



Department of Sociology

First Year Sociology Handbook

Academic Year 2024-2025

Sociology Department,
Room 2.11, 2nd Floor, TSI Building,
North Campus
Tel: 01 708-3659.
Sociology.department@mu.ie

Welcome to Maynooth Sociology

Dear Students,

My name is [Professor Seán Ó Riain](#) 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.

We offer **two main undergraduate degrees** – one in Sociology and one in Politics. They can be taken completely separately or you can take both together.

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.

You can find out more about this year's choices and modules in our exciting [Undergraduate](#) and [PhD programmes](#) through the relevant pages on our website - as well as the work of our [Centre for the Study of Politics](#)

Read more about **careers** on our website where we give some ideas about [what you can do with a degree in Politics or Sociology](#).

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 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), our accessible [lecturers](#) and tutors, and you can communicate through your class representative.

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!

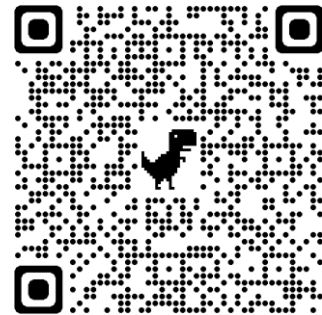
All the best

Seán

The Department of Sociology, Maynooth University

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.

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.

The First Year Co-ordinator this year is:

Dr Mary Benson
Room 2.28 TSI Building
Phone: 01-4747149
Email: mary.benson@mu.ie

This handbook is designed to give you all the information you need to flourish in First Year Sociology

Find out more on our [website](#):

- What are we interested in? 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
- What's going on? Learn about [upcoming events](#) – undergraduates are welcome at seminars and talks!
- What can I do with my degree? We provide an introduction to [career options](#)
- Can I study more? Find out about [Masters](#) and [Research Postgraduate](#) options for after your undergraduate degree
- Can I get some more information and support with my learning? Check out the [resources online](#) – and always feel free to ask if you have a question, or could do with some help.







Our Teaching and Learning Community


We are a community of many people:

- Undergraduate students
- Masters and PhD students
- Administrative Team
- Tutors
- Lecturers

You will go through your degree in connection and cooperation with all these different people

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
www.maynoothuniversity.ie
@MU_Sociology @MU_Politics

Stay in Touch with Us

Communications – Your Responsibility

It is assumed that you will **attend** your module.

It is also assumed that you will check the relevant **departmental webpages** and **Moodle course pages** 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.

Please make sure that you check your Maynooth University **mumail 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.

All Lecturer and Department announcements go to your Maynooth University email account only.

Contact Us – Please!

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 first 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

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. Staff will post contact times and office hours on the module Moodle sites. If a lecturer is unavailable please contact the department administration team.

Alternatively, you may make an appointment by email or by **contacting the department administration team** - Sociology Department, Room 2.11, 2nd Floor, TSI Building, North Campus Tel: 01 708-3659. Sociology.department@mu.ie

Staff Student Consultation

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

What the BA Sociology is all about

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.

BA Sociology

Concepts and Theories, Substance of Society, Research Skills

	Semester 1	Semester 2
FIRST Year	Sociological Imagination	Exploring and Explaining Global Ireland
SECOND Year	Social Theory I	Structures of Inequality
	Research Methods	Methods – Choice of Qualitative, Quantitative, Documentary
	Options: Media, Childhood, Movements, Urban	Options: NI, Gender, Environment, Society and State
THIRD Year	Special Topics Thesis	Special Topics Thesis
	Social Theory II	
	Options: Technology and Culture, Global Risks, Global Capitalism, Gender and Politics	Options (2) : Family, Education, Screening Capitalism, Crime, Race, Sex Law and Society, Irish Politics

YOU ARE HERE!!

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.

Timetable Link to First Year Sociology Timetable [1st Year Sociology](#)

Semester 1

23 September 2024 – 20 December 2024

COMPULSORY MODULES:	Credits	Day / Time	Venue
SO152 Sociological Imagination (plus tutorials – sign-up on Moodle) Prof. Seán Ó Riain / Dr Mary Benson	7.5	Monday 4pm Tuesday 3pm Thursday 12pm	TSILT1 TSILT1 TSILT1

Semester 2

4 February 2025 – 9 May 2025

COMPULSORY MODULES:	Credits	Day / Time	Venue
SO156 Exploring and Explaining Global Ireland (plus tutorials) Dr Elena Zambelli / Prof. Honor Fagan	7.5	Monday 4pm Tuesday 3pm Thursday 12pm	TSILT1 TSILT1 TSILT1

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>

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, social change in Ireland 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, social change in Ireland 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

SO156, Exploring and Explaining Global Ireland

Credits: 7.5 ECTS

Dr Elena Zambelli/Professor Honor Fagan

This module introduces students to how sociologists explore and explain the key features of society. The module explores how contemporary Irish society is formed through global interdependencies and connections, including topics such as environment and climate change, migration, global culture, new technologies and economic globalisation. How are the boundaries and self-identity of Ireland changing? How is Ireland similar to and different from other societies?

