Department of Sociology

Third 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 third 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 friendly and helpful 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.
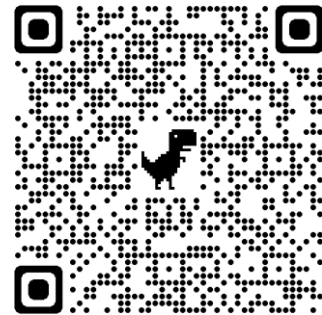
Most of all, enjoy your time here in Maynooth!

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. 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.

The Third Year Co-ordinator this year is:

Prof Colin Coulter
Room 2.25 TSI Building
Phone: 01-7083595
Email: colin.coulter@mu.ie

This handbook is designed to give you all the information you need to flourish in Third 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

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 third year programme.

If you have a problem or question which relates generally to the third year programme, or to your participation in it, please contact the third year co-ordinator Prof Colin Coulter (colin.coulter@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 third 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 third year (Prof Colin Coulter)
2. Talk to your third 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!!

Third year Programme

Overview

In the third 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

The courses available to third year students can be found on the following two pages. To find the venues and timings for these courses, please go here.

Please note that venues are liable to change at short notice, so please check your personalized schedule here, especially at the start of term.

Also, you can find descriptions of all the third year modules, as well as details on assessment, here.

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

Semester 1

23 September 2024 – 20 December 2024

	Credits
COMPULSORY MODULES:	
SO301A Social Theory II Prof. Honor Fagan	5
SO303A Special Topic Research Project Including overview lectures Prof. Seán Ó'Riain	5
OPTIONAL MODULES: **Select <u>1</u> module from the following group:**	
SO321A Technology and Culture Dr Clark Powers	5
PO312 Gender and Politics Dr Pauline Cullen	5
SO324 Threats, Risks, Conflicts and Human Security Prof. Honor Fagan	5
SO315 The Political Economy of Global Capitalism Prof. Colin Coulter	5

Semester 2

4 February 2025 – 9 May 2025

COMPULSORY MODULES	Credits

SO303A Special Topic Research Project	5
OPTIONAL MODULES: **Select 2 modules from the following group:**	
SO312 Sociology of the Family Lecturer to be confirmed	5
SO330 Sociology of Education Dr Delma Byrne	5
SO343 Screening Social Change: Capitalism, Cinema and Television Prof. Colin Coulter	5
SO345 Crime and Society Dr Brian Conway	5
PO315 Irish Politics and Society Dr Nessa Ní Chasaide	5
SO320A Race and Ethnicity in Comparative Perspective Dr Rebecca King O'Riain	5
PO316 Power and Social Transformation Prof. Mary Murphy	5
SO338 Sex Law and Society Dr Paul Ryan	5

Key Dates for Third Year Students for the Academic Year 2024/2025

Mon Sept 23   Lectures commence

Wed Sept 25	SO303A group sign-up commences
Mon Sept 30	SO303A group sign-up ends at noon
Week beginning Mon 7 October	Special Topic groups start meeting
Fri Oct 11	Change of Module Deadline
Mon Oct 28 – Fri 1 Nov	Study week
Thurs 19 December	Special Topic Assignment due
Fri 20 December	Conclusion of first semester classes

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Tues Feb 4	Semester 2 Lectures commence
Mon March 17 - Fri 21 March	Study week
Mon April 1 – Friday April 5	Easter Vacation
Mon April 28	Special Topic Research Project due
Fri May 9	Conclusion of second semester lectures

Special Topic Reading, Discussion and Research Groups

The aim of the special topic thesis is to bring together your learning in the three strands of *Concepts and Theories*, *The Substance of Society* and *Research Methods and Design* in one capstone project – the final year special topics thesis. The seminars and the Special Topics CORE module (ST CORE) are there to assist you in producing a high-quality undergraduate thesis. You will join one Special Topic reading, discussion and research group from a list of specialist topics. The Special Topics Core classes begin in Week One (25-29 September) and the Individual Special Topics groups being in week three (9-13 October).

