

# **Module Handbook 2025/26**

**Module Name: Sociology Project and Placement Module**

**Module Code: UZSNPK 30 3**

**Module Leader Name: Dr. Martin Crook**

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## **Introduction**

*Hello and welcome to the course.*

Greetings to all budding sociologists and social science researchers! Together we will learn how to deploy research strategies and methods to shed light on corners of the world that have hitherto remained in the shadows, you will help us all expand the horizons of our collective knowledge! But it is not easy and requires time, effort and diligence. As Marx once famously said “there is no royal road to science, and only those who do not dread the fatiguing climb of its steep paths have a chance of gaining its luminous summits”.

*Introduction and Aims*

This module builds on skills developed in Nature and Use of Research at level 2 and culminates in the production of an original piece of work based on a research question of your choice. This module is a compulsory module for all students majoring in sociology.

## *Module Handbook*

This Module Handbook provides essential information about the module so please make sure you download it and read it.

## *Learning Outcomes*

By the time you have completed this module you should have developed in your ability to:

- Define a research problem and formulate testable hypotheses or research questions.
- Select a methodology appropriate to the research problem.
- Plan and execute the study efficiently within a specified timescale.
- Demonstrate awareness of ethical issues, current code of Good Research Practice, data management, and health and safety issues.
- Analyse and interpret the data collected and present the findings effectively.
- Discuss the implications of findings in terms of previous and future research.
- Critically evaluate the relevant literature, methodologies and analyses employed in the project.
- Write your report following the formal guidelines and using appropriate academic style.

## *Module Delivery*

The module will be delivered in the following ways:

- One to one supervision with a nominated supervisor throughout the academic year.
- Six 90-minute workshops, three per term - scheduled live - but which will also be recorded. They will take place on the following dates:

| Teaching Block 1                                                                                                                                         | Teaching Block 2                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 8 <sup>th</sup> <i>Research Design &amp; Good Questions</i><br>9:00- 10:30am in room 3B030 FR<br>10.30-12pm in room 1N005 FR                     | January 28 <sup>th</sup> <i>Using Secondary Data &amp; Professional Development Guide with Helen Moore-Ely</i><br>9:00- 10:30am in room 2C019 FR & 10.30-12pm in room 3A022FR |
| November 5 <sup>th</sup> <i>Tackling the Literature Review</i><br>9:00- 10:30am and 10.30-12pm in room 2L004 FR                                          | February 18 <sup>th</sup> <i>Sampling</i><br>9:00- 10:30am in room 2C019 FR & 10.30-12pm in room 3A022FR                                                                      |
| December 3 <sup>rd</sup> <i>Getting Ethical Approval &amp; Research Responsibility</i><br>9:00- 10:30am in room 2C019 FR<br>11am-12:30pm in room 3A022FR | February 25 <sup>th</sup> <i>Interviewing</i><br>9:00- 10:30am & 10.30-12pm in room 4Q005 FR                                                                                  |

|                                                                                                                      |                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                      | March 18 <sup>th</sup> <i>Managing Data &amp; Presenting Findings</i> 9:00- 10:30am in <b>room 2C019 FR</b> and 10.30-12pm in <b>room 3A022 FR</b>                   |
| December 17 <sup>th</sup> <i>Writing the Methods Chapter</i><br>9:00- 10:30am and 10.30-12pm in <b>room 3A022 FR</b> | March 25 <sup>th</sup> <i>Discussion Chapter &amp; Writing the Executive Summary</i><br>9:00- 10:30am in <b>room 2C019 FR</b> and 10.30-12pm in <b>room 3A022 FR</b> |

- Provision of on-line materials (via Blackboard) for workshops and for work at your own pace.

Please note that this electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information, please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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## 1. Module team information

**Module Leader:** Dr Martin Crook

**Module Team** – There are sixteen members of the supervisory team, drawn from across the Sociology School. For full details, consult the tab on BlackBoard '24-25 Teaching team'. You will find here details on names, contact details, office hours, room numbers etc. If you have any difficulty in

getting hold of your nominated supervisor contact Martin Crook on [Martin.Crook@uwe.ac.uk](mailto:Martin.Crook@uwe.ac.uk)

### **Contacting the Module Leader:**

If you would like to arrange a one-to-one meeting to discuss anything about the module or your experience on it, please email the module leader to arrange a meeting by appointment. *When contacting the module leader, please remember that we have a lot of student queries across a number of modules. We will try and get back to you within two staff working days or as soon as possible.*

**External examiners** from other institutions are appointed to each module to act independently and work with the module team in the management of threshold academic standards. Information is available about the [external examiner appointed to this module](#)

## **2. Module enhancement**

We are always seeking to improve and enhance the module. If you have any feedback about how to improve the module, the easiest and the most informal route is to let your supervisor or the module leader to know how things can be improved.

Additionally, student representatives regularly attend the Student Representative Staff Form. At these meetings, they can give feedback to the programme leader, who can then forward your suggestions to the module leader to act on as appropriate.

