

SCHOOL OF TEACHER EDUCATION

BEd(Primary) (Honours)

2012 Student Information Booklet

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PART A

ADMINISTRATIVE INFORMATION

FOREWORD

Welcome to the Bachelor of Education (Primary) (Honours) program. Your admission into this program suggests that you have a strong commitment toward the profession and are excited by the nexus that exists between educational theory and practice. You now belong to a community of participants who have a strong desire to reflect upon their teaching and consider education from a range of different perspectives. I trust that this program will promote and foster your passion to learn and provide you with skills, understandings, and values that enhance your capacity to become a critically reflective professional.

It is important that classroom practitioners strive to become effective teacher-researchers and I hope that you will draw upon your newly acquired research skills throughout your career. Successful learning in the Honours program will stand you in good stead if you wish to be a leader in your profession at a later date. You should feel very proud that you have gained entry into a highly-regarded program and I, with my colleagues, wish you well with your studies and other endeavours.

A handwritten signature in black ink that reads "Ninetta Santoro". The signature is written in a cursive style with a large, prominent 'N' and 'S'.

Professor Ninetta Santoro
Head School of Teacher Education

COURSE INFORMATION AND MANAGEMENT COMMITTEE

This booklet has been produced as a guide and source of information for Bachelor of Education (Primary)(Honours) students in the School of Teacher Education at Charles Sturt University, Bathurst campus. It is designed to provide administrative information and academic advice. The regulations governing Honours courses within the University and the Faculty undergo revision and so the information in this booklet should only be used as a guide.

MANAGEMENT COMMITTEE

Course Coordinator

Dr Sara Murray

Ph: 02 63384820

saramurray@csu.edu.au

Committee Members

Denise Wood

Ph: 02 63384698

dwood@csu.edu.au

Associate Professor Jane Mitchell

Ph: 02 63384807

jmitchell@csu.edu.au

Role of Management Committee

- To oversee Honours Course;
- To select candidates;
- To provide support and assistance to candidates in:
 - matters of Honours subject content;
 - matters of academic progress;
 - matters of Research Project design, conduct, and supervision;
 - and, general pastoral care;
- To oversee candidate progress and welfare;
- To elicit staff and student comments on the Honours course;
- To report back on issues pertaining to course and candidates to relevant groups.

Some General Comments:

- The role of the Management Committee is to provide assistance as you progress through your Honours course. The Management Committee will oversee and approve marking results and manage any disputes regarding marking of the Dissertation.
- It is part of your responsibility to maintain regular contact with the Committee and Course Coordinator.

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2012 - BEd (Primary) (Honours) Course Structure

YEAR	Year 3 - 2011			Year 4 - 2012		
SESSION	SESSION-1 201130	SESSION-2 201160	SESSION-3 201190	SESSION-1 201230	SESSION-2 201260	SESSION-3 201290
Education Studies Major	ESS305 Inclusive Education	EEA310 Managing the Learning Environment	EER409 Educational Research: Culture, Design & Development	EER408 Educational Research: Methods & Practices EEB415 Dissertation Proposal & Literature Review		ERP404 Education Honours Dissertation (32pts)
Discipline Studies	ELN302 Literacies for the Future	EMH304 HSIE: Education for Sustainability			ELECTIVE <i>or</i> ESS426 Collaboration & Teamwork in the Inclusive School (<i>BD</i>)	
Curriculum Studies	EMA303 Creative Arts 2: Content & Contexts	EMM310 Maths Curriculum EMR302 PDHPE Curriculum (<i>Bathurst DE</i>)				
Pedagogical & Professional Experience Studies	EPT315 Professional Experience 3: Teacher as Manager <i>20 days</i>			EEB425 Reflecting on Professional Practice: Assessment & Reporting	EEB426 Becoming a Professional EPT435 Professional Exp 4: Emerging Prof <i>25 days</i> EPT445 Professional Exp: Internship <i>25 days</i>	
English & Mathematics Studies		MTH100 Foundation Mathematics				

Total credit points for course = 304 points

Rationale

An Honours course:

- extends students who perform at a high level in their academic and professional studies;
- permits selected students to complete a program in research methodology, and conduct their own research (under supervision);
- enhances the efforts of high-potential students to influence professional practice through research;
- facilitates access for selected recent graduates to proceed to research-based studies at Masters or Doctoral level;
- allows the Faculty of Education to articulate the honours (baccalaureate) program more easily with its range of postgraduate offerings;
- allows outstanding students to be eligible for university medals at the baccalaureate level, in keeping with the practice in all other University disciplines;
- permits a small number of students to be employed either in a tutoring capacity or as research assistants.

