



**Faculty of Education**

**Honours**

**Handbook for 2012 Prospective Students  
(Primary and Early Years)**

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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 Education – The Early Years Honours
- Bachelor of Primary Education Honours
- Bachelor of Physical and Health Education Honours

Valuable qualities gained by UOW graduates are essential for gaining employment and making an important contribution to society and their chosen field – further information is available at <http://www.uow.edu.au/about/teaching/qualities/>. Engagement in an Honours program in the Faculty of Education will contribute to each student’s development of the following UOW Graduate Qualities:

<i>Informed</i>	Sound knowledge of the teaching profession with understanding of its current issues, locally and internationally. Understand how an area of study has developed and how it relates to other areas.
<i>Independent learners</i>	Engage with new ideas and ways of thinking and critically analyse issues. Find and evaluate information, using a variety of sources and technologies.
<i>Problem solvers</i>	Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond to challenges and opportunities.
<i>Effective communicators</i>	Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings.
<i>Responsible</i>	Act with integrity as part of local, national, global and professional communities.

In particular, Honours students are encouraged 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 Education – The Early Years Honours**

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:

- EYRT401: Thesis in Early Childhood (Annual subject, 24 credit points)
- EYCR400: Contemporary Research and Issues in Early Childhood (Annual Subject, 12 credit points).
- EDAR401: Advanced Research Methods (Autumn session, 6 credit points)
- One 400-level elective subject from the Bachelor Of Education – The Early Years course (6 credit points).

The class of honours will be based on the weighted average mark (WAM) achieved for the 400 level subjects that constitute the Honours program only. (See section *Range of Honours* for more details).

#### **EYRT401: 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.

#### **EYCR400: Contemporary Research and Issues in Early Childhood (12 credit points)**

This subject will deal with advanced theory in early childhood education and currently emerging issues in early childhood practice.

#### **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.

### **Bachelor of Primary Education Honours**

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 the 400 level subjects that constitute the Honours program only. (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.

## **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 Research Application 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>

## Admission requirements

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For both the *Bachelor of Education – The Early Years Honours program* and the *Bachelor of Primary Education Honours program*, the admission requirements are as follows:

1. Attainment of an approved standard of achievement (**WAM of 75+**) during the first, second and third years of the undergraduate degree. That is, 100, 200 and 300 level subjects must be completed at an average of Distinction grade or better;
2. A completed Honours Research Application (that complies with the pro forma provided in Appendix A); and
3. A suitable and willing principal supervisor and co-supervisor. (Both supervisors must be identified)

Entry into the Honours program is a competitive process based on student academic performance. The Faculty of Education offers approximately 15 Honours places for the Primary/Early Year Honours cohort each year.

## Application Process

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### Selecting a project topic and preparing the application

During the Autumn session in the third year of the Bachelor of Primary Education and the Bachelor of Education; The Early Years, the Honours Coordinator will provide an information session about the Honours program in *EDER301: Educational Research*. At this time, interested students can lodge an Expression of Interest with the Honours Coordinator.

In addition, an information session for prospective Honours candidates is held in September in the Faculty of Education. Third year students who have expressed interest in applying for the Honours program will be invited to attend. This meeting will provide information about the application process for the Honours program.

During Spring session, interested Primary students may enrol in a Project Subject (EDER302) in place of an Education 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. Students enrolled in the Project Subject should also attend the information session.

Prospective Honours students are encouraged to meet 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.

## Application Submission Process

Students submit an Honours Research Application to the Faculty of Education Research Officer by the first Friday in December (see Key Dates section). Appendix A provides a pro forma for the application.

The Honours Research Application is to be developed in collaboration with the supervisors. It is the responsibility of the prospective Honours candidate to arrange times to meet with the two supervisors well in advance of the application due date in order to devise a well written project proposal. A suggested timeline of activities for prospective Honours candidates to develop their Honours Research Application is as follows:

- |                    |   |
|--------------------|---|
| August/September:  | Identify research project of interest and meet with the appropriate academic staff to commence discussion about possible supervision. |
| September/October: | Meet with supervisors and prepare a draft of the Honours research Application   |
| November:          | Meet with supervisors and refine drafts   |
| Early December:    | Submit Honours Application  |

## Application Review Process

Honours Research Applications will be reviewed by the Honours Assessment Committee (comprised of Associate Dean, Research and Graduate, Director, Postgraduate Research, Honours Coordinator, and a nominated member from FRC by Associate Dean, Research and Graduate). The Honours Assessment Committee will apply the following process:

1. Rank students based on their WAM and EDER301 mark
2. Ensure that the Honours Research Application is completed according to the pro forma provided in Appendix A); and
3. Ensure two suitable supervisors have endorsed supervision.

The committee will complete the *Assessment of Applicants* form (Appendix B) for each application.

Students will be notified of the status of their application after this process (usually between mid-December/early January).

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).

# 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>

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. The Honours Coordinator will notify students of such opportunities.

## Alumni Network Education Chapter Honours Prize

All Honours students in the Faculty of Education are 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.

## Faculty Honours Student Support Fund

Students are able to claim back \$100 from the Research Budget for their studies. Claims must be supported by an original receipt and/or tax invoice and should be given to the Research Officer. Claims can be made for expenses incurred in the preparation of research instruments associated with a student research project or to cover costs associated with the preparation, printing, and binding of the **final thesis** following examination and after amendments have been made.

## Undergraduate Research Space

Honours students will have access to the Undergraduate Research Space. This is a room where a studying space (in the form of a "hot desk"), printing and photocopying facilities are provided.

