| 1. Introduction                      | 1 |
| 2. Support Staff                    | 1 |
| 3. Academic Staff                   | 1 |
| 4. Attendance of Lectures, Class Tests and Tutorials | 1 |
| 5. Undergraduate Course Work        | 2 |
| 6. Semester Mark Calculation        | 2 |
| 7. Test Rules                       | 3 |
| 8. Sick Tests                       | 3 |
| 9. Guidelines for Writing Assignments | 3 |
| 10. Plagiarism                      | 10 |
| 11. Agreement                       | 11 |
INTRODUCTION

Welcome to all students who are joining the Department of Sociology for the first time. Welcome also to all our senior undergraduate students! It is of critical importance that you read this document carefully, because it provides valuable general information, such as guidelines regarding tests and assignments. You are required to sign a form saying that you have read and understood the contents of this document. The department further requests that you complete a student record form once this is posted on your course Edulink site.

2. SUPPORT STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>e-mail</th>
<th>Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Boni Moagi, Secretary</td>
<td><a href="mailto:bonisiwem@uj.ac.za">bonisiwem@uj.ac.za</a></td>
<td>011 559 2879</td>
</tr>
<tr>
<td>Departmental student assistants</td>
<td></td>
<td>011 559 4021</td>
</tr>
</tbody>
</table>

3. ACADEMIC STAFF

<table>
<thead>
<tr>
<th>Staff members</th>
<th>Designation</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Tina Uys</td>
<td>Professor &amp; Head of Department</td>
<td><a href="mailto:tuys@uj.ac.za">tuys@uj.ac.za</a></td>
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<td>Professor</td>
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</tr>
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<td>Prof Kammila Naidoo</td>
<td>Professor and HOD</td>
<td><a href="mailto:kammilan@uj.ac.za">kammilan@uj.ac.za</a></td>
</tr>
<tr>
<td>Dr Siphele Ncwangu</td>
<td>Lecturer</td>
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<td>Dr Pragna Rugunanan</td>
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<tr>
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<td>Lecturer</td>
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</tr>
<tr>
<td>Mr Muhammed Suleman</td>
<td>Assistant lecturer</td>
<td><a href="mailto:muhammeds@uj.ac.za">muhammeds@uj.ac.za</a></td>
</tr>
</tbody>
</table>

Consultation hours

Each staff member’s consultation times are indicated in the relevant study guide. If you are not able to consult with the lecturer during these specific times, you may contact her/him via e-mail or to make a formal appointment. An appointment with the head may be arranged via the secretary.

4. ATTENDANCE OF LECTURES, CLASS TESTS AND TUTORIALS

Attendance of all lectures and tutorials are compulsory as per the UJ Student Regulations. Students must be on time for lectures and may not leave the lecture venue during the lecture, since this disrupts classes. During academic lectures or seminars all cellphones must be switched off.

Students are expected to prepare the prescribed literature listed in study guides in advance of lectures. Lecturers can decide to give an unannounced class test at any time. The scope of such a test can include the preparation for the specific class or work that has already been completed. Students who do not attend class when a class test is written will not get another opportunity to write the test. The results of these tests can be taken into account for semester marks.

The Department of Sociology runs tutorial sessions for all undergraduate students in Sociology. These sessions allow for learning in a smaller group and a more interactive manner. Tutorials improve your understanding of the course and equip you with study and writing skills. Finally, they offer an opportunity to discuss any difficulties you may have with the reading or assessments. Note that tutors may cap tutorial session attendance if they find the particular session too full.
5. **UNDERGRADUATE COURSE WORK**

Note: test dates are subject to confirmation or change by the lecturer

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td><strong>Module 1</strong></td>
<td><strong>Module 2</strong></td>
</tr>
<tr>
<td><strong>Sociology 1A: The Individual and Society</strong></td>
<td><strong>Deviance and Religion</strong></td>
</tr>
<tr>
<td>Course coordinator: Dr Tapiwa Chagonda</td>
<td>Dr Tapiwa Chagonda</td>
</tr>
<tr>
<td>Theory and Family</td>
<td>Theory and Family</td>
</tr>
<tr>
<td>Mr Anthony Kaziboni</td>
<td>Dr Tapiwa Chagonda</td>
</tr>
<tr>
<td>Test: Monday 27 February 2017</td>
<td>Test: Monday 24 April 2017</td>
</tr>
<tr>
<td><strong>Sociology 2A: Social Relations</strong></td>
<td><strong>Conflict Studies</strong></td>
</tr>
<tr>
<td>Course coordinator: Dr Kezia Batisai</td>
<td>Dr Kezia Batisai</td>
</tr>
<tr>
<td>Group Dynamics</td>
<td>Group Dynamics</td>
</tr>
<tr>
<td>Prof Tina Uys</td>
<td>Dr Kezia Batisai</td>
</tr>
<tr>
<td>Test: Monday 6 March 2017</td>
<td>Test: Thursday 20 April 2017</td>
</tr>
<tr>
<td><strong>Sociology 3A: Sociology at Work</strong></td>
<td><strong>Sociology of Work</strong></td>
</tr>
<tr>
<td>Course coordinator: Dr Siphelo Ncwangu</td>
<td>Mr David du Toit</td>
</tr>
<tr>
<td>Social Science Research Methods</td>
<td>Social Science Research Methods</td>
</tr>
<tr>
<td>Dr Carin Runciman</td>
<td>Dr Carin Runciman</td>
</tr>
<tr>
<td>Test: Monday 6 March 2017</td>
<td>Test: Monday 24 April 2017</td>
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</table>

