



Maynooth University Department of Sociology



**First Year Handbook
2019-2020**

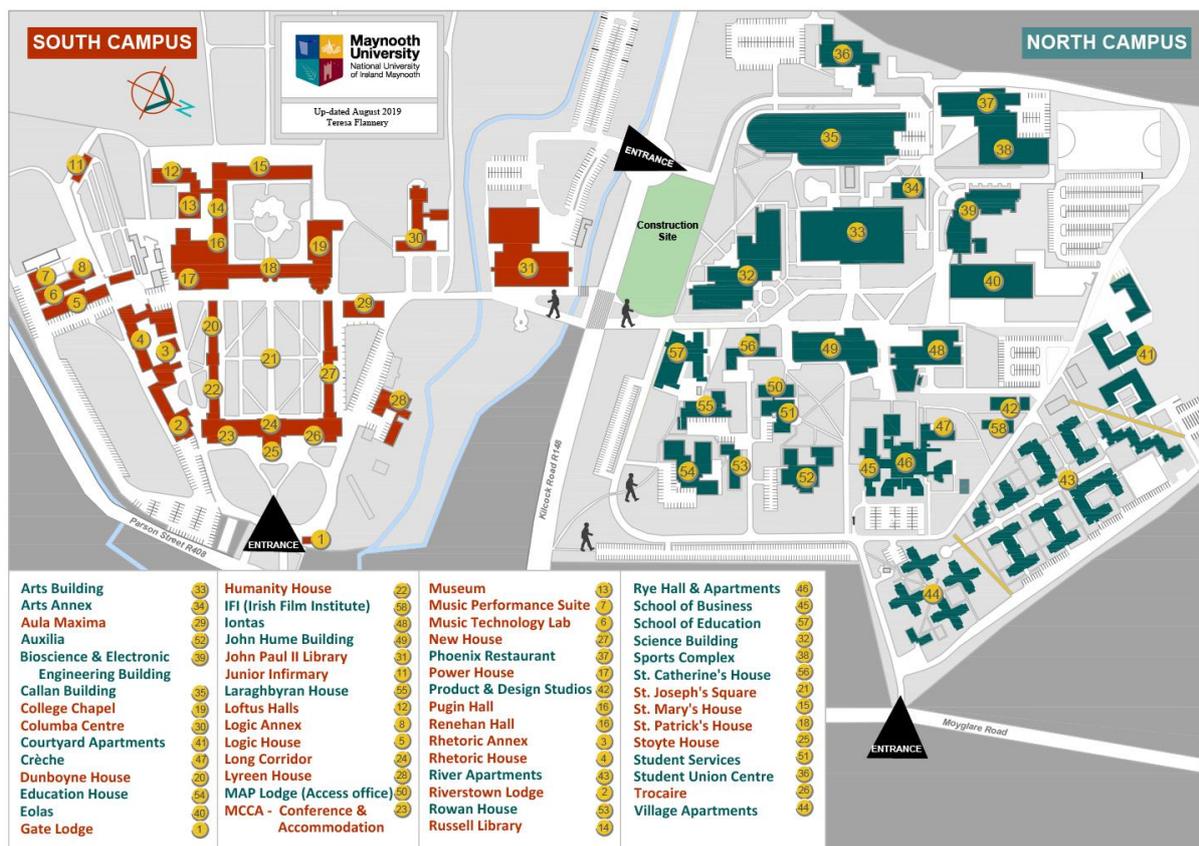
Table of contents

Introduction	3
About Sociology.....	5
About Sociology at Maynooth University.....	6
First year programme.....	10
Key dates for the academic year.....	13
Timetable and Module descriptions	13
Conduct.....	18
Assessment.....	18
Consultation.....	18
Communication.....	19
Essay preparation and assessment.....	20
Statement on plagiarism.....	21
Guidelines for citation.....	22
Penalties for late work & supplemental exams	22

Introduction

We are delighted to welcome you to the campus of the Maynooth University to begin your studies in Sociology. The First year Co-ordinator for 2019-20 is Dr Mary Benson, Room 33 Auxilia Building. Phone: (01) 474 7149 email: mary.benson@mu.ie

The Auxilia Building is situated on the North Campus, behind the John Hume Building. The Departmental office is located at Room 1.5 (first floor). 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.



