



# **Department of Sociology**

## **First Year Sociology Handbook**

**Academic Year 2023-2024**

## **A Message from the Head of Department, Prof. Mary Murphy**

Dear Students,

My name is [Professor Mary Murphy](#) and as the Head of the Department of Sociology and Centre for the Study of Politics, I would like to welcome you to our department. Whether you are a first-year undergraduate, a returning student or beginning your postgraduate studies, we hope you have a rich and fulfilling life here in Maynooth University.

Our approach to the study of both Sociology and Politics is informed by our commitment to public sociology and to being engaged and relevant to the world we live in. Our approach is to be interested, creative, critical, and engaged active citizens interested in shaping the world we share. We encourage you while you are here to get involved with student life, sports, clubs and societies, and particularly to join the [MU Politics and Sociology Society](#) and to engage with us through social media (Twitter: [@MU Sociology](#) and [@MU Politics](#)).

As you get to know us, our work, and publications, you will find we [research](#) across a broad and diverse range of local, national and international topics. We bring this research to our teaching offering you a very broad choice of modules and subjects, enabling you to craft your own pathway through your degree programme. You can find out more about this year's choices and modules in our exciting [Undergraduate](#), [Masters](#) and [PhD](#) programmes through the relevant pages on our website - and also read about [what you can do with a degree in Politics or Sociology](#) as well as the work of our [Centre for the Study of Politics](#)

You will find all you need to know on the different sections of the website and through our social media. You can also email our incredible admin team ([sociology.department@mu.ie](mailto:sociology.department@mu.ie)), our accessible [lecturers](#) and tutors, and you can communicate through your class representative.

This year, all our lectures and tutorials are live on-campus, and we will do all we can to ensure you are safe and comfortable. Our door is always open, talk to us and tell us what you are thinking and what you might need, we are happy to support you in any way we can.

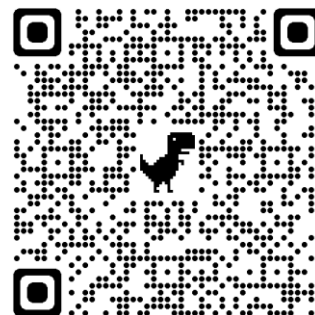
Most of all, enjoy your time here in Maynooth!

All the best

Mary

## 1. About the Maynooth University Department of Sociology

The Department of Sociology is situated on the second floor of the TSI Building on the North Campus. The Departmental office is located at Room 2.11. It is accessible by stairs and by lift. There is a Departmental post-box in the ground floor foyer where you will be required to submit administrative forms and essays.



**Click on the QR code for a campus map**

This handbook is intended to provide you with the information you need about our programme for the year and our policies.

You will find additional information about the Sociology Department on our website <https://www.maynoothuniversity.ie/sociology>, on the department noticeboards in the Department in TSI, and by following us on twitter @MU\_Sociology and @MU\_\_Politics.

Further inquiries can be made to the department office - Room 2.11, 2<sup>nd</sup> Floor, TSI Building. It is accessible by stairs and by lift.

The First Year Co-ordinator this year is:

Dr Mary Benson  
Room 2.28 TSI Building  
Phone: 01-4747149  
Email: [mary.benson@mu.ie](mailto:mary.benson@mu.ie)

In the next section of this handbook, we present the overall vision of how the sociology degree programme develops our students' base of knowledge and skills over its three-year course.

Apart from your undergraduate programme this year, you may be interested in other initiatives, talks and events that are run by, or in conjunction with, the Department of Sociology. These will be advertised on the department's notice boards and, on the department's, [website](#).


In addition to catering for over eight hundred students across our undergraduate programme, a further thirty students are engaged in postgraduate studies in the Department. We encourage you to consider furthering your studies with us in our taught M.A. programmes. Deadlines for applications are in June each year and staff are happy to discuss the programmes earlier in the year. More details are available on our website at: <https://www.maynoothuniversity.ie/sociology/ma-programmes>

We also offer supervision for research postgraduates including M.Litt (2 years) and PhD degrees


(4 years approx.). If you are interested in doing a research postgrad, please talk to the postgraduate co-ordinator Prof. Mary Corcoran ([mary.corcoran@mu.ie](mailto:mary.corcoran@mu.ie)) and take a look at the specialist areas of interest of the members of the Department on the [Our People](#) page.