Features of the Course

- Students will follow the normal degree course for the first and second Session of the third year of enrolment and will be required to achieve a high Grade Point Average (GPA) of 5 or above.
- During Session 3 of the third year of the course, students will be required to complete the subject EER408 Research Educational Research: Methods and Practices.
- During Session 1 of the fourth year of the course, students will be required to start developing research proposals in consultation with appointed supervisors as part of the subject EEB415 Dissertation Proposal and Literature Review.
- During the final year of the course, students will be required to conduct their research and submit their research projects for internal evaluation at the end of Session 3.
- Determination of the grade of honours at graduation will depend on coursework performance in the third and fourth years of the degree course, as well as performance in the research project. Grades will be determined in accordance with the University's Regulations.

Profile of Graduates

- Graduates will have demonstrated their ability to meet the requirements of the professional teaching standards as outlined in the Internship Report. These professional teaching standards are guided by those set out by the NSW Institute of Teachers.
- In addition to the above standards, graduates will be expected to:
 - Achieve high standards in their studies as shown in their attainment of a GPA of at least 5 (HD = 7, DI = 6, CR = 5, PS = 4) for the Research Methods Subjects, Dissertation Proposal and Literature Review Subject;
 - Attain an understanding of research methods in education by completing the two research methods subjects currently coded and titled:
 - EER408 Educational Research: Methods & Practices
 - EER409 Educational Research: Culture, Design & Development

- exhibit the skills of planning and conducting academic research and reporting research findings, as indicated by the presentation of a research proposal, the implementation of a research program, and the presentation of findings in the form of a research project of between approximately 15,000 and 20,000 words.

With the assistance of the Faculty, students will be encouraged to disseminate their research findings to a range of professional persons/organisations.

Determining Grade of Honours

The determination of the grade of honours will depend on a number of criteria. Students must:

- obtain a GPA of at least 5 in the Research Methods, Dissertation Proposal and Literature Review Subjects (excluding the Research Project); and;
- pass all other subjects in Year 3 and 4.

Note: as of 7/3/03, the following recommendation has been made to Faculty Board:

The Sub-Committee recommends that:

The Faculty of Education adopt the awarding of Class of Honours based on the grades awarded in the two (2) research methods and the Dissertation Proposal and the Literature Review subjects as one-third weighting and two-thirds weighting on grade awarded on the Thesis component.

In addition to meeting other requirements, students must normally attain the following minimum standards in the Research Project in order to qualify for the award of the degree at particular levels, viz:

- achieve an H1 in the Research Project in order to be awarded Honours Class 1; or
- achieve an H2a in the Research Project in order to be awarded Honours Class 2, Division 1;
- achieve an H2b in the Research Project in order to be awarded Honours Class 2, Division 2; or
- achieve an H2b in the Research Project in order to be awarded Honours Class 3.

In cases where candidates complete the Honours Course but do not qualify for the award of the degree at honours level, they may be awarded the degree of Bachelor of Education under conditions specified by Faculty Board.

Subject Information and Expectations

- For the two Research subjects (EER 408 and EER 409), you are required to meet with the Subject Coordinators to determine meeting times for tutorial sessions, to obtain subject materials, and be advised of requirements.
- In order to maintain your candidature in the Honours course, you are required to attain a GPA of 5 over the two Research Methods subjects and the Dissertation Proposal and Literature Review subject i.e. EER408 and EER409 and EEB415.
- During Session 3, Year 3, you will need to discuss and investigate potential areas for your Research Project. The Project is determined by you, but in consultation with Honours Course Coordinator, the Management Committee and then possible supervisors. By the end of Session 3, Year 3, you should have a general area for your Project and have a supervisor selected. During Session 1 of fourth year, you will work on a review of relevant literature and drafts of the formal proposal with your supervisor.
- The second section of this information booklet contains information regarding requirements for your Research Project. Your supervisor will assist in the preparation and submission of your project proposal and other requisite documents. You will need to establish an effective consultation process

- with your supervisor. You should meet regularly with your supervisor during Year 4, to work together on the development and presentation your dissertation, the selection of examiners and undertaking the administrative requirements associated with examination of the Dissertation.
- Your dissertation should be approximately 15,000 – 20,000 words in length. It should be noted, however, that these word limits are to be seen a guidelines only and your supervisor will advise you of the word length appropriate for your specific project.
- The Research Project Dissertation will be marked by two examiners internal to Charles Sturt University, but this could involve individuals from either another campus or faculty. Please note if the two scores are greater than ten percentage points apart, a third examiner's assessment is sought.
- You are required to disseminate your research findings as advised and assisted by the Management Committee and/or Supervisor. This might include a written publication or conference presentation. You are also required to report at least once to the Monday Lunchtime School of Teacher Education Seminars on the progress of your research.
- Should you have any concerns regarding any aspect of the Honours Course and your progress (including supervision), you must advise the Honours Course Coordinator and the Management Committee as soon as possible.

Facilities

Computers: Students can book and borrow Laptops from the School of Teacher Education if needed and subject to availability.