We have prepared this handbook as a guide to our first year programme. Please retain it for reference throughout the academic year. If you have any query that is not answered in this handbook, if you require clarification about any issue relating to the academic programme or if you have any academic concerns during the year please contact Dr. Mary Benson in the first instance.

Apart from the standard programme organised for each undergraduate year, you may be interested in other initiatives that are run by the Department of

Sociology. Guest seminars and symposia take place from time to time during the teaching semester. These seminars are open to all staff and students, and will be of particular interest to Sociology students. Please check on the Sociology notice boards in the Auxilia building for details of forthcoming events. You may also access information on the Department of sociology on our website: <https://www.maynoothuniversity.ie/sociology>. Follow us on twitter @MU_Sociology for regular updates.

The Department of Sociology prides itself on the excellent service which we provide to students. In return, we request that you treat your lecturers, tutors and fellow students with the respect and civility they deserve.

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).



Crowd at U2 concert, Croke Park © Aphra Kerr

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.

About Sociology at Maynooth University

The Sociology Department at Maynooth University is committed to the pursuit of excellence in our teaching and our research. Over the years we have guided many students who have grown to love the discipline of Sociology, and to value the sociological perspective. We hope that you too will share this positive experience during your years at Maynooth University. The Department of Sociology at Maynooth University currently has 18 full-time teaching staff, a team of tutors, and 2 Executive Assistants.

We cater for approximately up to a thousand students across our undergraduate programme, and approximately twenty students who are engaged in postgraduate studies in the Department. We offer three different Taught M.A. degrees, two of which are taught on an inter-disciplinary basis. We also supervise students completing M.Litt and Ph.D degrees. For more details on these programmes check out our website: www.maynoothuniversity.ie/academic/sociology.

The subject matter of sociology is diverse, and our programme at Maynooth University reflects the varied interests of the members of the Department which are listed below:

Dr. Mary Benson

My research interests all come under the broad heading of urban sociology. I am particularly interested in changing cityscapes; gentrification; place/public space; urban exploration; qualitative methods and visual representations. These fields of interest intersect with other topics of interest such as consumption, identity, social class and inequality.

Dr. Delma Byrne

Research interests include social stratification in education and the labour market spanning the primary, second-level and higher education sectors as well as post-secondary education and training; transitions between education and the labour market and the evaluation of educational interventions.

Dr. Barry Cannon

Research interests are on Latin American politics, with particular expertise on Peru, Venezuela and Central America, especially on issues of democratization, power relations, Left and Right politics, civil society, and development. Current research focuses on opposition politics in Venezuela; right wing politics in Latin America; and, comparisons between collective reactions to crisis in Latin America and in Ireland and Europe.

Dr. Brian Conway

Research interests include sociology of religion; collective memory; history of Irish sociology. Current research focuses on examining Catholic public discourses and institutional arrangements, trends and patterns in the

Catholic workforce, and religious institutional responses to scandal, all in comparative perspective.

Professor Mary P. Corcoran

Research interests include the Irish migratory experience, urban transformation and change, public culture. She is particularly interested in the fate of the public realm in the face of privatization and monetization trends. Professor Corcoran is currently working at the interface of sociology and art and has collaborated with artist Mary Burke on a number of community engaged projects

Dr. Colin Coulter

Research interests include development studies, global politics, Marxism, ethnicity and nationalism, popular culture and in particular popular music and Northern Irish politics and society.