The subject matter of politics and sociology is diverse, and our programme at Maynooth University reflects the varied interests of the members of the Department which can be viewed also on the [Our People](#) page


# OUR LEARNING COMMUNITY KEY PRINCIPLES




**Our Department is a community of teachers and learners who endeavour to learn from each other through relationships that are open respectful and engaging.**




**We are a diverse group of people who respect each other's varying experiences and perspectives.**




**We engage in active discussion and debate in an atmosphere of civility and mutual respect, in-person and online, inside and outside of the formal classroom and campus.**




**We respect others by avoiding disrupting their teaching and learning, we try to avoid talking during lectures, arriving late and/or leaving early from lectures, and other disruptive actions.**




**We respect the policies of each lecturer and tutor regarding classroom and module policies and practices, including the use of technology in the classroom.**



**We understand that the staff of the department are concerned for the welfare of all students, for integrity, fairness and inclusiveness in our work and overall to promote learning in the ways that are judged to be most effective.**



**We understand that we can bring concerns we might have to academic and administrative staff, and in particular to the Head of Department.**



**Maynooth University**  
National University of Ireland Maynooth

E: [sociology.department@mu.ie](mailto:sociology.department@mu.ie)  
[www.maynoothuniversity.ie](http://www.maynoothuniversity.ie)  
[@MU\\_Sociology](#)   [@MU\\_Politics](#)

## 2. The Sociology degree at Maynooth University

### What is Sociology?

*Sociology is the quest for understanding of human social life. From studies of local communities through to global transformations, it uses a wider range of systematic research methods to understand our lives and to explain the institutions and forces that are transforming them*

### **About Sociology**

'Sociology is the study of human social life, groups and societies. It is a dazzling and compelling enterprise, as its subject matter is our own behaviour as social beings', (A. Giddens, *Sociology*, Polity Press, 1997: 2).

For Tovey, Share and Corcoran Sociology is '....a system of thought and a form of imagination that aims to make sense of our everyday life experiences and to place them in the context of their social surroundings.' (2007: 16).

Over the course of the coming academic year you will be introduced to the craft of sociology. You will learn the value of a sociological perspective which is critical, creative and constructive. Sociology develops critical skills by teaching how to read, analyse and evaluate arguments, how to take a position and defend it, how to build theoretically sound understandings of the world based on appropriate empirical evidence, how to gather and deploy such evidence. The sociological imagination enables us to think outside of the box of individuality, to make links between our own lived experiences and the lives of others around us. It enables us to think creatively about the social world, to ask difficult questions, to uncover new areas of study, to develop new methods of investigation.

Sociology has a role not just in analyzing the social world but also in changing the world. Sociological evidence can be used to develop new laws, to generate new policies, to reform political processes, to create new systems of governance. Sociology can be constructive in the promotion of equality and social justice. Sociological thinking and sociological studies tell us lots about the nature of power in society, about gender, social class, race and ethnicity. Sociology not only provides an insight into social reality, but can also provide a vision about how that social reality can be transformed.

## The Sociology Degree at Maynooth University

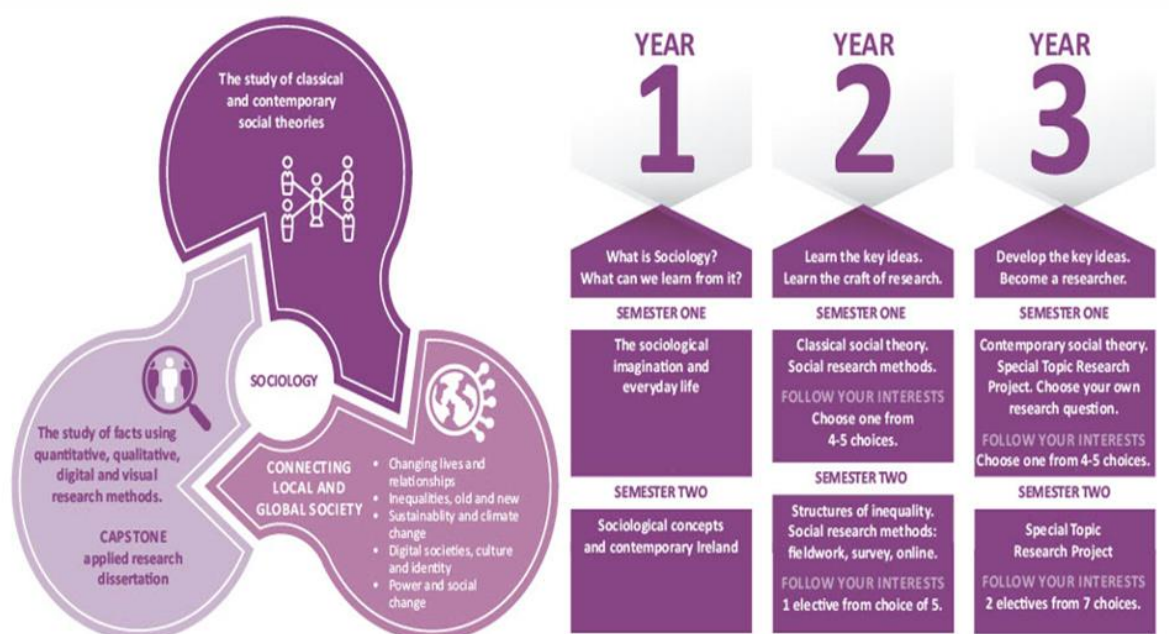
Each year of the Sociology degree emphasizes a crucial aspect of learning and doing Sociology:

- *First Year: Critical Thinking and the Sociological Imagination*
- *Second Year: Fundamentals of Sociology*
- *Third Year: Doing Contemporary Sociology*

The Sociology degree is also organised around three major strands, or different kinds of courses:

- *Concepts and Theories:* Courses introduce you to the most important concepts used by sociologists and to the main sociological theories
- *The Substance of Society:* Courses examine major areas of sociological analysis and use sociology to explore the key features of historical and contemporary societies.
- *Research Methods and Design:* Courses introduce you to the logics of social research and the different methods used by sociologists to analyse the social worlds around them.

Each year develops each of these strands within the overall theme of the year.



## First Year Programme: overview

In the first year programme we introduce the conceptual tools that form the basis of sociological analysis. Our aim is to develop your sociological imagination i.e. to illustrate the crucial linkages between the life experience of any given individual, and his or her social circumstances. Social circumstances change over time so we can think of them as history in-the-making. Social circumstances--such as where you live, what work you do, and the groups to which you belong—all shape life experiences. In turn, how we experience our social world may lead us, over time, to seek changes in how that social world is organised. Thus, our collective experiences help to configure and re-configure social reality. Choosing Sociology means choosing to embark on a new and exciting educational adventure.

### 3. Teaching and Learning Formats 2023-2024

Welcome to our Department. We strive to ensure our communication with students is clear and consistent. Our [‘Undergraduate Information and Learning Hub’](#) on the department website will be updated regularly with relevant departmental teaching and learning information, as well as useful resources and supports.

All lectures and tutorials are in person on campus for 2023-2024 and students will be notified if there are any changes to this format.

### 4. Timetable

Please refer to the online Timetable for up-to-date information on venues and times.

<https://apps.maynoothuniversity.ie/timetable/>

#### Semester 1

25<sup>th</sup> September 2023 – 22<sup>nd</sup> December 2023.

COMPULSORY MODULES:	Credits	Day / Time	Venue
SO152 Sociological Imagination (plus tutorials) Prof. Sean Ó Riain / Dr. Mary Benson	7.5	Mon 4pm Tues 3pm Thurs 12pm	TSILT1 TSILT1 TSILT1

## Semester 2

6<sup>th</sup> February 2024 – 10<sup>th</sup> May 2024

<b>COMPULSORY MODULES:</b>	Credits	Day / Time	Venue
SO155 Sociological Concepts: Contemporary Irish Society (plus tutorials) Dr. Eamonn Slater/ Prof. Mary Corcoran	7.5	Mon 4pm Tues 3pm Thurs 12pm	TSILT1 TSILT1 TSILT1

## 5. Module Descriptions

### First Semester Module

#### **SO152, Sociological Imagination: The Sociology of Everyday Life**

**Credits: 7.5 ECTS**

**Professor Sean Ó Riain / Dr. Mary Benson**

**Module Objective:** To introduce students to the basic features and trends of social change in contemporary society and the implications of these changes.

This course introduces students to ‘the sociological imagination’, or how Sociology can help us understand how peoples’ lives are shaped by the societies in which they live. We will examine how many of the issues that people face in their lives cannot in practice be resolved without changes in broader social structures and institutions. We will also see how the elements of society that we share with others enable us to do things that we could not achieve on our own.

