted module work. Ongoing advice and support on how to get the best from the online learning environment will be a regular feature of the weekly student email.



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 focussed 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, and choose from a number of 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 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 on-going design and running of the Bachelor of Science (Applied 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: Blackboard is an e-facility to check on programme and module announcements, staff information, download readings and lecture notes, upload all assessments, and obtain marks and grades. THIS IS THE MAIN METHOD OF CUMMUNICATION BETWEEN THE PROGRAMME COORDINATOR AND DIRECTORS AND ALL STUDENTS.

Email Policy: Please only use your nuigalway.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 nuigalway.ie e-mail account for all announcements and notices.

Students should also demonstrate courtesy and respect at all times when communication 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 nuigalway.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 in a courteous and thoughtful manner 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 Blackboard prior to 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 their class in which you are participating. Please be aware that due to the large number of e-mails received by academic staff on a daily basis you must allow sufficient time for them to respond. Finally, please check your NUIG 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 upon 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 on the following link: www.nuigalway.ie/student_services.

Student Attendance at Lecturers, Tutorials and Seminars: IN NORMAL CIRCUMSTANCES, STUDENT ATTENDANCE IS COMPULSORY 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. However, physical attendance on campus is not compulsory but students are strongly advised that 'virtual' attendance at all online classes and sessions is extremely important for students to succeed in this your 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 course work 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 in a mature and responsible way. 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 NUIG you are automatically bound by its code of conduct (see www.nuigalway.ie/codeofconduct).

Final Year Contacts

Third Year Geography Co-ordinator:

Dr Marie Mahon
Room 121, Geography
E-mail: marie.mahon@nuigalway.ie
Telephone: +353 (0)91 49 2376

Third Year Sociology and Political Science Co-ordinator:

Dr Kevin Ryan
Room 325, 2nd Floor
School of Political Science & Sociology
Áras Moyola
Email: kevin.ryan@nuigalway.ie
Telephone: +353 (0)91 49 3111

Geography Administrator:

Ms. Christina Costello
Room 101, Geography
E-mail: christina.costello@nuigalway.ie
Telephone: +353 (0)91 49 5908

Sociology and Political Science Administrator:

Ms. Kay Donoghue
Room 308, 2nd Floor
School of Political Science & Sociology
Áras Moyola
Email: kay.donohue@nuigalway.ie
Telephone: +353 (0)91 49 2290

Geography Staff-Student Liaison & Senior Technician:

Dr. Siubhan Comer
Room 105, Geography
E-mail: siubhan.comer@nuigalway.ie
Tel: +353 (0)91 49 2643

Programme Director of BASS:

Dr Mike Hynes
Room 323, 2nd Floor
School of Political Science & Sociology
Áras Moyola
Email: mike.hynes@nuigalway.ie
Telephone: +353 (0)91 49 5104

Academic Calendar 2020 - 2021

Semester One (2021)

Start of Teaching:	Monday 6 th Sept 2021
End of Teaching:	Friday 26 th Nov 2021
Study Week:	Monday 29 th Dec 2021 – Fri 3 rd Dec 2021
Semester One Exams Start:	Monday 6 th Dec 2021
Semester One Exams Finish:	Friday 17 th Dec 2021
Christmas Holidays:	Saturday 18 th Dec 2021.

Semester Two (2022)

Start of Teaching:	Monday 10 th Jan 2022
End of Teaching All Years:	Friday 1 st April 2022
Study Week:	Mon 11 th April 2022 – Monday 15 th April 2022
Easter:	Good Friday 15 th April 2022 Easter Monday 18 th April 2022
Semester Two Exams Start:	Tuesday 19 th April 2022
Semester two Exams Finish:	Friday 6 th May 2022.

Autumn Repeat Exams Tuesday 2nd Aug 2022 to Friday 12th Aug 2022

Easter: Good Friday 15th April 2022 - Easter Monday 18th April 2022

Bank Holidays: Monday 25th Oct 2021/Thursday 17th March 2022 (St Patrick's Day Holiday)/Monday 2nd May 2022/Monday 6th June 2022/Monday 1st Aug 2022.

