



**Faculty of Education**

**Honours**

**Handbook for 2010 Prospective Students**

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## Objectives of the Honours Program

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The Faculty of Education offers the following undergraduate Honours Programs:

- Bachelor of Early Childhood Education (Honours)
- Bachelor of Primary Education (Honours)
- Bachelor of Physical and Health Education (Honours)

Each Honours program supports the University of Wollongong's graduate qualities. Each honours program aims to encourage students to:

- Make a contribution to theory, research and pedagogy of education;
- Conduct independent research in education and report its outcomes in a scholarly manner in the form of a thesis as well as other forums such as conference presentations and journal articles;
- Work co-operatively with individuals and groups, including students, supervisors, the Honours Coordinator and faculty research groups, as well as participants and informants in research sites;
- Conduct educational research in ways that are intellectually honest, with professional integrity and knowledge and enactment of appropriate ethical standards;
- Be aware of changing conditions and situations in research settings;
- Seek out opportunities and apply knowledge in educational research that will contribute beneficially to educational research and practice;
- Participate in the research culture within the Faculty of Education.

## Structure of the Honours Program

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Each Honours Program in the Faculty of Education has particular subject requirements and structures that are set out below.

### **Bachelor of Early Childhood Education (Honours) – Course Code 869**

The honours program for the Bachelor of Education – The Early Years degree is embedded into the fourth year of the degree. It comprises the following subjects:

- ECRT401: Thesis in Early Childhood (Annual subject, 24 credit points)
- ECCR401: Contemporary Research and Issues in Early Childhood (Annual Subject, 18 credit points).
- One 400-level elective subject from the Bachelor of Early Childhood Education course (6 credit points).

The class of honours will be based on the weighted average mark (WAM) achieved for all subjects (100-400 level) undertaken during the four years of study. (See section *Range of Honours* for more details.)

#### **ECRT401: Thesis in Early Childhood (24 credit points)**

The student will be required to complete a thesis, approximately 24,000 words in length, based upon a course of supervised study on a topic negotiated by the student and approved by the supervisors and the Faculty. The thesis can take the form of a qualitative, quantitative or mixed-mode research project.

#### **ECCR401: Contemporary Research and Issues in Early Childhood (18 credit points)**

This subject will deal with advanced theory in early childhood education and currently emerging issues in early childhood practice. Students will also be required to examine research methods by completing EDAR401: Advanced Research Methods (see below) as part of ECCR401.

## **Bachelor of Primary Education (Honours) – Course Code 879**

The honours program for the Bachelor of Primary Education is embedded into the fourth year of the degree. It comprises the following subjects:

- EDRT401: Thesis (Annual subject, 24 credit points).
- EDAR401: Advanced Research Methods (Autumn session, 6 credit points).
- EDPD401: Professional Development 3 (Autumn session 6 credit points)
- EDPD402: Professional Development 4 (Spring session 12 credit points)

The class of honours will be based on the weighted average mark (WAM) achieved for all subjects (100-400 level) undertaken during the four years of study. (See section *Range of Honours* for more details.)

### **EDRT401: Thesis (24 credit points)**

The student will be required to complete a project, approximately 24,000 words in length, based upon a course of supervised study on a topic negotiated by the student and supervisors and approved by the Faculty. The thesis can take the form of a qualitative, quantitative or mixed-mode research project.

### **EDAR401: Advanced Research Methods (6 credit points)**

This subject extends students' understandings of qualitative and quantitative inquiry paradigms in educational research. This subject is designed particularly to support honours students as they conduct their honours thesis. As such, topics covered will extend students' understandings of ethics, and of identifying a research question, writing a literature review, choosing an effective research method, gathering, representing, analysing and interpreting data, and report writing.

### **EDPD401 and EDPD402 (18 credit points)**

These subjects are the 3<sup>rd</sup> & 4<sup>th</sup> subjects of the professional development sequence. There is a five-week internship attached to EDPD402. The Internship will be completed after the thesis has been submitted.

