

**Unit Outline 2014**

**Faculty of Business, Government & Law**

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| **Policy Report PG (Bhutan)** |
| **8557**  |

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| This Unit Outline must be read in conjunction with:  |
| 1. *UC Student Guide to Policies,* which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at *(scroll to bottom of page)* http://www.canberra.edu.au/student-services
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| b) *UC Guide to Student Services*, and is available at *(scroll to bottom of page)* http://www.canberra.edu.au/student-services  |
| c) Any additional information specified in section 6h.  |

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| **1: General Information**  |

**1.1 Unit title**

Policy Report PG (Bhutan)

**1.2 Unit number**

8557

**1.3 Teaching Period and year offered**

Semester Two, 2014

**1.4 Credit point value**

6 credit points

**1.5 Unit level**

PG

**1.6 Unit Convenor**

Adjunct Associate Professor Melvin Wingfield

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**1.7 Administrative contact details**

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**Communication within this unit**

**The University provides you with a student e-mail address. The University uses this address for official correspondence and it is used for Moodle access. Use of non-student e-mail addresses to communicate will lead to delay or non-response they may be screened out by spam filters and not received. You are strongly advised to check your student email account regularly for new messages. Information on how to access your student e-mail and how to re-direct it to your private e-mail account is available at:**

**http://www.canberra.edu.au/itm/student-support/communication/email**

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| **2: Academic Content**  |

**2.1 Unit description and learning outcomes**

The central aim of this unit is to provide participants with skills in policy research design and report writing. Students will complete a policy report based on original and independent research. Skills developed include:

1. Teamwork, research planning and logistical problem solving

2. Appropriate application of research methods to conduct primary and secondary research,

3. Data and information gathering particularly using qualitative research methods,

4. Analysis and evaluation weaving together multiple information and data sources with appropriate explanatory/theoretical frameworks,

5. Use of evidence to build an argument, and

6. High level written communication relevant to their professional field.

The purpose of the report is to review and integrate learning activities across the core units of the Master of Public Administration. This is achieved through the development of anindependent piece of research in which a process of policy or organisational change is evaluated from both a practical and an academic perspective. This 8,000 word Policy Report is supported by the Policy Report Workshop at which participants present research proposals for feedback to a forum consisting of subject specialists and colleagues. A specialist supervisor is provided for this unit.

On completion of this unit, students will be able to:

* Understand the theoretical and methodological concerns of high quality research in public administration or allied discipline relevant to their professional field;
* Engage in high quality independent and ethical research;
* Collect, evaluate, interpret and present information and numerical data;
* Select and use appropriate information and communication technology, and to retrieve, manipulate and present information;
* Identify problems and analyse the main features of problems relevant to their professional field;
* Apply appropriate problem solving processes, arguments, critical and creative thinking;
* Implement and evaluate strategies for the resolution of problems.

**2.2 Generic skills**

This unit is just one component of your degree studies. Across the whole course leading to your degree you are expected to develop skills and attributes across five generic areas – see http://www.canberra.edu.au/learning-teaching/student-support/uc-graduate-attributes

It is not expected that all generic skills will be equally dealt with in the one unit.

This unit concentrates on particular generic skills as indicated below.

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| 1. **Communication** - The ability to present knowledge, ideas and opinions effectively and communicate within and across professional and cultural boundaries.  | **√**  |
| 2. **Analysis and Inquiry** - The ability to gather information, and to analyse and evaluate information and situations in a systematic, creative and insightful way.  | **√**  |
| 3. **Problem Solving** - The ability to apply problem-solving process in novel situations; to identify and analyse problems then formulate and implement solutions.  | **√**  |
| 4. **Working Independently and with others** - The ability to plan their own work, be self-directed and use interpersonal skills and attitudes to work collaboratively.  | **√**  |
| 5. **Professionalism & Social Responsibility** - The capacity and intention to use professional knowledge and skills ethically and responsibly, for the benefit of others and the environment.  | **√**  |

**2.3 Prerequisites and/or co-requisites**

Enrolment in the Master of Public Administration 737AA is expected. Students from related courses will be able to undertake this unit (eg Master of Management) with the permission of the unit and course convenors.

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| **3: Delivery of Unit and Timetable**  |

**3.1 Delivery mode**

Intensive, face-to-face - in a blended learning mode, that is at RIM, Thimpu in an intensive teaching week in August 2014 with a mix of lectures and tutorials, followed by a period of research independent activities involving communication and feedback at-a-distance with a specialist supervisor. This is a research unit in which students work in project teams to design and implement a piece of original policy research work. There are five days of intensive instruction and development involving students and the course convener in August. Activities are set out in the following section.