Dr. Laurence Cox

Research interests include social movement research (movement waves, alterglobalization and anti-austerity movements, European social movements, movement theorising, protest policing, knowledge and learning production in social movements, activist sustainability); Buddhist Studies (Buddhism and Ireland, early western Buddhists in Asia); new religious movements; sociology of knowledge and culture (history of ideas, sociology of intellectuals, counter culture); working-class studies (community organising, oral history); social theory (western Marxism, socialist feminism); and methodology (participatory action research, community research).

Dr. Pauline Cullen

Research interests include political sociology; gender inequality, social movements; civil society and state relations; nongovernmental organisations; social policy and European Integration; coalitions between diverse constituencies; activism on social rights beyond national settings.

Dr. Eoin Flaherty

I am interested in how patterns of inequality are formed and maintained, and how they change over time. I study these processes with a particular focus on income inequality during the late 20th/early 21st century, and instances of famine during the 19th century (mainly Ireland). I am also interested in how human societies have formed systems of cooperation and managed resources collectively, and whether such systems were resilient to environmental stress. I am also interested in: Top incomes and the 'super-rich', labour's share of national income, time series and pooled time series cross-section analysis. Financialisation, rentiers, and power resources. Famine, common-pool resource systems, primitive communism, and nineteenth-century Ireland. Complexity theory, human ecology, and environmental sociology.

Professor G. Honor Fagan

Research interests include Human Security, Gender and Development

Governance, and Social Sustainability.

Dr. Jane Gray

Research and teaching interests include families and households, comparative-historical sociology, life history analysis. Her current research focuses on: life histories and social change in twentieth century Ireland; family and community, gender, household economies and social change.

Dr. Aphra Kerr

Research interests focus on technology, media and emergent digital research methods. Current research explores: gender and diversity in digital media; inequality and algorithmic decision making on online platforms; digital citizenship and internet cultures; new forms of virtual work and production. Recent projects have explored digital games production and policy, online community management work, broadcasting and diversity.

Dr. Rebecca King Ó Riain

Research and teaching interests include: globalization, emotions and technology; racial/ethnic beauty pageants; critical race theory; qualitative methods; interracial marriage and multiracial people. Her current research explores globalized interpersonal and interactive forms of bodily culture through skin altering practices in Asia and Europe, beauty pageants, and Asian popular culture (Korean and Japanese dramas)

Dr. Mary Murphy

Research interests include the impact of globalisation on welfare states, the political mediation of social policy reform, local governance and institutional mechanisms to support social innovation, social inclusion and citizenship, gender and social welfare, commodification, conditionality and welfare to work policies.

Dr. Peter Murray

Research and teaching interests include political mobilisation and the growth of the modern state, industry, work and technological change, health, illness and healing.

Professor John O'Brennan

Research interests include the process and politics of European Union enlargement; the EU's relationship with the western Balkans and prospective enlargement to South Eastern Europe; the dynamics of EU external relations; EU-Russian relations; constructivist theories of International Politics; and the identity dimension to European integration. I am also very interested in Ireland's experience of European integration, its relationship with the European Union and the Lisbon Treaty debate in Ireland.

Professor Seán Ó Riain

Research interests are in the sociology of work, economic sociology, comparative and global political economy and social inequality. Specific

areas of interest include work organisation and workplace regimes; developmental states; the global knowledge economy; economic liberalism; changing European societies.

Dr. Paul Ryan

Research interests revolve around the sociology of personal life specifically the study of the family, sexual citizenship, sex work, gay and lesbian studies, social movements and qualitative research methods.

Dr. Eamonn Slater

Research interests include the structure of modernity, the heritage industry (including tourism), the social construction of landscape and the environment, visual sociology and historical sociology. All of these sociological areas are investigated with a special emphasis on Irish society.

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. We are here to guide you in your quest for knowledge, insight and a deeper understanding of social reality.

Goal for the year:

- To develop critical thinking by introducing you to key concepts and contributions in Sociology both in Ireland and internationally.

First Semester Module

SO152 Sociological Imagination introduces you to the basic concepts in sociology and explains what is distinctive about the sociological perspective on the world with a particular focus on the formation of identity and social location. This module examines contemporary society and the terrains in which we live our everyday lives from a sociological perspective.