The module also introduces students to how sociologists use research methods to investigate and explain key features and puzzles in the social world. The module analyses real world sociological questions using examples of evidence such as observation of social situations, analysis of cultural objects, surveys of the public and interviews and focus groups. Students are given the tools to begin the journey to become researchers of the social world.

Learning Outcomes

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

- Understand and evaluate core theories and concepts used by sociologists in understanding global changes and how they affect national societies.
- Understand how sociologists gather, analyse and interpret data and evidence and information.
- Understand how sociologists form questions, provide sociological explanations and assess different arguments based on evidence.

- Search, obtain and present information, and develop independent critical analysis and defend reasoned opinions in oral and written form
- Critically assess the role of sociological analysis in representation of contemporary Irish society.
- Evaluate different kinds of interpretative schemata for “reading” Irish society.

Tutorial Programme

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 7th 2024 and will run for eight consecutive weeks to the week beginning December 2nd 2024 (with the exception of the reading week). Second semester tutorials begin in week 3 of the semester, week beginning Monday 17th February 2025 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 26th September 2024 at 9am and will remain open until 11am on Wednesday 2nd October 2024. You will remain in this tutorial group for your Second Semester Module [SO151] so please check that you have no modules in any subject in either semester that clash with the time you choose.

Please ensure that you choose a tutorial time that does not clash with times for your modules in your other subjects.

PLEASE ENSURE TO NOTE WHAT DAY & TIME YOU SELECT ONLINE.

Tutorials begin week beginning the 7th of October 2024.

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 . 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.

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%

Assessment for SO156 – Part 1: Essay [40%]; Part 2: Continuous Assessment [40%] [All 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

Key Dates for Students for the Academic Year 2024/2025

Monday Sept 23 rd 2024	Commencement of Lectures
9am Thursday, 26 th September 2024 until 11am Wednesday 2 nd October 2024	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 SO156]
Monday Oct 7 th 2024	Third week of Module. Tutorials begin and run for eight consecutive weeks.
Monday Oct 28 th 2024 – Friday November 1 st 2024	Study week- NO CLASSES
Thursday November 14 th , 2024 [This date may be subject to change]	First semester essay due for SO152
Friday 6 th December 2024	Semester One tutorial programme ends
Friday December 20 th , 2024 A special essay clinic will be scheduled this week affording students the opportunity for feedback on their essays.	End of first semester classes
Jan 13 th 2025	Examinations commence [exact date for the exam for SO152 will be given by the examinations office and provided on Moodle]
Tuesday 4 th February 2025	Second Semester lectures commence
Monday 17 th February 2025	Third week of semester. Tutorials for SO156 begin and run for eight consecutive weeks
Monday March 17 th – Thursday March 21 st 2025	Study week NO CLASSES
April 18 th 2025	Good Friday NO CLASSES
Monday 21 st April – Friday 25 th April	Easter Vacation
Monday 5 th May 2025	Bank Holiday NO CLASSES
Monday 6 th May 2025 – Friday 9 th May 2025	Last week of lectures
16 th May 2025	Summer examinations commence

Policies and Resources for your Work

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).

If you have a need to record or use other devices for learning reasons please discuss this with the lecturer who will make every effort to facilitate you.

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.

Assessment Guidelines

See [Results Information](#) for further information on grading. This page also has vital information on the rules for passing the year and a range of other important issues relating to marks and standards in students' degrees.

Details of assessment will be provided through modules. Lecturers will provide guidance

on the main criteria for different marks/ grades in different assignments.

Requirements for Autumn Supplemental Examination

Details of Autumn resit assessment will be provided during the year, depending on the changing circumstances. However, the basic principle will be that assessment completed during the year can be carried forward towards the resits. Dates for submission of continuous assessments as part of the repeat process will be published later in the year.

Getting the Work In: Deadlines, Extensions, 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.

Students will be informed of assignment requirements and deadlines early in each Semester.

Requests for extensions for assignments should be sent to your module lecturer (or tutor in modules with a tutor).

Students should proactively manage their work and engage by submitting an extension request including evidence.

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.

*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.

Students who do this will be given a two-week extension period with 'no penalty'. 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, where practical, by the lecturer one week after the deadline. If there is no further engagement, the student will be emailed, where practical, 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.

All these arrangements are in place to support you. However, it is always your responsibility to submit your work and to ensure that it has been received if it has been submitted after an extension.

Academic Integrity: Honesty and Learning

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 a "three step" system.

1. If a student is suspected of a breach of academic integrity, the student is required to meet with the appropriate lecturer to discuss the problem. The focus is on addressing the issues with learning or other aspects that led to the breach. If this is a first instance, the student will receive a warning but will be allowed to resubmit their work. Instances identified by lecturers will be logged in the department, linked to student ID numbers for confidentiality.
2. Second instances of this kind will result in the student being called to a meeting with the Head of department, year coordinator and/or other nominated academic staff of the department. This meeting will discuss the reasons behind the breaches of academic integrity and will develop a plan for addressing them. Student non-engagement in this process will result in moving to the third step in the process.
3. The third step in the process is moving to disciplinary action which 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:

<https://www.maynoothuniversity.ie/sites/default/files/assets/document/MU%20Policy%20on%20Plagiarism%20Updated%20Dec%202020.pdf>

You should note that when you submit work this is taken as your statement that the work is original and does not constitute plagiarism, or other violations of academic integrity, 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).