The first part of the course looks at a variety of features of our social lives that link individuals and societies. These include: the social networks and interactions we have with others in a variety of settings, from local communities to social media; the culture that shapes how we give meaning to the world around us, from our peer groups to international media; the organisations that shape our lives, including schools and workplaces; and the power relations that shape every aspect of our lives (including politics and globalised capitalism).



The second part of the course links these concepts to a sociological analysis of everyday life and a wide range of processes associated with living in contemporary consumer society. The concept of consumer society is used as a lens to examine topics such as inequality, distinction, identity, social relationships and media culture. The first section of this part of the course sets the stage for understanding contemporary post-industrial and consumer society and explores how changing structures impact on lived experience. These ideas are then applied to two case studies – the Home and Tourism. These case studies highlight how our choices are influenced and constrained by wider structures and the social groups in which we live our lives. These case studies also provide examples of how our lives are embedded in a wider system of global capitalism.

### **Learning Outcomes:**

On successful completion of the module students should be able to:

- Understand the elements and perspective of ‘the sociological imagination’
- Explain and apply an understanding of the sociological mechanisms that link individual and society
- Critically assess the contribution of sociological analysis to an understanding of the organisation, experience and representation of contemporary society.
- Explain and evaluate theories and concepts used by social scientists to analyse contemporary society
- Understand how to analyse, evaluate and interpret information.
- Develop and defend reasoned opinions in oral and written form
- Search, obtain and present information
- Participate in group discussion.

## **Second Semester Module**

### **SO155, Sociological Concepts: Contemporary Irish Society**

**Credits: 7.5 ECTS**

**Dr Eamonn Slater/Professor Mary Corcoran**

**Module Objective:** To introduce students to the basic features and trends of social change in contemporary Irish society.

This module introduces students to the concept of society, focusing specifically on the Irish context. In sociology the term society refers to the **group of people who live together in a defined geographical territory and share same culture**. Society is sum of its total relationships among individuals. We examine in detail how Irish society should be seen as a living organism with particular attention given to understanding how it emerged into what we now think of as “modern Ireland”. To do this, we outline how it has moved through differing phases of evolution over time – from colonialism, through post-colonialism to its

present structure today. A key argument made throughout the module is that society is made up of interconnecting processes that are constantly changing, including our critical relationship with nature. The module is divided into two parts – (1) In the first part of the module, Dr. Eamonn Slater focuses on the emergence of modern Ireland tracing the journey from colonialism to post-colonialism; the emergence of peasant ownership of the land and the kind of cultural values that crystallised around the Irish farm family and their consequences; the shift towards a more commodified form of agriculture; and the emergence of dependent industrialisation which led to the growth of a consumer society. (2) In the second part of the module, Professor Mary P. Corcoran continues with the key themes of nature, commodity and culture but in the context of contemporary Irish society. Here she explores the loss of a connection to the land in the context of the industrialisation of food production (both nationally and internationally); the mass suburbanisation of Irish society and the development of a car dependent culture. Moving from a focus on soil (Part 1) we turn to an exploration of food including the politics of contemporary food consumption, which raises issues of food justice, food poverty and food democracy. We will also explore the way in which food practices have been transformed in contemporary Irish society both in terms of increased commodification, but also in terms of resistance practices that have emerged in the context of climate change challenges.

### **Learning outcomes:**

On completion of this module students should be able to:

Understand what society is as a sociological concept

Appreciate how Irish society has evolved over time and how its institutions have emerged from its past

Gain an insight into how Irish society relates to its changing ecological environment

Develop a critical perspective on processes of production and consumption that have significant consequences for ecology and sustainability

Have a deeper insight into how we as individuals relate to the forces of society and how those forces condition us as social individuals in Irish society

### **Research methods and design**

No single module in first year is devoted to the principles of sociological research but all modules introduce you to examples of a variety of approaches to gathering and analysing sociological data. You will take research modules in second year.

## 6. Tutorials

All first year modules are linked to an innovative tutorial programme that emphasises the skills required for critical thinking in sociology- the ability to read critically, analyse and evaluate arguments, compare and contrast perspectives and develop your own independent sociological imagination. The tutorials, facilitated by experienced tutors, provide practical instruction in the art of reading and writing sociology and also provide the skills needed for writing your essays.