## **Bachelor of Education in Physical and Health Education (Honours)**

**For 4<sup>th</sup> year students in 2010 (from Course Code 804)**

### **Bachelor of Education in Physical and Health Education (Honours) – Course Code 872**

The honours program for the Bachelor of Education Physical and Health Education Degree is embedded into the fourth year of undergraduate study. Students enrol in **EDUP430: Project in Physical and Health Education** (annual subject) instead of one Autumn and one Spring Session Elective. Candidates must pass EDUP430 and maintain their distinction average during fourth year to be awarded the degree of B.Ed. (Hons.).

The class of honours will be based on the weighted average mark (WAM) achieved for all subjects (100-400 level) undertaken during the four years of study. (See section *Range of Honours* for more details.)

### **EDUP430: Project in Physical and Health Education (12 credit points)**

The student will be required to complete a project, approximately 12,000 words in length, based upon a course of supervised study on a topic negotiated by the student and supervisors and approved by the Faculty.

## **For 3<sup>rd</sup> year students in 2010 (from Course Code 1810)**

### **Bachelor of Physical and Health Education (Honours) – Course Code 1810**

The honours program for the Bachelor of Physical and Health Education is embedded into the Spring semester of the third year and the complete fourth year of undergraduate study. Students enrol in **EDPR410: Honours Thesis** instead of third and fourth year electives. Candidates must pass EDPR410 and maintain their distinction average during fourth year to be awarded the degree of Bachelor of Physical and Health Education (Hons.).

The class of honours will be based on the weighted average mark (WAM) achieved for all subjects (100-400 level) undertaken during the four years of study. (See section *Range of Honours* for more details.)

#### **EDPR410: Honours Thesis (18 credit points)**

The student will be required to complete a project, approximately 18,000 words in length, based upon a course of supervised study on a topic negotiated by the student and supervisors and approved by the Faculty.

### **Admission requirements**

#### *Bachelor of Early Childhood Education (Honours)*

1. Attainment of an approved standard of achievement (WAM of 75+) during the second and third years of the undergraduate degree. That is, 200 and 300 level subjects must be completed at an average of Distinction grade or better;
2. A suitable study proposal; and
3. A suitable and willing principal supervisor and co-supervisor.

#### *Bachelor of Primary Education (Honours)*

1. Attainment of an approved standard of achievement (WAM of 75+) during the second and third years of the undergraduate degree. That is, 200 and 300 level subjects must be completed at an average of Distinction grade or better;
2. A suitable study proposal; and
3. A suitable and willing principal supervisor and co-supervisor.

#### *Bachelor of Physical and Health Education (Honours)*

1. Attainment of an approved standard of achievement (WAM of 75+) during the first, second and third year (first semester) of the undergraduate degree;
2. A suitable study proposal; and
3. A suitable and willing principal supervisor and co-supervisor.

## How to Apply for the Honours Program

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In the last week of Autumn session in the third year program, an information session is held for interested Early Childhood, Primary and PE students in the lecture timeslot for one of the core subjects in each program. In this session an opportunity to hear from current honours students is provided. At this time, interested students can lodge an expression of interest with the Honours Coordinator.

There are two pathways into the Honours Program in the Faculty of Education.

### Pathway 1

A meeting of prospective honours candidates will be held in September in the Faculty of Education. Third year students who wish to apply for honours should attend. This meeting will provide information about the enrolment process for the Honours program.

#### **Enrolment process:**

Students submit an Honours Research Proposal to the Faculty of Education Professional Officer, Research. Appendix A provides a pro forma for the proposal.

The Honours Research Proposal must be received by the first Friday in December.

The proposal will be considered by the Honours Sub-committee of the Faculty of Research Committee and recommendations forwarded to the Associate Dean, Research and Graduate for approval. The Honours Sub-committee will complete an *Assessment of Applicants* form (see Appendix B) in which comment is made on each student's prior academic performance and potential to adapt to the social context of honours research in education, and the suitability of their proposed study. Students will be notified of the status of their application after this process (usually mid-December).

If a student has a grievance concerning the outcome of their application, they should initially contact the Honours Coordinator and then follow the Faculty of Education Student Academic Grievance Policy (see *Relevant University and Faculty Procedures and Policies* section).