Photocopying: Honours students have access to photocopying of material **directly related to their research project**. This should be limited to essential materials only, such as questionnaires, and not used to copy extensive reading materials. A log of materials copied will be required from the Honours Students.

Library: In consultation with their Supervisor, Honours students may obtain material on Library Interloan. As Honours students, you have extended borrowing privileges and will need to notify the Library of your new status.

Staff Seminars (Brown Bag presentations): During teaching Sessions, on a Monday afternoon between 1 pm and 2pm, there are regular seminars where Staff present and share their research. Honours students are encouraged to attend these seminars as often as possible, and they are required to report on their progress during their Project year by presenting information regarding their research in Session 3 of their fourth year. These seminars are held in the Creswell Room in Allen House.

Time Management

The Honours course requires a significant time commitment. While it is not possible to provide an explicit guide, it is strongly recommended that you allow as much time as possible for the pursuit of your Honours work. This may include recognition that there will be work you need to undertake during 'holiday' periods throughout the course, especially during 4th year. Students having difficulties should consult with their Supervisor, Course Coordinator, or university study skill staff.

Student Information

The Management Committee recommends that students collaborate and consult together as a group throughout the Honours course, both for the research subjects and the individual research projects.

Other Important Contacts

Some other people you may need to contact for advice and assistance:

Ms Denise Wood

Course Director BEd Primary (and member of the Honours Management Committee)

School of Teacher Education

Ph: 02 02 63384698

Email: dwood@csu.edu.au

Ms Julieanne Channing

School Secretary

School of Teacher Education

Ph: 02 02 63384410

Email: JChanning@csu.edu.au

The members of the Management Committee wish you all the best in your studies, and offer their full support during your Honours candidature.

Dr Sara Murray

Honours Course Co-ordinator

PART B

ACADEMIC INFORMATION

RESPONSIBILITIES OF THE STUDENT

(Summary)

Knowing the regulations

Selecting a supervisor

Maintaining regular contact with the supervisor

Taking initiative in raising problems

Taking responsibility for solutions

Maintaining satisfactory progress

Reporting on progress

Following ethical practices

Producing the thesis in accordance with faculty and university requirements

Adapted from: The University of Adelaide *Code of Practice*, 1994, p.3.

SUPERVISOR'S RESPONSIBILITIES

(Summary)

Helping student to manage time

Contacting student regularly

Assessing English proficiency

Requiring regular written Work

Monitoring/Assessing performance

Recording and solving problems

Helping students to access facilities

Identifying commercial sensitivity

Notifying administration of changes

Certifying the thesis

Recommending examiners

Adapted from: The University of Adelaide *Code of Practice*, 1994, pp.2-3.

STUDENT INFORMATION

Research Proposal Timeline

- Session 3, third year: Initial search for topic and initial contact with supervisor after consultation with Course Coordinator.
- By the start of Session 1, fourth year, general topic and supervisor negotiated. Here, too, you should consider any special requirements for professional experience placements for Year 4 – this might be in terms of location, access to research participants, access to library or supervisor, or other issues. These can be discussed with both potential supervisors and the Honours Course Coordinator. Any special requirements in terms of the Year 4 professional experience placements must be given in writing to the professional experience Coordinator prior to placement decisions being made. If there are special circumstances, you need to fully advise the professional experience advisor, in writing, of these, including preferred locations/regions and reasons. You should also include in this application a request that the professional experience advisor contact the Course Coordinator if questions or difficulties arise.
- During Session 1 of fourth year: Any required tasks, working on literature, initial drafts of research proposal, and ongoing meetings with supervisor.
- By end of Session 1, fourth year: Finalise work on research proposal.
- By end of Session 1, fourth year: Submission of Ethics form to either; (a) School of Teacher Education Ethics Committee or (b) The Ethics in Human Research Committee for review and approval (refer to the Meeting Schedule for agenda closing dates via: <http://www.csu.edu.au/research/committees/index.htm>). Your supervisor will advise you about the appropriate committee to assess your research.

Dissertation Proposal Timeline

The following time frames for 4th year provide a guide and should be negotiated with your supervisor:

- Session 1: presentation to supervisor of first drafts of literature review and methodology chapters
- Following Session 1: begin data collection as soon as possible after proposal has been approved and ethics clearance provided
- End of Session 2: presentation of drafts of data analysis chapter to supervisor
- Mid Session 3: First draft of dissertation completed to be submitted to supervisor for feedback
- Four weeks before end of Session 3: revising literature review, methodology, analysis, and data reporting chapters, providing final drafts of dissertation
- By final week of Session 3 of year 4: presentation of dissertation for examination

Failure to meet timeframes can be grounds for reviewing progress in the course.