First semester Tutorials will commence in Week Three of the Module, Week beginning October 9<sup>th</sup> 2023 and will run for eight consecutive weeks to the week beginning December 4<sup>th</sup> 2023 (with the exception of the reading week). Second semester tutorials begin in week 3 of the semester, week beginning Monday 19<sup>th</sup> February 2024 and run for eight consecutive weeks. Students **must** attend their weekly Tutorials and they are worth 20% of your overall grade. Further details on Tutorials will be given at the beginning of lectures and details are also provided on the Moodle page for SO152.

You need to sign into a tutorial group and time and details are on Moodle and detailed below.

**You can sign into your First Semester Module Tutorials [SO152] on the Moodle homepage for this module. Tutorial sign-ups will open on the SO152 MOODLE page on Thursday 28<sup>th</sup> September 2023 at 9am and will remain open until 11am on Wednesday 4<sup>th</sup> October 2023. You will remain in this tutorial group for your Second Semester Module [SO155] so please check that you have no modules in any subject in either semester that clash with the time you choose.**

All registered SO152 students should have access to this MOODLE site. **If you haven't finalised your registration by the close of sign up, please contact the Sociology department office [sociology.department@mu.ie](mailto:sociology.department@mu.ie) . You can also call into the office in person** If you sign into the wrong group and wish to change, please contact the department office. Once the signup process concludes, you cannot change out of your selected group.

Further information on tutorials will be provided at the beginning of term in your first semester module and available on Moodle.

## 7. Assessment

See [Results Information](#) for further information on grading.

Details of assessment will be provided through modules.

Assessment for SO152 – Part 1: Essay [40%]; Part 2: Exam [40%] [both assessments must be completed]. Tutorials – attendance and participation – 20%

### **Essay assessment**

The main criteria in assessing an essay are:

- level of understanding of the issue
- number of readings and the use which is made of such readings
- logical development of the discussion
- awareness and discussion of alternative arguments or viewpoints
- clarity of the writing and citation style.

A first-class essay or paper will show an excellent understanding of the issue; demonstrate an ability to use analytical reasoning; mobilise a good range of readings; and it will be written in a clear and concise style. An essay will fail if it does not address the question; reveals a fundamental lack of understanding of the issue; or is based on far too limited a range of readings.

### **Essay Submission**

Essays are submitted online on the Moodle page for the module. More information on this will be provided in the lectures

## 8. Key Dates for Students for the Academic Year 2023/2024

Monday Sept 25 <sup>th</sup> 2023	Commencement of Lectures for 1 <sup>st</sup> Year (CAO) Undergraduates.
9am Thursday, 28 <sup>th</sup> September 2023 until 11am Wednesday 4 <sup>th</sup> October 2023	Use MOODLE site of SO152 to sign up for a tutorial for the first <i>and</i> second semester [your sign up group for SO152 remains the same for the second semester SO155]
Monday Oct 9 <sup>th</sup> 2023	Third week of Module. Tutorials begin and run for eight consecutive weeks.
Monday Oct 30 <sup>th</sup> – Friday November 3 <sup>rd</sup> 2023	Study week- NO CLASSES
Thursday November 16 <sup>th</sup> , 2023 [This date may be subject to change]	First semester essay due for SO152
Friday 8 <sup>th</sup> December 2023	Semester One tutorial programme ends
Friday December 22 <sup>nd</sup> , 2023 A special essay clinic will be scheduled this week affording students the opportunity for feedback on their essays.	End of first semester classes
Jan 12 <sup>th</sup> 2024	Examinations commence [exact date for the exam for SO152 will be given by the examinations office and provided on Moodle]
Tuesday 6 <sup>th</sup> February 2024	Second Semester lectures commence
Monday 19 <sup>th</sup> February 2024	Third week of semester. Tutorials for SO155 begin and run for eight consecutive weeks
March 25 <sup>th</sup> – Thursday March 28 <sup>th</sup> 2024 March 29 <sup>th</sup> April 2024	Study week NO CLASSES Good Friday NO CLASSES
22 <sup>nd</sup> – 26 <sup>th</sup> April 2024	Last week of lectures
Monday April 1 <sup>st</sup> – Friday April 5 <sup>th</sup> 2024	EASTER VACATION
Monday 6 <sup>th</sup> May 2024 Tuesday 7 <sup>th</sup> May – Friday 10 <sup>th</sup> May 2024	Bank Holiday NO CLASSES End of second semester lectures
17 <sup>th</sup> May 2024	Summer examinations commence [Exact date for the exam for SO155 will be sent by the examinations office and provided on Moodle]

## **9. Conduct**

Attendance at lectures is essential. Lectures provide the intellectual scaffolding which enables student-led independent learning. Outside of the lecture hall you are expected to read and critically reflect on the material which is recommended, and which is available through the Library and also on the MOODLE websites which support each module.