### Pathway 2

During Spring session, interested students may enrol in a Project Subject (negotiated with Honours Coordinator and Course Director) in place of a Discipline Elective. The purpose of this experience is for students to engage with researchers within the Faculty and associated Research Strengths. Interested students could work either on a topic of their choice or within an existing research project and work on a 'slice' of the project under the guidance of an investigator within the project. The project will run for one session (13 weeks) and the student will be an active member of the research team as they review literature, contribute to data collection, assist with any data analysis and attend any Research Strength meetings. It is anticipated that this relationship would lead into an honours project for the following year.

#### **Enrolment process:**

Students submit an Honours Research Proposal to the Faculty of Education Professional Officer, Research. Appendix A provides a pro forma for the proposal.

The Honours Research Proposal must be received by the first Friday in December.

The proposal will be considered by the Honours Sub-committee of the Faculty of Research Committee and recommendations forwarded to the Associate Dean, Research and Graduate for approval. The Honours Sub-committee will complete an *Assessment of Applicants* form (see Appendix B) in which comment is made on each student's prior academic performance

and potential to adapt to the social context of honours research in education, and the suitability of their proposed study. Students will be notified of the status of their application after this process (usually mid-December).

If a student has a grievance concerning the outcome of their application, they should initially contact the Honours Coordinator and then follow the Faculty of Education Student Academic Grievance Policy (see *Relevant University and Faculty Procedures and Policies* section).

## Selecting a project topic

Prospective honours students are encouraged to talk with the Honours Coordinator and Faculty Academic Staff to help identify a project topic. The Honours Coordinator will compile a list of possible projects for the following year and students may peruse this list to help identify a topic and supervision team. Alternatively, negotiations may take place between students and individual staff members. Academic staff members are advised to supervise a maximum of two honours students each year; students are required to have two supervisors.

## Responsibilities of Honours Students

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Honours students have the primary responsibility for the timely completion of their Honours project and other assessment tasks. Specific responsibilities are:

1. Develop an Honours project proposal and plan for completing the project within a timeframe agreed to by supervisors;
2. Maintain regular contact with the principal supervisor and co-supervisor;
3. Discuss any proposed variation of enrolment or leave of absence with their supervisors and Honours Coordinator/ head of academic unit;
4. Establish with the principal supervisor and co-supervisor the level of support required for successful completion of the degree;
5. Present required written material to the principal supervisor and co-supervisor in sufficient time to allow for comments and discussions before scheduled meetings;
6. Undertake additional work towards their project identified as necessary by the principal supervisor and co-supervisor;
7. Accept responsibility for the quality and originality of all submitted work.

The Code of Practice Honours is available at the following URL:  
<http://www.uow.edu.au/student/honours/rules/cops/index.html>

## Support for Honours Students

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### Faculty of Education Student Services Centre

Building No 23, Ground Floor

Telephone 61 2 42213 981

Facsimile 61 2 42213 892

Email [ssc@uow.edu.au](mailto:ssc@uow.edu.au)

Student OnLine Services <http://www.uow.edu.au/student/sols>

### Library details

Telephone 61 2 4221 3548

Web <http://www.library.uow.edu.au>

Use the Library website to link to the catalogue, databases, Email or Chat to a Librarian services, guides to finding resources, online tutorials and information on Library resources and services for students studying within Australia and overseas.

The Main Library (Building 16) and Curriculum Resources Centre (Building 22) are located at the Wollongong Campus. UOW Libraries at other locations are listed on the Library website.

### Student Support Services

A range of services, programs and resources designed to support students can be found at <http://www.uow.edu.au/student/services/>

### Scholarship Opportunities

There are different scholarship opportunities for Honours students. An overview of these is provided.

#### Summer Vacation Research Scholarship Scheme

The Summer Vacation Research Scholarship Scheme is jointly funded by the Faculty of Education and research centres with which Faculty staff are affiliated. The Scheme pays \$200 per week and runs for 10 weeks over the Summer Session. Third year students who enrol in an honours program for 2010 are eligible. Information on the Scheme can initially be obtained by contacting the Professional Officer, Research.

#### Alumni Network Education Chapter Prize

All honours students in the Faculty of Education are strongly encouraged to apply for this prize as part of their honours studies. Students submit their research proposal, an application form, a copy of the transcript of their academic record, and a letter of support from their supervisors by the advertised date in July. A panel appointed by the Education Chapter Committee then selects a winner (\$1000 prize) and in the event of other outstanding proposals being submitted, the committee will consider awarding up to two prizes to the value of \$100 each. At a special meeting of the Education Chapter of the Alumni Association, all applicants give a 5-minute presentation on their project topic. The Honours Coordinator will alert students to dates and expectations as part of the presentation schedule.