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BEGINNING THE PROCESS OF SELECTING A TOPIC FOR YOUR DISSERTATION

The following provides you with some indications of the initial steps towards selecting topic and supervision:

- Decide on a general topic/focus area in which you feel you might be interested. There are a range of research paradigms and discipline areas for you to consider. Do not restrict yourself too much at this stage, the broad view is important. Be open to alternative ideas, and be prepared to change. Another possible source is where staff have either on-going or new projects and may be looking to involve Honours student. Discuss with your Course Coordinator.
- Do a broad literature search on this area with the intention being to locate as wide a variety as possible. See what has been done, and how – here, you are looking for research methods, research questions, findings and conclusions. Use this search to locate other potential sources of information through examining the bibliography in each report.
- Always keep a detailed 'report' of your readings and searches. Record the bibliographic details of every source – and especially any quotes you might take from the material (a 'store' of these can be useful for writing up the research). Summarise basic information from the references such as method details, questions, general findings and conclusions.
- From this broad search, start to refine your topic. Begin to frame the general questions and method you might wish to use. Consider, if appropriate, the possibility of adopting more than one 'method' for the research – this can be useful, including in terms of developing your skills. Also, remember to keep the study within manageable limits. You have only one year to design, complete and report your research project.
- Start on a more focussed review of the literature. It is advisable to obtain copies of the articles and reports which relate to your topic and questions.
- With this information, start talking to staff members in terms of method and topic. This will enable you to gain different insights and directions for your project.
- You should now be able to negotiate supervision and start on the final refinement of your topic. You should have a single principal supervisor, although it is acceptable to also have an associate supervisor who may assist with particular aspects of the research. In selecting a supervisor, you need to consider the assistance they can provide in terms of both topic and method. However, they don't need to be 'experts' in the topic area – and definitely not in the particular focus you might research – nor in the methodology as you will have continuing access to staff who can assist in this aspect. This selection should be conducted in a professional manner. You should approach a possible supervisor, outlining your proposed topic and methodology in as much detail as possible at this point, and asking for their expression of interest in the research and supervision. Part of the negotiation should be to establish the expectations you both have for the research. If you wish to seek a change in supervision arrangements during the Honours program, you must make a written request to the Honours Course Coordinator and Management Committee.

RESEARCH PROPOSAL

Due: End of Session 1.

The research proposal is a formal document which, although differing in aspects according to research paradigm, should contain the following general areas:

1. Project Title
2. Aims and Significance: statements, in appropriate format, of the intentions/objectives of the project and the potential contribution to knowledge/discipline area.
3. Literature Review: an outline of relevant literature as it contributes to the study. This should also be used to provide a rationale and justification for the project and its design.
4. Research Plan: (a) the research 'questions' stated in a format consistent with the research paradigm;
(b) methodology – a full description of the nature of the research, any participant, all research methods to be used, and some ideas for analysis;
(c) ethics. You will need to review the ethics procedures and then, if required, complete the ethics proforma provided by the University Ethics in Human Research Committee available online at:

http://www.csu.edu.au/research/ethics_safety/human

You need to check the date for submission to meet agenda deadlines for meetings.

If you are involving schools, full application must be made to the Department of Education and Communities, Catholic Education Office or to the independent school(s). This should be discussed with your supervisor at an early stage of the process so that there are minimal delays in terms of putting the project through the various agencies.

5. Timetable. An indication of the various 'stages' and times of the research.
6. An indication of any special equipment, questionnaires, postage, etc. which you may require, and any costings associated with the conduct of the project.

You are required to work closely with your supervisor on this proposal. After it has been reviewed by the supervisor and *EEB415 Dissertation Proposal and Literature Review* Subject Coordinator you are required to submit any appropriate Ethics forms to the relevant office/department of Education and Schools. You must ensure that your submission for ethical clearance is submitted before the end of Session 1.

Supervisor Information

Towards the end of Session 3, you should discuss potential supervisors with the Course Coordinator. The Course Coordinator will then formally approach the supervisor to determine their acceptance of the role. You must have supervision arranged by the end of Session 3.

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DISSERTATION

Presentation

The preparation of an Honours Dissertation is a time-consuming task. As it is a major component of the assessment for the final grade of Honours awarded, you need to devote considerable effort to preparation and presentation. You are also strongly advised to keep copies of all stages of the preparation in case of loss.

The preparation, word processing, copying and final binding, is your responsibility. Costs associated with this are your responsibility and will not be covered by the School.

You are required to write up sections of the dissertation (such as literature review, methodology, analysis, etc.) and submit these to your supervisor for review and comment. These, and general discussions, should be the focus of the weekly meetings with your supervisor as you develop and refine your skills of data collection, analysis, and presentation. As you approach the end of the year, and therefore dissertation finalisation, the amount of writing will increase, but effective early drafts and editing with your supervisor will make this more manageable. You should provide your supervisor with an outline of the proposed structure of the dissertation, possibly in the form of a Table of Contents with a brief description of what each section will contain. This will provide both an indication of a general structure, and provide the basis for you to negotiate a timetable for the preparation of the dissertation, ready for final review and editing.