It is imperative that when you attend lectures you behave in a way that is respectful toward the lecturer and toward your fellow students. This means that you must refrain from engaging in any activities (talking, texting, face booking, etc.) which are a distraction to others who are motivated to learn. To this end, we recommend that you do not use audio/visual recording or technological devices in the lecture hall while the lecture/discussion is going on. Phones must be turned off (or in case of emergencies, on silent).

At the request of student representatives who raised this issue with the Department we are requiring that students who wish to use a laptop computer in the lecture hall sit in a designated section of the lecture hall for the duration of the module.

We would like to take this opportunity to remind you that attendance at lectures and seminars is not optional. These are the places where people with real expertise in Sociology will introduce you to various aspects of what can often be a complex discipline. If you do not come to class, you will miss an important opportunity to learn and you will be poorly prepared for the various forms of assessment that appear along the way.

## **10. Consultation**

It is vital that we are made aware, as soon as possible of any difficulties you may have in relation to your work or with any aspect of the third-year programme. If you have a problem or question which relates generally to the first-year programme, or to your participation in it, please contact the first-year co-ordinator Dr Mary Benson [mary.benson@mu.ie](mailto:mary.benson@mu.ie)

If you have a query in relation to a particular lecture course, please contact the lecturer who is giving that course. Staff members are available for consultation at various hours during each week of term. It is difficult to hold regular in person office hours during these times but staff will post contact times on the module Moodle sites. Alternatively, you may make an appointment by email or by contacting the department administration team - Sociology Department, Room 2.11, 2<sup>nd</sup> Floor, The Technology, Society and Innovation Building (TSI), North Campus Tel: 01 708-3659.

In addition to consulting with individual lecturers or the first-year administrator, students may communicate with the Sociology Department through the Staff Student Consultative Committee. The purpose of this body is to provide a forum where the concerns and interests of students can be raised. The committee consists of the staff year co-ordinators and student

representatives of the various years who will be elected by students after the beginning of term.

Should you wish to raise a matter at the Staff-Student Consultative Committee you can do so in the following ways:

1. Talk to the staff member who has administrative responsibility for first year (Dr Mary Benson)
2. Talk to your first-year student representative once he or she is elected.

For more information on contacting staff in the department and university, please go to: [Undergraduate Learning & Information Hub | Maynooth University](#) and click on the *Who Should I Contact?* tab

## **11. Communications**

It is assumed that you will attend your module. It is also assumed that you will check the relevant departmental webpages once every two or three days.

You are responsible for familiarising yourself with announcements or notices provided during periods of time that are absent from class or from campus. It is assumed that you check your MUMAIL email account every two to three days (even if you primarily use another email account) and that you check module Moodle sites regularly.

**All Lecturer and Department announcements go to your Maynooth University email account only.** Please make sure that you check your Maynooth University email account every two to three days (even if you primarily use another email account). Please also enable your Moodle account to receive messages from the sociology department and check your module Moodle sites regularly.

You are responsible for keeping up to date with announcements or notices provided during periods of time that you are absent from class or from campus.

## **12. Support Services**

Maynooth University provides a wide range of support services to its students. A document listing and describing these services can be accessed through the [Undergraduate Information and Learning Hub page of the Department's website](#) or by searching the Maynooth website.

## **13. Deadlines, Late Work and Penalties**

We understand that students face multiple challenges and we will do whatever we can to

facilitate your completion of all your work and your programme as a whole. However, our approach is to work to the programme deadlines, and then provide accommodations and supports as needed. Otherwise, it will become very difficult to manage all the competing demands on your studies. We encourage you to manage your schedule of assessment, as well as of teaching and learning, very carefully. We will provide resources at the [Undergraduate Learning and Information Hub](#) to help you do this.

[Our policy on extensions for all undergraduate modules \(including for special topics\) can be found here.](#)

In December 2021 the Department of Sociology agreed to pilot a new system for coordinating assignments and for ensuring equal, consistent engagement and support across all modules, and an efficient administrative system to record assessment extensions. The following arrangements now apply to all modules including Special Topics for 2022/2023 academic year.