Second Semester Module

SO151 Contemporary Irish Society is designed to develop a basic understanding of how sociologists approach their subject matter- focusing in particular, on the development of theoretical frameworks that can help us to understand and explain contemporary Irish society.

Research methods and design:

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

Tutorials:

All 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 semester, Week beginning October 7th, 2019 and will run for eight consecutive weeks (with the exception of the reading week). Second semester Tutorials will commence in Week Three of the semester, Week beginning February 17th, 2020 and will run for eight consecutive weeks (with the exception of the reading week). Students **must** attend their weekly Tutorials. Further details on Tutorials and on a writing support initiative will be given at the beginning of lectures.

Tutorials are designed in small groups and you need to sign into a tutorial group through the module MOODLE site. There will be a list of times and signing into a particular time is organised on a first-come, first-served basis. Once you have logged onto the MOODLE site you will be invited to choose a tutorial time from a menu of optional hours. Please ensure that you choose a tutorial time that does not clash with times for your modules in your other subjects in both semesters.

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 2019 at 10am and will run until 12noon on Wednesday 2nd October 2019. You will remain in this tutorial group for your Second Semester Module [SO151]

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.** Once the signups process concludes, you cannot change out of your selected group.

Please take note of the following schedule of important dates:

Monday Sept 23 rd , 2019	First semester lectures commence.
Thursday, 26 th Sept at 10am until 12 noon on Wednesday 2 nd October 2019	Use MOODLE site of SO152 to sign up for a tutorial for the first <i>and</i> second semester.
Monday Oct 7 th , 2019	Third week of semester. Tutorials begin and run for eight consecutive weeks.
Monday Oct 28 th – Friday Nov 1 st 2019	Study week- NO CLASSES
Thursday November 21 st , 2019	First semester essay due for SO152
Friday 6 th December 2019	Semester One tutorial programme ends
Friday December 20 th , 2019 A special essay clinic will be scheduled this week affording students the opportunity for feedback on their essays.	End of first semester classes
Jan 2020	Examinations commence
Monday February 3 rd , 2020	Second semester lectures commence
Monday 18 th February, 2020	Third week of semester. Tutorials for SO151 begin and run for eight consecutive weeks
Monday March 16 th – Friday March 20 th , 2020	Study week NO CLASSES
Monday April 13 th – Friday April 17 th , 2020	EASTER VACATION
Friday 26 th April 2020	Semester Two tutorial programme ends
Dates to be confirmed in second semester	Second semester essay due for SO151

Friday May 8 th , 2020 A special essay clinic will be scheduled this week affording students the opportunity for feedback on their essays.	Conclusion of second semester
May 2020	Examinations commence
31st July, 2020	Deadline for repeat candidates to submit continuous assessment work

Please ensure prior to the examination periods that you are correctly registered in the modules for which you wish to obtain credits.

ACADEMIC SCHEDULE

Semester 1

23RD September 2019 – 20th December 2019

COMPULSORY MODULE:	<i>Credits</i>	<i>Day / Time</i>	<i>Venue</i>
SO152 Sociological Imagination: The Sociology of Everyday Life (plus tutorials) Dr Mary Benson	7.5	Mon 4pm Tues 3pm Thurs 12pm	TH1 TH1 TH1

Semester 2

3rd February 2020 – 8th May 2020

COMPULSORY MODULE:	<i>Credits</i>	<i>Day / Time</i>	<i>Venue</i>
SO151 Contemporary Irish Society (plus tutorials) Dr. Eamonn Slater	7.5	Mon 4pm Tues 3pm Thurs 12pm	TH1 TH1 TH1

For your information we provide brief summaries of each of the First Year modules below. More detailed information for each module will be made available by individual lecturers.