Throughout the preparation of your dissertation, you must keep in regular contact with your supervisor. Your supervisor will be asked to keep a record of the number of times you contact them, and failure for you to maintain contact can be grounds for a reconsideration of your Honours progression. You should negotiate a contact timetable with them to cover all aspects of the conduct and writing of the research. They will expect to see progress throughout the writing process, and you should expect them to make constructive comments regarding your research, writing, analysis and overall presentation. A full draft version of the complete dissertation should be provided to your supervisor for final comments and suggestions well before the due date of submission.

The presentation of the dissertation is to be in accordance with the requirements stipulated by the University. Some information regarding presentation of the dissertation is located at:

Part H1 of the Academic Manual at

http://www.csu.edu.au/acad_sec/academic-manual/docs/h1.pdf

The content and style may vary according to the research paradigm, however in general the dissertation should follow the pattern of:

- **Title page:** the first page is to identify this as a dissertation submitted to Charles Sturt University in partial fulfilment of requirements for the degree of Bachelor of Education (Primary)(Honours). The candidate's name, any qualifications held, and the full title of the dissertation and month and year of submission are also to be recorded.
- **Acknowledgements:** a separate page inserted after the title page should acknowledge any particular assistance or advice received during the conduct of the research.
- **Abstract:** an abstract not exceeding 500 words. This should outline the general intentions/objectives/aims of the research, the methodology, and overall 'findings'.
- **Table of contents:** a full listing of chapter titles, followed by any tables and figures listed.
- **Body of the dissertation:** different paradigms have different stylistic conventions, although a general format might include chapters titled "Introduction", "Literature Review", "Methodology", "Data and analysis". The format and setting out of these should be discussed with your supervisor. The writing should be clear, succinct and well-edited prior to submission.

- **Bibliography:** a complete listing of all sources to which reference has been made during the conduct of the research, even if not necessarily cited in the dissertation. This is to be presented in the required APA style.

Students must submit **a copy of the dissertation to the Course Coordinator** (details in Appendix One) by the due date for examination, and these must be accompanied by the Certificate of Authorship and Certificate from the supervisor (see Appendix One). This is to be unbound, but secured within commercially available plastic folders. After examination, the copy will be returned to you, at which point you may be required to undertake any corrections, and you will then be required to make at least **three copies** for binding in accordance with the regulations. These bound copies will then be distributed, one to the School of Teacher Education, one to the supervisor, and one to the student. If the quality of the dissertation so merits, you may be required to provide a **fourth bound** copy to be lodged in the University Library, it is a library requirement that this copy be produced on **acid free paper**. You may also prepare as many additional copies of the dissertation as you require.

Important Note for All Supervisor and Students.

Please note, your dissertation is not finalised until the necessary changes required by your examiners are made, the thesis is bound and three (3) copies submitted to the Honours Course Coordinator. Students may not be able to graduate until this is done.

Examination

The dissertation will normally be examined by two markers internal to the University. These Examiners may be from another faculty or campus, and **will be selected by the Honours Course Coordinator and the Management Committee in consultation with the supervisor**. The selection of examiners is an issue you should discuss with your supervisor. The supervisor will make a recommendation to the Honours Course Coordinator and the Management Committee who will then approach the examiners requesting their contribution (see, Appendix Two). If the examiners accept, the dissertation will be marked according to the schedule in Appendix Two. As this process may take some time, your supervisor should notify the Course Coordinator of possible examiners at least one month prior to submission of the dissertation. The examiners will be required to indicate whether or not they wish to remain anonymous; however you will be provided with their marking schedule and comments sheets via your supervisor following the examination of the dissertation. Appendix Two includes a sample of the marking schedule examiners are required to follow.

Should there be any concerns regarding the examination reports, the student and/or the supervisor are required to raise these in writing with the Honours Course Coordinator and the Management Committee. The Honours Course Coordinator and the Management Committee will consider, in consultation with both student and supervisor, whether action is warranted. This may include any of the following: no action deemed appropriate, the Honours Course Coordinator and the Management Committee to seek clarification of marking with the examiner, providing any additional information deemed relevant; the Honours Course Coordinator and the Management Committee to consider and negotiate a further examination of the dissertation.

Publications

In general, it should be a goal to derive some publications and/or conference papers from the research. This not only ensures that the work is disseminated to wider audience but has important implications for the student, the School and University. Students should discuss with their supervisor avenues for the dissemination of their research, and the skills and requirements involved in preparing such documents. Issues of authorship should be negotiated giving appropriate recognition to the nature of the contributions made in preparing the publication, and as the majority of these are likely to follow the completion of the Honours program (perhaps even years later) these negotiations should be honoured at any time. The student should follow the advice provided by the supervisor in terms of the possibilities for publication as the supervisor has the responsibility to ensure that the highest standards are maintained.