Students will be informed of assignment requirements and deadlines early in each Semester. Requests for extensions for assignments worth less than 20% should be sent only to your module lecturer.

For larger assignments worth 20% or more, students should proactively manage their work and engage by submitting an extension request\* - students who do this will be given a two-week extension period with 'no penalty'. Students should, as early as possible, email the module lecturer with your name/module code and the word 'extension' in the subject bar, and the reason with evidence\* for the extension in the body. CC the email to Sociology.HOD@MU.ie.

\* 'Evidence' is generously interpreted to include doctor's cert, engagement with MU services, a personal email confirming conversation with staff member (reasons can include care, family, employment etc). Evidence that is 'private' in nature can be emailed separately to the lecturer. Your lecturer will respond to you confirming your extension.

It is our practice to be as supportive as possible. Students who have not submitted or sought an extension will be followed up by the lecturer one week after the deadline. If there is no further engagement, the student will be emailed by the Head of Department two weeks after the submission date and offered details on student support services.

Submission portals on Moodle will be kept open for all late submissions (with or without extensions). It is useful to email your lecturer to advise them you have submitted a late assignment.

Students with no formal extension are still permitted to submit a late submission but a central 10% penalty deduction will be applied.



This guidance applies to all Erasmus and international Undergraduate - except students only studying for Semester 1, when the 'exam' is substituted by CA. One semester students advise their lecturer as early as possible that they are S1 only students so they can be informed of alternative assessment as soon as possible.

#### **14. Requirements for Autumn Supplemental Examination**

Details of Autumn resit assessment will be provided during the year, depending on the changing circumstances. However, the basic principles will remain that assessment completed during the year can be carried forward towards the resits. All continuous assessments to be submitted on Moodle by 31<sup>st</sup> July 2024 as part of the repeat process.

#### **15. Plagiarism and academic integrity**

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement in order to gain academic credit. It may include the unacknowledged verbatim reproduction of material, unsanctioned collusion, but is not limited to these matters; it may also include the unacknowledged adoption of an argumentative structure, or the unacknowledged use of a source or of research materials.

For example, when you directly copy another person's text without placing it in quotation marks and without acknowledging the source, you are plagiarising. The same is true when you present someone else's original idea, research or argument as though it were your own.

Plagiarism is strictly forbidden. It reveals an unwillingness to think for oneself and is both unethical and illegal under copyright laws. Please do not make the mistake of assuming that we won't recognise plagiarised material – we know how to use Google too. It is almost always possible to identify text that has been professionally copy-edited, or is different in style from your own. The direct copying of passages (including illustrations) from a book, an article or the Internet without adequate references is a serious breach of academic trust and practice. Submitting essays or projects written by anyone other than yourself will also result in heavy penalties – including receiving a 0 (zero). As your final assessment is partly based on written assignments, plagiarism is equivalent to cheating at examinations.

The use of generative Artificial Intelligence (e.g. ChatGPT etc.) is strictly forbidden on all assignments, assessments, and academic work that you do within the department unless otherwise specified by your professor. To take credit for another person's or machine-generated words, writing and thoughts, and to present that as your own work, is plagiarism and will be subject to the policies of the university on plagiarism. The department reserves the right to ask students for an in-person meeting to account further for the assessment. Use of Artificial Intelligence in one module **does not give permission for its use in any other assessment or modules."**

Maynooth University considers plagiarism to be a serious academic misconduct, deserving of academic penalties. This document sets out the procedures for dealing with cases of plagiarism or suspected plagiarism in taught programmes of the University.

The Department of Sociology operates an “early warning” system. If a student is suspected of plagiarism, the student is required to meet with the appropriate lecturer to discuss the problem. If this is a first instance, the student will receive a warning but will be allowed to resubmit their work.

Second and subsequent instances of this kind will be dealt with strictly in accordance with the procedures outlined in the Maynooth University Policy on Plagiarism.

The Maynooth University policy guidelines on plagiarism are available at: [Maynooth University Policy on Plagiarism and Academic Integrity 28 Sept 23.docx \(live.com\)](#)

You should note that when you submit work you sign a cover sheet statement that this work is original and does not constitute plagiarism under the Maynooth University Policy on Plagiarism. Any thesis found to be plagiarized in part or whole will be given a mark of zero (0).