It is important to the module team and programme leaders to get your feedback and suggestions about this module. There will be opportunities at different points in the year where we will survey your thoughts through workshops and other means.

## **3. Module specific information**

A copy of the module specification can also be found on Blackboard under the tab 'Module Information and Reading list.

[UZSY5K-30-3 Sociology Project and Placement Module \(uwe.ac.uk\)](#)

### **Aims of the Module**

This module gives you the opportunity to work as a researcher under the supervision of a member of staff and experience every stage of the research

process, from literature reviews and idea finding, to data collection, time management, data analysis and writing and editing. You will be able to hone and develop a wide range of skills that will not only contribute to your personal development and intellectual knowledge but also to the development of your own identity as a researcher, a sociologist and, in the case of the Placement Pathway, a worker. Doing your '*own research*' should be intellectually challenging, but at the same time a highly satisfying and enjoyable experience.

## **Your Key Tasks**

In consultation with your supervisor:

- ☐☐ *Formulate a research problem with an empirical focus.* You will be expected to carry out an initial review of appropriate literature and further develop a research question for your project that builds on the existing literature.
- ☐☐ *Design a research plan to collect data that will answer your research questions.* You will design a study to address the research question that you have identified.
- ☐☐ *Obtain ethical approval.* Based on your research proposal, you will produce an Ethics Review Checklist (all details on BB) and complete a risk (health and safety) assessment. Approval is needed from your supervisor (the Project Manager) before any research involving human participants begins. Failure to secure ethical approval may constitute a form of research misconduct and will result in penalties which put you at risk of failing the module.
- ☐☐ *Collect enough data to answer your questions – and analyse it methodically.* You will collect data and conduct appropriate and rigorous analysis of this data to address your research question.
- ☐☐ *Write a research report or dissertation of 9,000 words.* You will produce a project report in a style and format appropriate to the subject matter.
- ☐☐ *Manage your time.* There are suggested timelines and targets under the BlackBoard heading 'Module Schedule'. Discuss these with your supervisor.

## **Participation, Preparation and Practice**

Preparation: Principally, this module requires *independent* and *self-directed* study and experiential learning. In addition, there is one-to-one supervisory support and a supporting programme of workshops running through the year. It is best to prepare for your supervisory sessions – get into the habit of bringing along questions, ideas in progress, early findings, draft chapters and the like. The more you prepare for supervision, the more you will get out of it.

Participation: Students will receive tutorial support and supervision from a named member of academic staff. This will be on a one-to-one basis – though peer

supervision is encouraged in face-to-face workshops. The module will be delivered in the following ways:

- You will arrange regular meetings with your supervisor.
- There will be regular face to face workshops throughout the year to provide additional support. Please see BB for details.
- Your supervisor is also your Academic Personal Tutor and is the 'go-to' person for questions about the programme, your development and, crucially, future references. They will come to know you and your work very well and will be well-placed to offer encouragement and support.
- APT is integrated into all supervision meetings. We encourage you to use supervision to reflect on your development and graduate attributes as well as to reflect on how you are getting on with the workload at level three.
- Your APT is the 'go-to' person for references – academic and otherwise. They will wish to keep in contact with you after graduation and encourage you into our alumni community.
- Please also pay attention to the regular announcements that are put on Blackboard and check your UWE email address and refer to this Handbook, if you have any questions about the module and if you cannot find an answer email the module leader. *Please note though that we also receive a large volume of student queries from different modules but will normally answer your emails within two working days.*

Practice: By its nature, the Placement pathway is very much oriented to real-world scenarios. Projects too have real-world orientations and frequently have as their subject-matter contemporary social issues. There are opportunities to base your project in organisations such as the Red Cross or the Office for National Statistics (these will have been explored and introduced in the level 2 NUR module). You are encouraged to choose a Project topic which has this kind of relevance and/or which has relevance for any future career pathway you are interested in.

## 4.Assessment(s)

You are required to submit a piece off Project or Placement research work of **9,000 words**. There is a required format. **This is due 05/05/2026, to be returned 05/06/2026.** Submission is on Blackboard. Full details are available on the Assessment Briefing Document. Please access the Assessment Briefing Document where you will find all essential details regarding submission requirements and all other relevant information.

A large part of the Assessment Strategy for this module is to offer formative feedback on draft chapters (see below).

Please access the Assessment Brief(s) which is a/are separate document(s) on Blackboard where you will find all essential details regarding submission requirements and relevant information.

## 5. Feedback

You will receive on-going informal feedback verbally through supervision sessions – please ensure you listen carefully and take notes.

You will also receive written feedback relating to your draft chapters. On this module, there is a chance to have formative assessment ONCE on each of the 4 main chapters. Supervisors will work to a template for feedback based on the final feedback form which can be found on BlackBoard under the heading 'Assignments'. Further details of what to expect are found below.

Finally, you will receive extensive written feedback on your final submission (again, see Blackboard for the details). Your work is blind double marked. One of the markers is your supervisor, the other a selected member of the course team.