# 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		8	8								
Prepare drafts of introduction and literature review chapters for supervisor comment and feedback			8				8				
Prepare drafts of methodology chapter for supervisor feedback				8			8				
Pilot method of data collection			8								
Recruit participants			8	8							
Data collection				8	8	8					
Prepare draft results chapter for supervisor feedback								8			
Prepare draft discussion chapter for supervisor feedback								8	8		
Revise and work on final versions of chapters									8	8	
Submit thesis for examination										8	
Make corrections and have thesis hard bound											8

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).

## Ethics Applications

Candidates are required to submit an application to the *University of Wollongong's Human Research Ethics Committee* for approval to undertake research involving human subjects. This application must be approved before candidates can collect any data. The Committee meets once a month and often amendments need to be made and the application resubmitted before it is formally approved.

The application form and guidelines are available electronically at: <http://www.uow.edu.au/research/ethics/human/index.html>. Your supervisors will closely guide and assist you in writing your application.

## 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 March and the Second Progress Report is due in 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 Coordinator 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 Research Officer.

## **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:

- Research Project Plan and Presentation (March)
- Alumni Network Education Chapter Honours Prize Evening (date to be advised)

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.

Research Project Plan and Presentation: A research project plan is to be presented as part of EDAR401: Advanced Research Methods. Supervisors will be invited to attend. The purpose of this presentation is to provide feedback about the research study so that refinements can be made to the research design (if necessary).

## **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.

## **Honours Thesis Examination and Submission**

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

Marks and examination reports will be made available to supervisors only once all results and reports for the student have been received and forwarded to the Honours Assessment Committee for consideration. The names of the examiners and copies of the examiners' reports will be made available to the student after the final mark has been declared. Students, in consultation with their supervisors should then make the changes suggested by the examiners before formally binding their project and submitting two copies to the Research Officer prior to graduation.

## **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 Education: The Early Years and the Bachelor of Primary Education, the ranges for honours degrees and the associated weighted average mark (WAM) are:

- Class I (WAM of 85 - 100%)
- Class II, Division 1 (WAM of 75 - 84%)
- Class II, Division 2 (WAM of 65 - 74%)

Note: Only 400 level subjects that constitute the Honours program are used to calculate the WAM. 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 – The Early Years or Bachelor of Primary 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/student/honours/rules/cops/index.html>

### 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/student/honours/rules/cops/index.html>

### Faculty of Education Student Academic Grievance Policy

<http://www.uow.edu.au/educ/students/policies/index.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://www.uow.edu.au/student/honours/rules/cops/index.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://www.uow.edu.au/about/policy/ohs/index.html>

### **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/ethics/index.html>

## Key Dates for 2012

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2 December 2011	Honours applications due
December 2011	Finalisation of project proposals for candidates accepted into Honours programs for 2012
February 2012	Honours Welcome Session
24 February 2012	Minutes from the first supervisory meeting (Appendix C) - lodged with the Research Officer
9 March 2012	First Progress Report due to the Research Officer
March (Week 2)	Research Project Plan and Presentation
8 June 2012	Second Progress Report due to the Research Officer
24 August 2012	Nomination of Examiners form due to the Research Officer
5 October 2012	Three spiral copies of thesis due to the Research Officer
Date to be confirmed	Presentation - Alumni Education Chapter Honours Prize Night
14 December 2012	Two bound and corrected copies of thesis due to the Research Officer

## Important Contacts

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### **Faculty Honours Coordinator**

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

Telephone Number: 4221 5512

Room Number: 67.310

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

### **Research Officer**

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

Faculty support contact for Honours students

Room Number: 23.G21

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 Resource Centre (LRC)**

Building 11.209, level 3, take lift near Unishop; Phone 4221 3977

The LRC 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.G21

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

### **Thesis Binding**

Kwikkopy

288 Corrimal Street

Wollongong NSW 2500

Phone: 4228 4033

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

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# Appendix A

## Format for Honours Research Application

The following template is to be used for Honours applications to the Faculty of Education. It is expected that prospective students and supervisors collaborate on the completion of this application as this will assist to determine the suitability of the research for the nominated Honours program. Length is approximately 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. (approx. 50 words)
<b>Problem Statement and Background to the research</b> (approx 250 words) 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> (approx 100 words) Argue for the significance of the research in terms of both practice and theory. <i>Why is this study significant or worthwhile?</i>
<b>Research question(s)</b> (approx 100 words) <i>State research questions that will guide the study.</i>
<b>Proposed Methodology and Research Design</b> (approx 250 words) 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).
<b>Endorsement of Supervisors</b> "I have discussed this research proposal with <u>(insert name of principal supervisor and co-supervisor)</u> and he/she has agreed to supervise me during my honours candidature". (Include signatures of both supervisors)



## Appendix C

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### **Checklist first formal meeting between student and supervisors**

At their initial meeting student and supervisors should discuss and agree upon or note the following:

1. Duration, location and timing of future meetings.
2. Structure of future meetings, including which supervisors will attend and the responsibilities of student and supervisor(s) in the event of postponement of meeting.
3. A broad timetable, taking into account the level of the project, the student's timetable for the project, any foreseen intervening matters coursework required and the timetable agreed for completion and criteria of such work.
4. Processes for submission of work e.g. whether material should be submitted before meetings.
5. Access to equipment, study space, computer/software, and where and when these are/will be available and likely resource implications.
6. Requirements to attend presentations.
7. Protocol for documenting meetings or another method of record keeping.
8. Intellectual Property Policy, and the consequences of this for the student's research are explained carefully.
9. Human Ethics Policy and its requirements;
10. Grievance Procedures Policy.

Minutes of this meeting should be lodged with the Research Officer by the due date stated in the Key Dates section. The Honours student should prepare these minutes with the supervisors' signatures indicating they are a true and honest account of the discussion of these areas.