Appendix 1

DISSERTATION DOCUMENTATION

Notification of Readiness to Submit Thesis/Appointment of Examiners and ***Certificate of Authorship*** can be found at this link:

<http://www.csu.edu.au/faculty/educat/teached/student-resources>

Rules for Presentation of Theses can be found at:

http://www.csu.edu.au/research/higher_degrees/candidature/RHD_Guide.pdf

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EXAMINER INFORMATION**LETTER TO POTENTIAL HONOURS DISSERTATION MARKERS**

Please find enclosed advice on the assessing of Honours dissertations. As you are aware, the Honours program offered by our school contains a significant research component, equivalent to *56 points*, comprised of *24 points* of study in research methodology and literature review/proposal subjects and 32 points for a dissertation. In addition, students complete other requisite subjects within the BEd(Primary) Course. The determination of the grade of honours depends on a number of criteria. Students must:

- obtain a Grade Point Average of at least 5 in the two (2) Research subjects studied in Year 3 and 4 and the Dissertation Proposal and Literature Review subject; and
- pass all other subjects in Years 3 and 4.

In addition to meeting other requirements, students must normally attain the following minimum standards in the Dissertation in order to qualify for the award of the degree at particular levels, viz:

achieve an H1 in order to be awarded Honours Class 1; or

achieve at least an H2a in order to be awarded Honours Class 2, Division 1;

achieve at least an H2b in order to be awarded Honours Class 2, Division 2; or

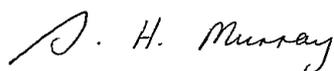
achieve at least an H3 in order to be awarded Honours Class 3.

In cases where candidates complete the Honours Course but do not qualify for the award of the degree at honours level, they may be awarded the degree of Bachelor of Education under conditions specified by Faculty Board.

Copies of the dissertation are to be independently marked by the internal examiners (within the University). The final grade of Honours will then be considered by the Management Committee, BEd (Primary)(Honours).

Please be guided by the enclosed 'Advice to Examiners' and 'Marking Schedule' when examining this dissertation. Please return the dissertation and marking sheets in a sealed envelope directly to Dr Sara Murray. You are asked to arrive at your recommended grade independently. While you may wish to contact the supervisor to discuss issues or seek clarification, please do not discuss your recommended grades with any person.

Yours sincerely



Dr Sara Murray
Honours Course Co-ordinator

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ADVICE TO EXAMINERS

It is suggested that you read the dissertation and make brief notes and comments, noting any locations to which these comments refer. You are reminded that comments on the dissertation will be returned directly to the student. Detailed comments or suggestions should be made on the enclosed 'Examiners Report' sheet. You may attach additional sheets if you require more space. If you feel it is necessary, you may also submit additional, confidential comments to the Honours Course Coordinator and the School Honours Management Committee. **Although corrections arising from examination may be required, Honours students are not normally asked to re-submit their work but usually welcome comments and suggestions for future publications and research.**

Please use the enclosed 'Marking Schedule' as a guide to arrive at a recommended mark. The completed marking schedule is your recommendation to the Honours Course Coordinator and the School Honours Management Committee, and please note that **a copy of both this and the Examiner's Report sheet/s will be made available to the student.** However, we provide the option for the examiner to remain anonymous if they so wish.

You are asked to recommend a percentage to be awarded for this dissertation on the enclosed 'Marking Schedule'. Your recommended mark will be combined, as noted in the attached Memo, with the grades across the Honours Course to determine the level of Honours to be recommended to the School Assessment Committee. The level of Honours awarded will be in accordance with University Regulations, viz:

As approved by Academic Senate on 25 October 1995 (AS 95/215, 216) and as amended on 25 June 1997 (AS 97/126), 29 April 1998 (AS 98/69) and 26 July 2000 (AS 00/101-116).

From Autumn 2002, dissertations and projects deemed to be of a passing quality shall be graded according to the set of grades designed specifically for Bachelor (Honours) dissertation and project subjects in terms of the classes of honours. These grades are as follows:

H1	Class 1
H2a	Class 2, Division 1
H2b	Class 2, Division 2
H3	Class 3

Note: This grade will not necessarily be the same as the class of honours awarded for the course overall.

The following generic statements pertaining to these new grades have been developed within the University by one Honours Course Co-ordinator, and at present can be taken as an overall guide to expectations, rather than as providing a strict marking schedule, a pattern for which will follow in this documentation:

Draft guidelines developed by one honours coordinator for her dissertation subject outline for 2002 (for new intakes). Note: In addition to the specific criteria set out below, the guidelines provided by this co-ordinator also include notes to the effect that, **for all three grades, a high standard of presentation and referencing are required and a careful and consistent format in the bibliography is expected.** They also note that the "in balance" factor (i.e., **the weighing up of performance on each criterion in order to arrive at a final grade**) is also important in the overall process of marking a piece of work, and that students should read a number of other honours dissertations to "firm up a sense of standards". The H3 grade is not used.