**3.2 Timetable of activities**

**SUMMARY OF TOPICS**

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| **Day**  | **Activity**  |
| **1**  | **Session 1 *(Monday, 4th August):* Introduction: Doing Policy Research** This introductory session addresses some of the basic issues relating to the Policy Research Proposal and Report. Groups will be formed and development of policy topics will commence. Components of the Policy Research Proposal and Report will be discussed including statement of problem or puzzle, context and significance of the project, relevant literature and resources, project aims, research methods, and timetable.  |
| **2**  | **Session 2: (Tuesday, *5th August*): Methodology and Research Design** This session involves presentation and discussion of research strategies, research design, and research methodology. The proposal will be developed in the light of this to hone the sections on the significance and justification, research question and project aims, and research design.  |
| **3**  | **Session 3: (Wednesday, *6th August*) Preliminary Proposal** In this session, students will further develop their proposal and project plan. Each group will present a short report on the work undertaken so far and indicate any difficulties they have encountered. Any perceived difficulties associated with the project should be identified at this session. Students will receive feedback from peers and staff and incorporate relevant suggestions into a revised proposal. At this time students will be provided with guidelines concerning the structure and format of the final Policy Report document they will hand in for assessment.  |
| **4**  | **Session 4: (Thursday, *7th August*) Proposal Development** Focus today will be on the analysis of qualitative and quantitative materials and their synthesis with a theoretical framework. In this session groups will also work on their proposal. This will include identifying and analyzing relevant resources and existing data, and developing and piloting interview questions or other research instruments.  |
| **5**  | **Session 5: (Friday, *8th August*)** In this session, students will make a formal classroom presentation of their Policy Report Proposal. In the presentation it is expected that students will explain the policy issue they plan to work on, the research they have done accessing existing relevant resources, their planned methods for gathering and analysing data and their reasons for choosing them, and their expected contribution. They will receive feedback from the audience (convener and fellow-students). Relevant items from this feedback should be incorporated into the draft proposal at the earliest opportunity and the written draft submitted to the supervisor for further comment.Students must obtain approval from the unit convener and supervisors before continuing the research.  |

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| **4: Unit Resources**  |

**4.1 Lists of required texts/readings**

The following book is recommended as a very useful straightforward guide to writing a thesis:

**Evans, D. and Gruba, P. (2010) How to Write a Better Thesis, second edition Melbourne: Melbourne University Press.**

There are many other books on research methods and thesis-writing in the UC library that can be consulted while doing this research.

**4.2 Materials and equipment**

It will be necessary to have computer and Internet access.

**4.3 Unit Moodle site**

To find your unit site online, login to LearnOnline(Moodle) using your student ID.

Note that your unit site has a profiles page that displays your name and email address for the benefit of other students. If you prefer to hide your email address, click here for instructions.

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| **5: Assessment**  |

**5.1 Assessment overview**

Assessment is entirely based on the final policy report. Please submit your proposal and your final report via Moodle. However, students need to satisfy several requirements in order to qualify for the final grade. These are:

* Group presentation of a research proposal (last day of intensive)
* Acceptance of a group research proposal by convenor and supervisor
* Individual presentation of a draft of your policy report to your supervisor for feedback to be incorporated into final report

**5.2 Key Dates**

* Friday August 8thPresentation of research proposal (1 per group)
* Friday August 29thSubmission of Policy Report Proposals (1 per group)
* Monday, January 12th 2015 Policy Report Submission (1 per individual)

**5.3 Submission of assessment items**

All assessment items will be submitted online via the unit Moodle site. The first page of each assessment submission should include the following information:

Student Name:

Student ID:

Assessment Name:

Word Count (if applicable):

**5.4 Special assessment requirements**

N/A

**5.5 Supplementary assessment**

Refer to the UC Supplementary Assessment Policy

**5.6 Academic Integrity**

Students have a responsibility to uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of others’ work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices that contravene academic values. Please see UC's Academic Integrity Policy.

To enhance understanding of academic integrity, it is expected that all students will complete the LearnOnline Academic Integrity Module (AIM) at least once during their course of study. The module is automatically available as a listed site when students log into LearnOnline.

**5.7 Use of text-matching software**

The University of Canberra has available, through LearnOnline (Moodle), text-matching software that helps students and staff reduce plagiarism and improve understandings of academic integrity. Known as URKUND, the software matches submitted text in student assignments against material from various sources: the internet, published books and journals, and previously submitted student texts. Click here for further information on the URKUND text-matching software.

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| **6: Student Responsibility**  |

**6.1 Workload**

The amount of time you will need to spend on study in this unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp unit the total notional workload over the semester or term is assumed to be 150 hours. These hours include time spent in classes. The total workload for units of different credit point value should vary proportionally. For example, for a 6cp unit the total notional workload over a semester or term is assumed to be 300 hours.

**6.2 Inclusion and Welfare**

Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convener or Inclusion and Welfare as soon as possible so the necessary arrangements can be made.

**6.3 Participation requirements**

Students are required to attend all of the face to face sessions scheduled for this unit.

**6.4 Withdrawal**

If you are planning to withdraw please discuss with your unit convener. Please see Withdrawal of Units for further information on deadlines.

**6.5 Required IT skills**

Wordprocessing, Internet searching

**6.6 In-Unit Costs**

(Note: To calculate your unit fees see: How do I calculate my fees?.

The online UC Co-op Textbook Search is available for purchasing text books.)

**6.7 Work placements, internships or practicums**

N/A

**6.8 Additional information**

N/A

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| **7: Student Feedback**  |

All students enrolled in this unit will have an opportunity to provide anonymous feedback on the unit at the end of the Semester via the Unit Satisfaction Survey (USS) which you can access by logging into MyUC via the UC homepage: http://www.canberra.edu.au/home/. Your lecturer or tutor may also invite you to provide more detailed feedback on their teaching through an anonymous questionnaire.

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| **8: Authority of this Unit Outline**  |

Any change to the information contained in Section 2 (Academic content), and Section 5 (Assessment) of this document, will only be made by the Unit Convener if the written agreement of Head of Discipline and a majority of students has been obtained; and if written advice of the change is then provided on the unit site in the learning management system. If this is not possible, written advice of the change must be then forwarded to each student enrolled in the unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convener.