#### NSW Institute for Educational Research Student Research Grants

The NSW IER makes seeding grants of up to \$1000 towards the costs of undertaking educational research at an honours level. Applications usually close early December. Information and an application form can be obtained from the URL:

<http://www.nswier.edu.au/research/grants.cfm?ss=2>

### **ACHPER NSW Honours Scholarship**

ACHPER NSW awards up to three honours scholarships of \$200 each year for research in physical and health education and related fields. Further information can be obtained from the URL: <http://www.achpernsw.com.au/Content/Common/pg-awards.seo>

### **AUC (Apple University Consortium) Honours Scholarship program**

AUC Honours Scholarships have a base value of \$4,000, paid in two even amounts during the scholarship. Up to \$500 is available to support attendance at a conference, or to support publication of research in a relevant publication. Applicants must be undertaking a full-year research project that in some way depends on or uses uniquely Apple technologies. Further information can be obtained from the URL: <http://www.auc.edu.au/Honours+Scholarships>

### **Faculty Honours Student Support Fund**

Students are able to claim back a certain agreed amount from the Research Budget for their studies. Claims must be supported by an original receipt and/or tax invoice and should be given to Professional Officer - Research. (The Honours Handbook for enrolled Students provides more details.)

# The Honours Year

## Overview

An overview of typical activities in the honours year is indicated below:

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Submit ethics application	X										
Prepare drafts of introduction and literature review chapters for supervisor comment and feedback			X				X				
Prepare drafts of methodology chapter for supervisor feedback				X			X				
Pilot method of data collection			X								
Recruit participants			X	X							
Data collection				X	X	X					
Prepare draft results chapter for supervisor feedback								X			
Prepare draft discussion chapter for supervisor feedback								X	X		
Revise and work on final versions of chapters									X	X	
Submit thesis for examination										X	
Make corrections and have thesis hard bound											X

Students and supervisors need to carefully negotiate a time-line for the completion of tasks. It is important that communication between the parties is clear and opportunities for regular support and encouragement are provided for to meet the tight framework for the completion of the project. In your first initial meeting it is expected that you will discuss and complete your supervisory agreement (a checklist is provided for all enrolled honours students).

## Progress Reports

Honours students are required to complete two progress reports throughout their candidature. These are a way of ensuring that students are making adequate progress and of outlining any problems that may have affected progress. The First Progress Report is due in mid-March and the Second Progress Report is due in mid-June (specific dates will be provided upon acceptance into the Honours program). Where problems are identified, the student and supervisors may meet with the Honours Co-ordinator to resolve relevant issues. It is expected that an ethics application will have been submitted by the deadline for the first Progress Report. The Introduction, Literature Review, and Methodology chapters should be written by the deadline for the second progress report along with the commencement of data collection. Both students and supervisors need to sign these progress reports and submit them to the Professional Officer, Research.

## Project Presentations

Project presentations are scheduled throughout the honours year and these are opportunities for students to present their work-in-progress and to showcase their work. Critical feedback will be provided to students on the basis of the presentations. The schedule of project presentations is as follows:

- Show and Tell 1 (April/May)
- Honours Alumni Prize Evening (July)
- Show and Tell 2 (September)
- Presentation of Project Findings (October)

Prior to each presentation, the Honours Coordinator will advise of specific details. These presentations will be open to all Faculty staff, postgraduate students, and interested undergraduate students.

## **Network Meetings**

The Honours Coordinator will negotiate Network Meetings with Honours students throughout the year of candidature. These will be organised to facilitate a sense of community amongst students with opportunities for question and answer, dissemination of important information and other research activities.

## **Submission of Honours Thesis**

The thesis is due in early October. Supervisors nominate two internal and two external examiners (experts in the field within which the honours research is situated). One external and one internal assessor from this list will assess the thesis.