## **16. Guidelines for citation**

The Department has prepared specific guidelines for citation, please see here:

[Harvard Referencing Guide for MU Soc Pol Dept 1 September 2022.pdf \(maynoothuniversity.ie\)](#)

You may also find the library helpful in finding, using and citing sociological resources. They also have printers, laptops and other helpful resources on avoiding plagiarism.

### **USEFUL LINKS:**

Library homepage: <https://www.maynoothuniversity.ie/library>

Sociology library guide: <http://nuim.libguides.com/sociology>

LIST online: <http://nuim.libguides.com/list-online>

Undergraduate library contact: Áine Carey, [aine.carey@mu.ie](mailto:aine.carey@mu.ie) & Niall O’Brien, [niall.obrien@mu.ie](mailto:niall.obrien@mu.ie)

## **17. Venues and Locations, Maynooth University**

A comprehensive list of all classroom locations and venues, including timetable codes, can be found at:

<https://www.maynoothuniversity.ie/campus-services/theatres-classhalls-av-equipment>

## **18. Programme Advisory Office:**

The Programme Advisory Office, within the Office of the Dean of Teaching and Learning, is available to advise you on any choices you might have to make related to your programme including subject choice. The Programme Advisory Office acts as a guide to students as you navigate your own way through your programme options. The Programme Advisory Office consists of the Programme Advisor, Caitriona McGrattan, who is supported by a team of PG students during peak times.

Incoming first year students are briefed by the Programme Advisor during Welcome Week about the programme choices you will be asked to make during your academic journey at Maynooth University. The Programme Advisory Team are available in person to answer any follow up questions students may have: details of times and location are available on the PAO website. Continuing second year students may also avail of the service if you are unsure about your programme options for example if you have any questions about the difference in major/minor pathways or whether or not to choose to take an Elective.

The Programme Advisory Office can be contacted via

Email: [programme.choices@mu.ie](mailto:programme.choices@mu.ie)

Telephone: 01 474 7428

In person: please see their website for information about meeting a member of the Programme Advisory Team: [www.maynoothuniversity.ie/programme-advisory-office](http://www.maynoothuniversity.ie/programme-advisory-office)

## **19. The Library**

The library offers guides and tutorials which will be beneficial to you as a student and you should check these out on the library website.

You may also find the library helpful in finding, using and citing sociological resources. They also have printers, laptops and other helpful resources on avoiding plagiarism.

USEFUL LINKS:

Library homepage: <https://www.maynoothuniversity.ie/library>

Sociology library guide: <http://nuim.libguides.com/sociology>

LIST online: <http://nuim.libguides.com/list-online>

**20. The Centre for Teaching and Learning and the Writing Centre** also offer workshops and tutorials <https://www.maynoothuniversity.ie/centre-teaching-and-learning>

The Experiential Learning Office contact details:

Email: [Aisling.Flynn@mu.ie](mailto:Aisling.Flynn@mu.ie)

Tel: 01 474 7760

Website: <https://www.maynoothuniversity.ie/experiential-learning-office>

Location: Room1.18, ground floor Rowan House

## **21. Experiential Learning**

The routes available to Maynooth students to experience more from their degree programme are diverse, enabling the development of rich learning experiences that connect classroom content with real-world experience. The Experiential Learning Office connects Maynooth students to a range of opportunities in the following areas.

### **Professional Development and Employability**

Experiential learning professional development and employability modules are available to eligible second year students. The key purpose of these modules, involving a number of employers, is to facilitate students in their academic, personal and professional career development, so that they will be well equipped to secure internships and to successfully enter the graduate labour market.

See Skills for Success EX201 and EX202 for more details

### **Community Based Service Learning**

Community Based Service Learning presents a credit-bearing academic experience that empowers students to engage with their surrounding communities, which often results in enhancing student's academic, civic, social and personal development, whilst they contribute to the common good. The experiential learning office facilitates academic staff in offering community-based service learning experiences with their students.

#### **For further information, refer to:**

Website: <https://www.maynoothuniversity.ie/experiential-learning-office>

Email: [Aisling.Flynn@mu.ie](mailto:Aisling.Flynn@mu.ie)

Tel: + 353 1 4747760

**22. Maynooth University Student Services** offer a range of services so please visit their homepage for information <https://www.maynoothuniversity.ie/student-services>