Meeting once a week for one hour in both terms, each of these seminar ST groups will focus on a specific theme or area and will have a staff supervisor. Working within one of these groups during the first semester, you will initially build up your knowledge of the topic by studying a series of key readings set by the group director and you will contribute to the group's discussion of these readings.

At the end of the first semester, and for most of the second semester, the group will provide a forum within which you develop and carry out a research project on a subject that falls within the group's Special Topic area. In this project, the methodological knowledge you have acquired in research courses you took in previous semesters is put to practical use. This is indicated in the descriptions of each of the special topics group themes.

Research projects may be carried out on an individual or a group basis. Decisions on the nature of the projects to be undertaken will be taken by the directors of the groups in consultation with the student group members. The group director must approve all project topics and work in progress on the projects must be presented to meetings of the whole group according to arrangements made by the director. Any project submitted that is not approved and does not fulfil these conditions will not be marked.

Students should expect to spend approximately 8-10 hours carrying out the empirical research for their special topic's thesis. This quantity may vary from group to group, particularly when groups involve collaborative research or collective data collection.

As a guide, this would translate into approximately:

10-15 hours of document study

8-10 hours of participant observation;

8-10 semi-structured interviews; or,

40-50 surveys.

Students will receive further guidance on the research requirements from the special topics group directors.

Each group will meet throughout the year (two semesters) at the same time. It is your responsibility to make sure that your group's meeting time does not clash with required courses in other Departments in either the first or the second semester.

Sign-up for workshop times will be done through the SO303A module Moodle site, on a first-come, first-served basis. Details on group meeting times are available on the SO303A Moodle site. Please also ensure that you attend lectures and monitor the departmental website and notice boards for further information. For further details on the sign-up process, see the next section.

SO303A Special Topic Sign-up

The **sign-up** arrangements for Special Topics groups in 2024-25 are as follows:

1. **Each group will meet throughout the year's two semesters at the same time.** It is **your** responsibility to make sure that your group's meeting time does not clash with required courses in other Departments in either the first or the second semester.

2. **Sign-up for workshop times will be done through the SO303A module Moodle site**, on a first-come, first-served basis.

3. SO303A group sign-up will **commence** on the SO303A Moodle site on Wednesday the 25th of September 2024 at 10am **and run until 12 noon on Monday the 30th of September 2024.**

4. Once the sign-up process concludes, you cannot change out of your selected group.

The groups will commence the week beginning **Monday the 7th of October 2024**

Special Topic Themes

(Students choose *one* from the following list)

Place Exploration

Dr Mary Benson

Everything that we study is emplaced. Place is not merely a stage on which we produce our lives, place itself has effects on social life. Place is, at once, the buildings, streets, monuments, and open spaces assembled at a certain geographic spot and actors' interpretations, representations, and identifications (Gyeryn, 2000). Place also exists in different layers of time and meanings. This special topic group is an exploration of place/space; place identity and identification. Students will be encouraged to carry out explorations of different places with a view to developing a sociological awareness of place as a theoretical concept and as lived experience. The aim is to develop an understanding of the complex interplay of identity and place. There are a multitude of potential sites which will be discussed in class in order to help students identify specific places that they can research and which fit in with their own areas of interest.

This type of research lends itself to fieldwork methods and visual methods and we will focus on this in class. The emphasis will be placed on interviewing and visual representation.

Exploring Childhood in Irish Society, using Quantitative Research Methods

Dr Delma Byrne

Experiences in childhood and young adulthood are viewed to be the expression of the social, economic, political and cultural forces that structure societies. A key role of the sociologist is to explain how these processes influence and shape the lives and experiences of children and young adults in Irish society and to understand how inequalities among children and young adults come about or how structural conditions shape children and young people's lives.