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Range and quality of topic

H1: well defined, sound, significant, highly intelligent, **original and sophisticated**.

H2a: well defined, sound, significant, **highly intelligent**.

H2b: well defined, sound, significant.

Methodology

H1: appropriate to topic, executed with **flair**, incorporating critical **insight into the method itself** (that is, a critical awareness of the strengths and limitations of the methodology and a clear explanation of why it was chosen).

H2a: appropriate to topic, executed **intelligently**.

H2b: appropriate to topic, executed **competently**.

Range, use and interpretation of materials

H1: comprehensive and **extensive** with an ability to draw together different kinds of material – e.g. literary-textual and works of theory.

H2a: comprehensive, **perceptively used**.

H2b: **reasonably broad, competently** used.

Argument

H1: Clear, cohesive and subtle. It should be able to **carry its learning lightly** (that is, be able to refer to or otherwise imply a wide range of sources selectively without stopping to explain every one in detail). It should reach strong conclusions relevant to the topic but not entirely anticipated in the body of the dissertation. That is, an excellent conclusion should suggest a final twist in the tale or a glimpse of the next stage, the 'still to be explored'. This helps you suggest that you grasp how your topic fits into a broader field of enquiry.

H2a: Clear and cohesive, able to refer to its sources lucidly and smoothly if at times **in rather too much detail** for its own balance. A clear conclusion.

H2b: Clear and cohesive, able to refer to its sources **responsibly** if not with smoothness or ideal selectivity. A good attempt at reaching a conclusion.

Conceptual expertise

H1: outstanding.

H2a: generally very good.

H2b: competent.

Note that these (to the student perhaps not very illuminating) standards will be related to the difficulty of the literature surveyed and the methodology used. **An outstanding grasp of very difficult concepts would warrant a high rather than a low H1.** Likewise, some errors, shallowness or clumsiness in the grasp and use of very difficult concepts would be acceptable in an H2a.

Written expression

H1: Technically correct, lucid, flexible and varied in its capacity to express ideas, highly fluent, **succinct and elegant**.

H2a: Technically correct, able to express very lucidly the ideas discussed.

H2b: Technically correct, **adequate** to express the ideas discussed.

The length of Honours dissertations **can vary markedly** depending on the topic, the type of research and other factors. A dissertation should be, therefore, appropriate within these conditions and **generally within the range of 15,000 to 20,000 words**, as stipulated in Faculty documentation. The research conducted during an Honours program is seriously constrained by time, and this should be kept in mind when critically examining the content of the dissertation.

Please return the dissertation and marking sheets in a sealed envelope directly to Dr Sara Murray, Course Coordinator as soon as possible, and within 2 weeks of receipt. You are asked to arrive at your recommended grade independently, and not to discuss these with the supervisor or student. In the following marking schedule, we have asked you to record marks

in broad ranges, and to stipulate the actual marks awarded for each aspect of the Dissertation. From this, the Honours Course Coordinator and the Honours Course Management Committee will then determine the actual level of Honours to be awarded, with a consideration of the GPA for the Research Methods Subjects.

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Appendix 4

[Date]

[Name, Examiner]

Dear [Examiner]

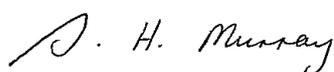
Honours Dissertation Examination

I understand that you have agreed to act as an examiner for the Honours dissertation to be submitted by [Student] in [Date]. I would like to take this opportunity to thank you for your interest and provide some further details.

1. You will be sent the dissertation immediately after it is submitted by the student. The submission date is [Date], and late submissions will be accepted only in exceptional circumstances and you will be advised immediately should this situation arise.
2. Enclosed with the dissertation will be a description of the expectations for our Honours dissertations, a marking schedule and other details.
3. You are asked to return the dissertation along with your comments and marking schedule within 2 weeks of receipt. This will allow the grades to be determined in enough time for the students to meet any applicable deadlines.
4. **The length of Honours dissertations can vary markedly**, depending on the topic, the type of research and other factors. The guideline provided for our Honours dissertations is that the findings of the research project should be reported in approximately 15,000 - 20,000 words. However **a flexibility of length may be legitimate in particular individual cases, such as dual methodology, or a more extensive data base (within either paradigm), and up to 25,000 would be considered appropriate.**
5. The final grade for the award of level of Honours will be determined by the Honours Course Coordinator and the Management Committee, BEd (Primary) (Honours). You will be advised of the criteria for the awarding of Honours along with the marking schedule.
6. As the dissertation is returned to the student, any comments you make directly on the manuscript will be seen by the student. The student will be provided with a copy of the Marking Schedule and Examiner's Report as part of the feedback process. You will be provided with the option of remaining anonymous, and of providing additional, confidential, comments directly to the Management Committee should this be deemed necessary.
7. For your interest, you will be informed of the student's overall Honours grade (if the student agrees to this final grade being circulated).