When examiners' comments and marks are returned with the marked project, they are read and evaluated by the Honours Coordinator, then forwarded to the Supervisors. The Supervisors return the assessed work and discuss the examiners' reports with their student. Supervisors liaise with their student to organise any required amendments.

Following assessment, two corrected and hard bound copies of the project must be submitted to the Professional Officer, Research by Friday mid-December.

## **Copies of Honours Thesis for Faculty and Library**

Two copies of the final, amended and hard-cover bound project are given to the Faculty of Education prior to graduation. One copy is retained in the Faculty Thesis Library. The other copy is forwarded to the Collection Service in the University Library for registration before it is sent to the Curriculum Resources Centre (CRC) in the Faculty of Education.

## Range of Honours

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For the Bachelor of Early Childhood Education and the Bachelor of Primary Education, the ranges for honours degrees and the associated weighted average mark (WAM) are:

- Class I (85%-100%)
- Class II, Division 1 (75% to less than 85%)
- Class II, Division 2 (65% to less than 75%)

Note: All subjects from 100-400 levels are used to calculate the WAM. The weights are: 4 for 400 level, 3 for 300 level, 2 for 200 level and 1 for 100 level. If you enter the Honours program and fail to achieve any of the above grades of honours you will not be awarded an honours degree, but you may still be eligible for a Bachelor of Early Childhood Education, or Bachelor of Primary Education Pass degree.

For the Bachelor of Physical and Health Education, the ranges for honours degrees and the associated weighted average mark (WAM) are:

- Class I (WAM of 77.5-100%)
- Class II, Division 1 (WAM of 72.5-77.5%)
- Class II, Division 2 (WAM of 67.5-72.5%)

Note: All subjects from 100-400 levels are used to calculate the WAM. The weights are: 4 for 400 level, 3 for 300 level, 2 for 200 level and 1 for 100 level. If you enter the Honours program and fail to achieve any of the above grades of honours you will not be awarded an honours degree, but you may still be eligible for a Bachelor of Education Pass degree.

## Relevant University and Faculty Procedures and Policies

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### Code of Practice – Authorship

For information about the University's Code of Practice for authorship, please see <http://www.uow.edu.au/student/honours/rules/cops/index.html>

### Code of Practice – Research

For information about the University's Code of Practice for research, please see <http://www.uow.edu.au/student/honours/rules/cops/index.html>

### Student Conduct

In line with UOW's commitment to academic integrity, new rules related to student conduct have been in effect since 1 January 2008. Relevant information may be found at <http://www.uow.edu.au/handbook/generalrules/StudentConductRules.pdf>

### Student Rights and Responsibilities

Information about the responsibilities and expectations that UOW and its students can fairly expect of each other may be found at <http://www.uow.edu.au/student/rights/index.html>. This site provides a summary of relevant rules and policies.

### Academic Grievance Policy (Coursework and Honours Students)

UOW aims to provide a transparent and consistent process for resolving student academic grievances. Further information is available at <http://www.uow.edu.au/handbook/courserules/studacgrievpol.html>

### Faculty of Education Student Academic Grievance Policy

<http://www.uow.edu.au/educ/students/UOW037398.html>

### **Non-discriminatory Language Practice and Presentation**

UOW endorses a policy of non-discriminatory language practice in all academic and administrative activities of the University. Further information is available from <http://staff.uow.edu.au/eed/nondiscrimlanguage.html>

### **Occupational Health & Safety**

The OHS unit at UOW aims to provide structures, system and support to ensure the health, safety and welfare of all at the campus. Further information is available from <http://staff.uow.edu.au/ohs/>

### **Intellectual Property**

UOW's Intellectual Property Policy provides guidance on the approach taken to Intellectual Property (IP), including its ownership, protection and exploitation. Further information about the management of IP is available at <http://www.uow.edu.au/research/legal/ip/>

### **Human Research Ethics Guidelines**

The Human Research Ethics Committee protects the welfare and rights of the participants in research activities. Further information can be found at <http://www.uow.edu.au/research/rso/ethics/human/index.html>