In this special topic research group, Irish society will be examined through the lens of childhood and youth, and students will have the freedom to decide which aspect to explore. Key institutions such as the family, the education system, the economy, the health system, the welfare state and their influences will be explored. We will examine how childhood and young adulthood in contemporary Irish society is structured along the lines of sex/gender, social class, poverty, household income, disability/special educational need, ethnicity or recent migrant history and their intersections. This special topic research group will also be of interest to students interested in policy areas such as education, housing and welfare, health and well-being and digital society.

It is important to note that in this special topic research group, over two semesters students will engage in quantitative analyses of an existing large scale, nationally representative, longitudinal study of childhood: The Growing Up in Ireland study. Guided by the craft and logic of social inquiry, we will use sociological theory to frame interesting and innovative research questions and hypotheses about Irish society and test these through analyses of the Growing Up in Ireland Study data which follows the same children and families over several waves of data collection.

Religion and Society

Dr Brian Conway

Are we more or less religious now than before? Why do women tend to be more religious than men? Why are strict churches strong? Why are some societies more religious than others? These are some of the core questions taken up sociologists concerned with the relationship between religion and society. In the first semester students learn about the major theoretical, methodological and empirical debates in the sociology of religion literature. This provides a foundation for the second semester, in which the focus turns to carrying out a research project about a research question derived from the literature examined in the first semester, as well as becoming acquainted with literature about data collection, data analysis and social scientific writing. The module closes out with a learning community celebration, where students present their ongoing research project. This module supports most research methods, except the analysis of online data.

The Future (Where Did It Go?)

Prof. Colin Coulter

Central to the project of modernity from the outset was a belief in the possibility of progress. Given a fair wind, things could only get better. That faith in the future has been challenged in many historical moments. And it often feels like we're living through one of them. The list of our contemporary woes seems to lengthen all the time. An escalating ecological catastrophe, the surge in right wing nationalism, the cost-of-living crisis, multiple wars that threaten to draw in the global superpowers, fake news, the proliferation of ever more agile viruses...all this seems very far removed from the reason and progress that modernity appeared to promise us. So how then are we to feel about what lies ahead? Is another (better) world still possible, or, are we living through what Franco Berardi has termed the 'slow cancellation' of the future? In this group, we will discuss those questions among many others.

Lived experience of social inequality

Prof. Laurence Cox

This special topic invites you to use family history, life history or autoethnographic methods to explore your own or your family's experience of inequality (social class, race, ethnicity, gender, sexuality, dis/ability etc.) You will look at one or more dimension of inequality on the basis of interviews with your family members or others or systematic reflection on your own life experience. This can be from the point of view of being disadvantaged, exploited, oppressed, stigmatised etc. or being powerful, privileged etc. – or in contradictory situations. In your dissertation you will analyse this data and relate your (or your family's) experience to more general understandings of the inequality in question (e.g. statistics; studying how corporations, families, states etc. work; theories of structure etc.) This may lead you to critique existing ideas of the inequality or to see your experience differently, or both. The small-group setting will provide a safe space for discussing difficult experiences.

Heat Waves: Exploring the discourse on climate change

Dr Anne Fitzgerald

Climate change has become a major political issue on all continents as warming temperatures, frequent extreme weather events and melting of ice caps bring the predictions of climate science closer to home.   Citizens have formed social movements to lobby their governments to stop activities which contribute to global warming. Youth movements such as Fridays for Future strikes have turned the focus onto the official response to climate change and have galvanised support for recognition of the urgent need for action. At the same time, a growing backlash towards 'green policies' has been developing as corporations involved in fossil fuel industries kick against calls for their demise and farmers protest against the drastic changes expected from their sector. In this special topic we will explore the official discourse on climate change at international and national level and the unofficial one from those who 12 deny climate change exists. A sociological perspective can throw light on the factors affecting society's diverging response to the climate change, the framing of the narrative and the intersection of power and privilege, gender, race and class.