Once again, I would like to thank you in anticipation for your involvement in our Honours program. At your convenience, please complete the enclosed sheet and return it to me in the self-addressed envelope provided. If you have any preliminary inquiries regarding the Honours program or the requirements of the dissertation examination, please do not hesitate to contact me directly on 02 63384820 or email to saramurray@csu.edu.au. A detailed description and marking schedule will accompany the dissertation and you will be invited to discuss the work or examination requirements in more detail then.

Yours sincerely



Honours Course Co-ordinator

[Examiner]

Please indicate below whether you will be available to examine the Honours dissertation in the time available, and can undertake to return such with your comments and suggested grade within 2 weeks of receipt:

Please tick one:

- I am likely to be able to meet the above examination requirements.

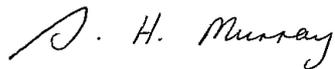
- I am concerned that I may not be able to meet these examination requirements, and would appreciate another examiner being approached.

Signed:

Date:

Please return this page in the self-addressed envelope.

Thank you.



Dr Sara Murray
Honours Course Coordinator

MARKING SCHEDULE**[Student Name] [Dissertation Title]**

The grade you recommend should follow the guide provided by the comments and marking format presented in this marking schedule. In general, an Honours dissertation would be expected to fulfil the following two criteria:

CONTENT: [80 marks]

The Honours student was required to propose, and conduct a well designed piece of research, and this should be evident from the dissertation. The dissertation does not have to cover every aspect of the subject being investigated, although it must fulfil the implicit intentions of its title and/or introduction, and any form of statement of 'objectives' for the investigation. A good dissertation should contribute to the current knowledge in the field of study, and in a manner appropriate to the research paradigm. It should be remembered, however, that the standard of this dissertation **should not be compared with that of Masters or Doctoral thesis.**

In general terms, the dissertation should have the following overall characteristics:

- The dissertation provides an ordered, critical exposition of knowledge gained through the student's own efforts and demonstrates an understanding of the appropriate research process consistent with the research paradigm and discipline area.
- In scope, the dissertation should normally:
 - address a few main questions;
 - keep data collection to a level consistent with the time constraints of an Honours year program;
 - reflect the general area of the literature in the field without claiming to be exhaustive; and
 - speculate critically on the findings rather than seeking to derive fully grounded theory or generalisations.
- The dissertation should demonstrate the candidate's ability to present the outcome of the research in a disciplined manner which conforms to scholarly conventions within the discipline.
- It should be written in a succinct, academic, and professional manner.
- It should generally consist of between 15,000 and 20,000 words, excluding appendices (refer to Advice for Examiners).

The dissertation should:

1. adequately define the research goals and objectives, commensurate with the research paradigm,
2. discuss and analyse, and/or draw upon, an appropriate breadth of literature,
3. describe and justify the research methodology and design,
4. present appropriately analysed outcomes of the research,
5. interpret and discuss these results in an appropriate and informed manner, and
6. contribute to the knowledge in the field of study.

As a general guide, the following mark distribution is provided:

NOTE: Please indicate your percentages in the table AND place an overall score in the left hand side column. DO NOT TICK THE BOXES.

Marks		>85%	75-84%	65-74%	50-64%	40-49%	<40%
	CONTENT (please place actual mark awarded in the appropriate column)	Excellent	V.Good	Good	Adequate	Marginal	Poor
	Grade level guides only	H1-----H2a		H2a-----H2b-----			
/10	Clarity of research intentions/definition of objectives						
/15	Review/use of appropriate literature						
/15	Research methodology and design						
/15	Presentation and analysis of research findings						
/15	Interpretation and discussion of findings						
/10	Contribution to knowledge in the field of study						

PRESENTATION:

[20 marks]

The dissertation should be well presented. It should be well-structured and written with appropriate standards of expression and clarity. There should be few, if any, typographical or grammatical errors. The dissertation should be appropriately referenced, consistently following the required (APA) referencing style.

TOTAL MARKS:

Criterion	Total Possible Marks	Recommended Marks (please complete)
Content	80	
Presentation	20	
Recommended Percentage		

Signed: (Examiner)

Date:

ANONYMITY OPTION

Examiners may, but are not obliged to, make their names known to the candidate. Please indicate below if you do not wish your name to be known to the candidate:

I **do not** wish my name to be known to the candidate _____ (Please tick if applicable)

EXAMINER'S REPORT

(Please attach additional sheets if required)

[Student Name] [Dissertation Title]

Signed: **Date:**