## Key Dates for 2010

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4 December 2009	Deadline for Honours applications
18 December 2009	Finalisation of project proposals for candidates accepted into honours programs for 2010.
February 2010	Honours Welcome Session
26 February 2010	Minutes from the first supervisory meeting (Appendix C) should be lodged with the Professional Officer, Research.
12 March 2010	First Progress Report due to the Professional Officer, Research
April or May 2010 (TBC)	Show & Tell 1
11 June 2010	Second Progress Report due to the Professional Officer, Research
July 2010 (TBC)	Honours Alumni Education Chapter Prize and Presentations
10 September 2010	Nomination of Examiners form due to the Professional Officer, Research
September 2010 (TBC)	Show & Tell 2
8 October 2010	Three spiral copies of thesis due to the Professional Officer, Research
19 October 2010	Final project presentations and celebration!
17 December 2010	Two bound and corrected copies of thesis due to the Professional Officer, Research

## Important Contacts

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### **Faculty Honours Coordinator (Acting for 2009)**

#### ***Dr Shirley Agostinho***

Telephone Number: 4221 5512

Room Number: 67.310

Email: [shirleya@uow.edu.au](mailto:shirleya@uow.edu.au)

### **Faculty Honours Coordinator 2010**

#### ***Dr Lisa Kervin***

Telephone Number: 4221 3968

Room Number: 67.309

Email: [lkervin@uow.edu.au](mailto:lkervin@uow.edu.au)

### **Professional Officer, Research**

#### ***Kim Oborn***

Faculty support contact for Honours students

Room Number: 67.305

Telephone Number: 4221 4371

Email: [koborn@uow.edu.au](mailto:koborn@uow.edu.au)

### **Education Faculty Librarian**

#### ***Bernadette Stephens***

Phone (in Library) 4221 5447

Email: [bernadet@uow.edu.au](mailto:bernadet@uow.edu.au)

Bernadette can provide assistance with database searching and retrieval and accessing of information for your research studies.

### **Learning Development Centre (LDC)**

Building 19.G102; Phone 4221 3977

The LDC runs a number of free project-related academic skills workshops such as reading & note-making and structuring arguments & critical thinking. For more information visit their web address: <http://www.uow.edu.au/student/services/ld/>

### **Student Support Advisor**

#### ***Kerry Banks***

Student Services

Telephone Number: 4221 4529

Room Number: 23.G20

Email: [kerryb@uow.edu.au](mailto:kerryb@uow.edu.au)

### **Thesis Binding**

Kwikkopy

Cnr Atchison & Burelli Street

Wollongong NSW 2500

Phone: 4228 4033

Email: [print@gong.kwikkopy.com.au](mailto:print@gong.kwikkopy.com.au)

# Appendix A

## Format for Honours Research Proposal

The following template should be used for honours proposals to the Faculty of Education. It is expected that prospective students and supervisors collaborate on the completion of this proposal as this will assist to determine the suitability of the research for the nominated honours program. Maximum length is 2 pages.

<b>Title</b> Include an adequate and appropriate title for the proposed research project (it may be adjusted and changed during the course of inquiry)
<b>Student's name, number, degree</b>
<b>Introduction</b> Provide an overview of the proposed project. This should briefly state what the proposal is about; for example, the broad aims. ( <i>max 50 words</i> )
<b>Problem Statement and Background to the research</b> ( <i>max 250 words</i> ) Identify the problem or issue to be addressed by the project. Provide a brief overview of the relevant literature to demonstrate adequate background knowledge of the proposed field and to motivate the proposed research. <i>What work has been done in this area according to the literature? What research gaps or problems have been identified?</i>
<b>Significance</b> ( <i>max 100 words</i> ) Argue for the significance of the research in terms of both practice and theory. <i>Why is this study significant or worthwhile?</i>
<b>Proposed Methodology and Research Design</b> ( <i>max 250 words</i> ) Describe the type of study proposed and how it will be done. The proposal may consider the following: the research approach, research design and data collection. Where appropriate, outline the theoretical approach that this study will follow. There should be clear links between this section and the problem statement and background to the research.
<b>References</b> Include a full list of all references cited in the proposal using the faculty approved referencing conventions.
<b>Faculty Research Strength</b> Identify the Research Strength where the proposed research is located (discuss with supervisors). "I have discussed this research proposal with ( <i>insert name of principal supervisor and co-supervisor</i> ) and he/she has agreed to supervise me during my honours candidature". (With signatures)