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 own 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 through bringing the students' new, diverse points of view into their organisation. They give an opportunity to 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 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 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 employers 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 Applied Social Sciences at NUI 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 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.

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 work placement handbook

Credit weighting: 10 ECTs

Session outline will be provided at first lecture.

Frequently Asked Questions

Help with my academic writing?

Students will receive direction and help by means of 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@nuigalway.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 Blackboard 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.nuigalway.ie/teaching-with-technology/technologies/turnitin/.

What is Plagiarism and what is the policy?

Plagiarism means presenting the words of another writer as if they were your own. It refers to stealing, without acknowledgement, from any other writer, including fellow students. Copying another student's essay is as reprehensible as plagiarising a literary critic or a website. This is a serious matter, and if it is detected in your essay it may result in an automatic failure mark. The way to avoid plagiarism is very simple; always put quotation marks around someone else's words and credit them to their source. Further information can be found at: www.nuigalway.ie/plagiarism/ and see www.nuigalway.ie/current_students/university_code_conduct/index.php. Students suspected cases of plagiarism will initially be referred to the year coordinator and addressed as per internal policy. Cases may then be referred onwards depending on the seriousness of the circumstances.

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 first year 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@nuigalway.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 Blackboard?

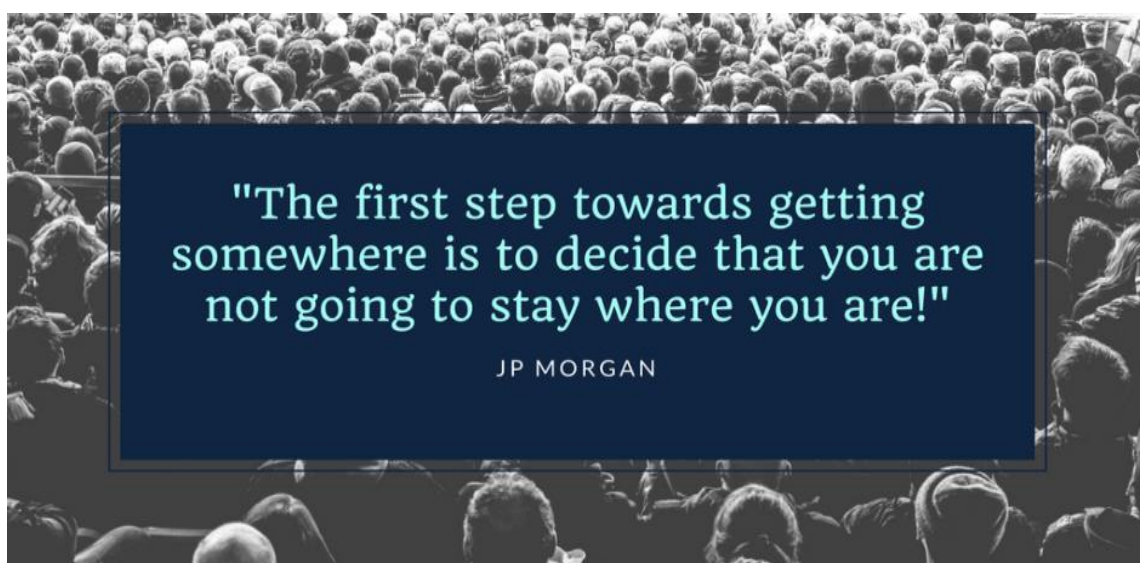
Students are automatically enrolled on Blackboard once registered with the University. Your courses will then appear once you log on with your username and password. It is advisable to confirm your access to Blackboard before needing it for important module information, online contributions, or deadlines. Further information on Blackboard is available at nuigalway.blackboard.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.nuigalway.ie/information-solutions-services/). Assistance is provided via the ticketing service and Helpdesk (at servicedesk.nuigalway.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.nuigalway.ie/student_services/ for further information). The Disability Support Service (see www.nuigalway.ie/disability/) promotes inclusive practices throughout the campus community and are committed to the provision of an equitable learning environment that will enable students become independent learners and highly skilled graduates. The university also have a team of qualified and experienced counsellors, psychologists and psychotherapists and information about the Counselling Service is available at <http://www.nuigalway.ie/counsellors/>.



NOTES



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