### ***The review of draft chapters: Policy and overview.***

- In this module supervision is often organised around the production or revision of draft chapters.
- We will consider draft chapters throughout the year and offer you formative feedback.
- Please note though, we will not consider whole drafts – and that *you will need to schedule production of draft chapters in line with a **10-working day turnaround** which considers your supervisor's holidays AND which gives you time to work on and with suggested revisions.*
- It is your responsibility to arrange an appointment within a reasonable timeframe to see your supervisor and attend any meetings previously scheduled by your supervisor. Submission of your draft dissertation for feedback requires careful time management. You should arrange with your supervisor about when you are going to submit your written draft chapters.

- Draft research chapters will be returned to you with feedback normally within *10 staff working days* during the semester - unless otherwise agreed with your supervisor. The written feedback on the draft consists of comments made by tutors on students' assessed work which enables students to understand how they have met the defined assessment criteria.
- Supervisors will provide you with some feedback *only to help steer you clear of any major failings*. Note too that your supervisor can ONLY read ONE draft of each project chapter and will indicate the most pressing issues in their feedback and offer general advice about your draft chapter. Do not expect detailed comments about each chapter, including your grammar and any typographical errors. Expect information about how you could improve on the key sections of your report as listed on the feedback sheet. Example: ""*the introduction does not cover the background very well- you need to do more reading, try reading the paper by...*"; "*the critical analysis of the reported findings needs to be developed further*".
- Supervisors cannot under any circumstances give any indication of the mark your report might obtain (in any case, the mark is a composite of the supervisor's assessment, the second marker's assessment, sometimes that of a third marker, and often that of an external examiner/marker). Feedback is organised around the chapter-by-chapter assessment criteria, as detailed in the 'Assessments' section on Blackboard.

Please remember that a supervisor has many students (project students as well as non-project students). Hence, they may need more time to be able to provide feedback on your draft. You should *also allow yourself enough time to reflect on the feedback* on your draft and undertake the necessary revisions before the submission deadline. This requires careful time management! Make a note of your supervisor's planned vacation time over Easter and Christmas. Make sure you agree on a mutually convenient time to submit your draft chapters and receive feedback on your written draft. Don't forget, if you're pushing the May deadline you need to allow yourself sufficient time to work with the tutor's comments.

My UWE is used to communicate unconfirmed marks, provide cover sheets for assessments and to submit work. [Further information on all aspects of your myUWE portal](#) is available on the website.

## 6. Reading and resources list(s)

Your module reading list can be accessed online, either directly through the link below or through the module's Blackboard page.

The [short video](#) available on the library's website will introduce you to some of the key features of the online reading list system. The reading list can be found here: [Add list section | UWE Bristol \(talis.com\)](#)

## 7. Communication

Throughout your time with us, you will receive regular communications; the main communication channels used are Blackboard sites and your UWE email address. It is your responsibility to read everything that you are sent and act upon it where appropriate.

## 8. Advice and support

There are a range of facilities and services available to go to for advice and support depending on what the issue is. Remember - asking for help at the earliest possible stage will help you in the long run.

Please contact [Information Point](#) who may signpost you to other professional services such as;

[Student Support Advisers](#)

[Disability Service](#)

[Health and Wellbeing Services](#)

[Money and Finance](#)

[Immigration Advice Service](#)

## 9. Supervision of projects and dissertations students' expectations

**Please read this very carefully**

Undertaking a dissertation or project involves a different way of working for a student compared to studying a taught module. It is designed to be an independent piece of work and therefore the supervisor will not be directing the student's studies.

The student should aim to take ownership of the process and the piece of work. The following is a list of expectations of the student:

- ☐☐ Initiate contact with their supervisor once they have been allocated.
- ☐☐ Agree a timetable for completion of the work in conjunction with the supervisor, including the pattern and frequency of meetings, the nature of communication, as well as the procedures for re-scheduling meetings should these be cancelled for any reason.
- ☐☐ Identify an appropriate topic and to formulate a proposal and, under guidance from their supervisor, refine this topic into a research question to be explored or hypothesis to be tested.
- ☐☐ Submit draft sections of their work for comment as set out in the module handbook. The onus is always on the student (and not the supervisor) to initiate contact.
- ☐☐ Maintain contact with their supervisors and seek assistance through email exchange, Skype, telephone, or face to face meetings. Any member of staff who has serious concerns about a student should refer to the [fitness to study](#) or the [safeguarding policy and procedure](#);
- ☐☐ Ensure ethics approval has been obtained to undertake the research in good time, that an appropriate risk assessment is in place and that the research complies with governance requirements, with the support of the supervisor. See the [research ethics policy and procedures on the UWE Bristol website](#) for more information.
- ☐☐ Take responsibility for their own research and to work independently, with the support of the supervisor.
- ☐☐ Take responsibility for the good conduct of their research, under the guidance and with the advice of the supervisor.
- ☐☐ Keep a progress log, recording dissertation/project activities and documenting discussions, proposals and the outcomes of the meeting.
- ☐☐ Conduct themselves in a professional and courteous manner in all meetings and correspondence.