Citation Guidelines

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

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

Please follow these guidelines in detail.

Library Resources

Undergraduate library contact: Áine Carey, aine.carey@mu.ie & Niall O'Brien, niall.obrien@mu.ie

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>

How the MU Library Can Help You:

- **E-books and Online Resources:** Easily find the materials you need for your assignments, essays and study.
- **Borrowing Books:** Access a wide range of physical books and other resources.
- **Workshops & Tutorials:** boost your information skills at short, in-person sessions called “LIST” – Library & Information Skills Tutorials.
- **Online Tutorials and Quizzes:** Short, free online resources to boost your information skills.
- **Helpful Staff:** Our friendly team is always ready to assist you in finding and using what you need.
- **One to One or Group Support:** Get help for your assignments and questions.
- **Group Study Rooms:** Perfect bookable spaces for working on projects with your classmates.

All these resources are FREE for MU students!

Start Here: Our Library Homepage



Visit our library homepage at <https://www.maynoothuniversity.ie/library>. It's a great starting point for:

- Up-to-date library access information
- Details on using our services, both on and off-campus
- Information skills training classes (LIST & other sessions)
- Support for your studies and assignments

IMPORTANT! Use your MyCard (student card) to access the library and borrow books.



For more information, look at our guide “Using the Library” here <https://bit.ly/3LOslGU> or ask us for a demo.

Need Help? We're Here for You!



If you're having trouble finding what you need, our library staff are ready to help. *[Photo by Daniel Balteanu]*

Whether you're on campus or off, you can:

- Visit the **Library Information Desk** on the ground floor of the library
- Use the live “Library Chat”

box on our homepage

- Fill out our “Online Enquiry Form” on the left side of our homepage

Explore Our Study Spaces

The MU Library, located on the South Campus, across the road from the TSI building, offers various study spaces to suit your needs:

- **Ground Floor:** Open-access area before the turnstiles, where you can eat, drink, and chat, with over 50 laptops and print facilities.
- **Levels 1 and 2:** Quieter areas with bookable group study rooms, a flexible learning space and a silent study room.



Check out our spaces ahead of time with our VR Tours and Exhibitions here: <https://bit.ly/3WLU41>

Find the Right Resources



Using the correct information source is crucial for your success. Each subject has a dedicated *Subject Guide* on our website. These guides, available here:

<https://bit.ly/3SuB84D> include recommended books, databases, reference styles, online tutorials, and more. There's contact information for our *Teaching & Learning Librarians*, if you need more information on your topic.

Use *LibrarySearch* <https://www.maynoothuniversity.ie/library> to find specific books or articles on your reading lists. The search results will show you e-books, e-journals, and the location of print books on our shelves.

Tech and Tools at the Library

We offer various technological resources, including:

- **Laptop Loans:** Borrow a laptop from the laptop-bank opposite the library desk.
- **Ground Floor Print Hub:** Multifunction printers available for all your print jobs.
- **3D Printing:** Available for free student and staff use; ask at the Information Desk.
- **Charging Stations:** For recharging your devices quickly.
- **Short Story Dispenser:** For a quick, fun read.
- **Wellness Zone:** Try out our 3 Energy Pods & Cubbie on Level 1, for rest and relaxation.



You can also suggest up to 5 books a year for the library to order here:

<https://bit.ly/4dcxLYj>

IT Services

IT Services are available at the Library Information Desk during service hours to help with any IT issues, including photocopying.

Refreshments

There is a Starbucks Café found on the ground floor of the library, plus vending machines and water fountains available in the library.

Stay Connected and Informed

Keep an eye on the screens in the library for events. Follow us on social media for updates, tips and events throughout the year:

- **Instagram:** @library_mu
- **Facebook:** @MaynoothUniLibrary
- **X:** @mu_library

We wish you every success in your studies and look forward to seeing you soon!

Useful Links and Contacts

- **Library Homepage:** <https://www.maynoothuniversity.ie/library>
- **Using the Library:** <https://nuim.libguides.com/library-services/usingthelibrary>



- **A-Z Subject Guides:** <https://nuim.libguides.com/> 
- **Book a Group Study Room:** https://nuim.libcal.com/booking/MU_GroupStudyRooms 
- **Online Tutorials:** <http://nuim.libguides.com/list-online> 

Contact Us

For queries, visit our library homepage for live chat or our online enquiries can also email us at library.information@mu.ie.

Welcome to Maynooth University Library!

Support Services

Maynooth University provides a wide range of support services to its students – please see the [list here of these comprehensive and friendly student services](#).

A document listing and describing these services can be accessed through the [Undergraduate Information and Learning Hub page of the Department's website](#).

Additional Resources are listed below.

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

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

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

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

Tel: + 353 1 4747760