Semester 1

SO152, Sociological Imagination: The Sociology of Everyday Life
Credits: 7.5 ECTS

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

Overview:

This introductory module offers students a sociological analysis of contemporary society. The module will explore how contemporary society is organised, experienced and represented. The principal institutions and structures that shape social life and the main processes through which society as a whole is changing are reviewed. Examples will be used from Ireland and internationally. This module also introduces students to a sociological analysis of everyday life and the wide range of processes associated with living in contemporary society. Section One explores a range of topics on contemporary life including: living in a consumer society;

identity; inequality; social class; gender and ethnicity. Section Two examines a range of terrains in which we live our daily lives including the home, fashion, tourism and social media.

Learning outcomes

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

- Detail and evaluate theories and concepts used by social scientists to analyse the nature of contemporary society
- Critically assess the contribution of sociological analysis to an understanding of the organisation, experience and representation of contemporary society.
- Evaluate different kinds of interpretative schemata for interpreting cultural processes and practices.
- 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.

Assessment type: continuous assessment and examination:

Continuous assessment: 60%

Written examination: 40%

Semester 2

SO151, Contemporary Irish Society

Credits: 7.5 ECTS

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

Overview:

This introductory module offers students a sociological analysis of contemporary Irish society. The module will explore how Irish society is organised, experienced and represented. The principal institutions and structures that shape social life in Ireland and the main processes through which Ireland as a whole is changing are reviewed. The current configuration of Irish society is interrogated through a rich sociological framework of analysis.

Learning outcomes

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

- Detail and evaluate theories and concepts used by social scientists to analyse the nature of contemporary Irish society
- Critically assess the contribution of sociological analysis to an understanding of the organisation, experience and representation of contemporary Irish society.
- Evaluate different kinds of interpretative schemata for “reading” Irish 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.

Assessment type: continuous assessment and examination:

Continuous assessment: 60%

Written examination: 40%

Conduct

Regular 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 on the reading lists 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).

The use of laptop computers in the lecture halls has in recent years become a major distraction to other students, especially when the laptops are used for inappropriate purposes. 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 expect that you- the student body- will ensure that this policy is effective. Thank you for your co-operation in this matter. **Students who do not co-operate with this policy will be asked to leave the lecture hall.**

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. So please bear in mind that the Department requires your attendance at all lectures and seminars.

Consultation

It is vital that we are made aware, as soon as possible of any difficulties you may have in relation to your work or with any aspect of the 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 Dr. Mary Benson, the first year co-ordinator in the first instance (see contact details p.3).

If you have a query in relation to a particular module, please contact the lecturer who is giving that course. Staff members are available for consultation at various hours during each week of term. Each staff member has consultation hours posted on his or her office door and these hours will also be provided on your course outlines. Please try to attend at those hours.

Alternatively, you may make an appointment by telephone, email, or by contacting Trish Connerty or Áine Edmonds, Sociology Department Executive Assistants, Room 1.5, the Auxilia Building, Tel: 708-3659.

In addition to consulting with individual lecturers or the first year coordinator, 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 coordinators and student representatives of the various years whose election is managed by the MU Students Union

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

1. Talk to Dr. Mary Benson who is the first year coordinator for the academic year 201-2019.
2. Talk to your first year student representative after he or she is elected.

Communications

It is expected that you will be present at all lectures, tutorials and other class meetings. It is also expected that you will check the departmental noticeboards in the Auxilia Building regularly, that you will consult the Departmental website regularly and that you will use the MOODLE support system where notices and messages to students are also posted. **You are responsible for familiarising yourself with announcements or notices provided through any of these avenues during periods of time that you are absent from class or from campus.**

In the next section of this handbook we provide some guidelines on essay submission and some notes on plagiarism. It is vital that you acquaint yourself with this information in advance of preparing and submitting work to the Department of Sociology. Additional support for essay writing will be made available through the Tutorial programme and through initiatives developed by the Teaching and Learning Centre at Maynooth University and the Library. Many students check their work for plagiarism through the Turnitin computer programme. The Department of Sociology reserves the right to request that students submit their essays through the Turnitin programme.