Outsourcing Care

Dr Anne Fitzgerald

Economic development and the processes of globalisation have created new forms of informal work for 'mainly' but not exclusively female workers in the 'care industry'. As the rate of women working rises in higher income countries, services which were usually provided for free by females in the family are now provided through paid employment. The demand for care workers has rapidly increased and migrant women are a captive market for positions as nannies, child minders, cleaners and care staff in elderly care facilities. At the same time working women generally perform the majority of domestic tasks in the home, despite the changes in gender roles in the last decades. The first semester will introduce the major debates and theoretical positions on gender and care, including questions such as why has care work remained so stubbornly gendered? How does race and ethnicity intersect with gender in the delivery of care? What effect has the precarity of their situation on the givers of care in private domestic and congregated settings? The first semester will also cover methodologies used to collect and analyse data. The second semester will focus on the research process, choosing a research question and methodology and completing the thesis.

Digital Social Media and Social Movements

Dr. Izzy Fox

This group will explore the impact of social media on social inequalities and on social movements, with a particular focus on feminist movements. While we will organise our discussion around the experiences of feminist movements, thesis research can be undertaken on other movements.

From the international online movement against rape culture known as #MeToo to the Repeal the 8th campaign to remove Ireland's constitutional ban on abortion, digital social media platforms have played a pivotal role in feminist activism in recent years. For instance, social media platforms provide a space for activist communities to form, for consciousness-raising to occur, as well as for mobilising off-line action, including street protests. The digital affordances of social media, such as the hashtag, allow topics to trend, thus facilitating the spread of ideas and campaigns, often instantaneously. In this sense, digital platforms such as X/Twitter, have become a key tool for the contemporary feminist activist. Conversely, intersectional feminist and decolonial scholars have also drawn attention to the negative impact of digital technologies and social media platforms, including how biases and inequalities are often baked into their design and re-enforced through their use.

Semester One will highlight both the benefits and harms of social media for social movements, particularly feminism, by focusing on literature emerging from both within and outside of Ireland. We will also work on formulating a research question and developing a methodology. During the second semester we will attend to analysing data and the practical aspects of writing a thesis, as well as to exploring the topics of our theses in more depth.

Digital Society and App Studies: Sociological Perspectives and Research Methods

Yuening Li

This module is designed for third-year sociology students to bridge their everyday experiences with mobile apps and their academic studies in sociology. Students will be guided to identify research ideas inspired by their daily app usage and conceptualise them into researchable questions for their thesis. The module extends classical and contemporary social theories to the digital realm, exploring how mobile apps shape and reflect social issues such as identity, inequality, solidarity, consumption, gender, and other key sociological concerns in today's evolving digital landscape.

Migration and Societies

Dr. Elena Zambelli

In higher income countries, over the past decade, international migration has become an increasingly contentious domain. Migration laws have become more restrictive; borders have proliferated from within and from without states' boundaries, and there has been a distinctive surge of populist anti-immigration political parties and movements. European Union citizens' exercise of freedom of movement and enjoyment of related rights are also being restricted through various administrative measures. Far from concerning people on the move only, the impact of these processes implicates citizens in various ways and capacities. These may be migrants' family members, racialized citizens with a migration heritage or background, service providers, and more.

In this special topic group, we will explore how states' regulation of cross-border movements affects the everyday lives of migrants and citizens, and how they themselves navigate such effects.

Our focus will be on states members of the European Union, which they will be considered in their double stance as independent nation-states, with their own migration regime, and members of the European Union participating in both its freedom of movement regime and the fortification and externalisation of its borders.

Research questions may address people's contemporary perceptions and experiences of borders (physical, emotional, bureaucratical, etc.), their ways of making 'home' away from home, and whether and how these changed over time. You will explore these questions by using qualitative research methods and narrative analysis. You may generate data yourself by doing research with human participants (i.e., interviews; ethnography), or you may choose to reuse publicly available research data. Throughout, you will be encouraged to think in intersectional ways, paying attention to the interplay of legal status with gender, race/ethnicity and other axis of identity and difference.

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, instagramming, 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 in advance who will make every reasonable 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 breah 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/3WLUp41

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 Starbuck's 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 third 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