Preparing and submitting an essay

- Essays should be a maximum of 2,000 words in length and should be typed, single-sided and double-spaced (about 8-10 pages).
- Essays must be put in the Sociology Post Box (Ground Floor, the Auxilia Building) with a **pink cover sheet** attached on or before the deadline date. Supplies of cover sheets are available in the Sociology Department.
- In your essay, you must refer to reading material assigned for the module. Reading beyond the assigned material will be interpreted favourably only if you show clearly how it relates to themes and issues covered in the lectures.
- Essays must be carefully referenced, showing the sources for any information or argument to which you refer. A list of references should be appended, detailing all sources referred to in the essay, including internet sources. **See guidelines below for how these should be presented.**
- Please read and take note of the statement on plagiarism in this handbook. You should also familiarize yourself with the new University policy on plagiarism.
- You must keep an exact copy of each written assignment you submit to the department. Should your assignment be mislaid, you will be asked to provide a replacement copy.

The main criteria in assessing an essay are:

- level of understanding of the issue
- range and extent of readings and the use made of those readings
- logical development of the discussion
- awareness and discussion of alternative arguments or viewpoints
- clarity of the writing style

In general, a first class essay or paper will

- show an excellent understanding of the issue under discussion
- demonstrate an ability to use analytical reasoning
- draw on a good range of readings in developing the argument
- 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.

Statement on plagiarism

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 will not recognise plagiarised material. 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. As your final assessment is partly based on written assignments, plagiarism is equivalent to cheating at examinations.

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.

<https://www.maynoothuniversity.ie/node/414657>

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

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

The Maynooth University guidelines on plagiarism are available at:

https://www.maynoothuniversity.ie/sites/default/files/assets/document/Plagiarism%20Sept%202015_0.pdf

Guidelines for citation

Books and articles read by you and referred to in your essay must be cited both in the essay itself and in the list of references at the end. **Only include in your list of references material you have read yourself and have referred to in your essay.** The usual procedure in sociology is to integrate references into the text itself.

The Department has prepared specific guidelines for citation please see here https://www.maynoothuniversity.ie/sites/default/files/assets/document/ASA%20Referencing%20Guide%20for%20MU%20Studentsfinal_0.pdf

Penalties for Late Work

“Where applicable the following penalties apply: If coursework is submitted late, 10 marks will be deducted. No coursework will be accepted 14 calendar days after the deadline. These penalties will apply except upon presentation of a medical certificate covering the relevant period or in other extremely extenuating circumstances, which must be communicated to, and accepted by, the lecturer/tutor prior to, or immediately after, the relevant deadline.

Requirements for Autumn Supplemental Examination

Students who are registered to repeat must have a returned mark for both continuous assessment (C.A) and exam.

If a student has already submitted C.A. the mark attained for that work will be carried forward toward the REPEAT. The student MUST ALSO RE-SIT THE FORMAL EXAM IN AUGUST 2020.

If a student has not already submitted C.A. they must submit by July 31, 2020. **No continuous assessment work will be accepted after this date.** The student MUST ALSO RE-SIT THE FORMAL EXAM IN AUGUST 2020.

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

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

The Experiential Learning Office contact details:

Email: Aisling.Flynn@mu.ie

Tel: 01 474 7760

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

Location: Room 1.18, ground floor Rowan House

Why not experience more from your degree programme by opting to take an experiential learning module*, such as Professional Development and Employability (involving employer-led sessions) or MU SPUR (paid six week summer research placement) where you will be learning by doing and reflecting, and have the opportunity to connect classroom content with real-

world experience.

*The availability of experiential learning modules is limited, timetable dependent and may require an application process.

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

MU SPUR (Summer Programme for Undergraduate Research)

An active research based and paid experiential learning programme for successful undergraduate pre-final year student applicants who wish to learn more about the postgraduate experience, by working closely with faculty mentors on research projects across a range of disciplines.

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.