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<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td><strong>Module 3</strong></td>
<td><strong>Module 4</strong></td>
</tr>
<tr>
<td><strong>Sociology 1B: Social Divisions</strong></td>
<td><strong>Inequality: Class, Race and Gender</strong></td>
</tr>
<tr>
<td>Course coordinator: Dr Tapiwa Chagonda</td>
<td>Dr Siphelo Ncwangu</td>
</tr>
<tr>
<td>Power and the Workplace</td>
<td>Inequality: Class, Race and Gender</td>
</tr>
<tr>
<td>Dr Pragna Rugunanan</td>
<td>Dr Siphelo Ncwangu</td>
</tr>
<tr>
<td>Test: Mon 14 August 2017</td>
<td>Test: Mon 9 October 2017</td>
</tr>
<tr>
<td><strong>Sociology 2B: Population Dynamics</strong></td>
<td><strong>Demography, Social Policy and HIV/AIDS</strong></td>
</tr>
<tr>
<td>Course coordinator: Dr Kezia Batisai</td>
<td>Prof Kammila Naidoo</td>
</tr>
<tr>
<td>Clinical Sociology</td>
<td>Demography, Social Policy and HIV/AIDS</td>
</tr>
<tr>
<td>Mr Muhammed Suleman</td>
<td>Prof Kammila Naidoo</td>
</tr>
<tr>
<td>Test: Mon 21 August 2017</td>
<td>Test: Mon 23 October 2017</td>
</tr>
<tr>
<td><strong>Sociology 3B: Classical and Contemporary Sociological Theory</strong></td>
<td><strong>Sociological Theory</strong></td>
</tr>
<tr>
<td>Course coordinator: Dr Siphelo Ncwangu</td>
<td>Ms Letitia Smuts</td>
</tr>
<tr>
<td>Globalisation</td>
<td>Sociological Theory</td>
</tr>
<tr>
<td>Dr Siphelo Ncwangu</td>
<td>Ms Letitia Smuts</td>
</tr>
<tr>
<td>Test: Mon 21 August 2017</td>
<td>Test: Mon 23 October 2017</td>
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</table>

6. **SEMESTER MARK CALCULATION**

**Semester marks** for the different courses are usually calculated as follows:

**Sociology 1A, 1B, 2A, 2B**
- Semester tests: 30% × 2
- Assignment: 30%
- Tutorial mark first module: 5%
- Tutorial mark second module: 5%

**Sociology 3A & 3B**
- Semester tests (theory): 25% × 2
- Tutorial mark first module: 5%
- Tutorial mark second module: 5%
- Research practical: 40%
7. TEST RULES

You are expected to write two compulsory semester tests during the official set time in each semester. The dates are contained in the booklet called *Faculty of Humanities: Timetable for lectures and examinations* as well as in the coursework table above. Students may not enter the venue after half an hour of the test has passed and may not leave before half an hour has passed. Students may not leave during the last 15 minutes of the test.

**Test queries:** Students are responsible for collecting a test directly after its release. Remarking is not an option, however, for five work days directly following the release of a marked assessment, errors may be brought to the attention of the relevant lecturer or a student who feels that marks have not been fairly awarded may request an explanation. In addition, the final deadline for any queries related to semester marks will be on the last Friday of the block study week of each semester.

8. SICK TESTS

Semester tests are compulsory. If however, a student was absent from a semester test due to illness, the student may be admitted to write the sick test. In order to apply for admission to the sick test, **the student must hand in a valid doctor's note within 7 days of the original test.** This doctor's note must be **attached to the prescribed application form for writing the sick test.** You may obtain this form from the departmental assistants. You should indicate clearly the module and date of the original test for which you want to apply to write a sick test. In cases of hospitalisation for longer than 5 days, the relevant lecturer should be contacted by email. If you were ill for more than one test you will have to write these tests one after the other. The **sick test will cover all the work that has been done up to the date of the sick test.** Take note: The sick test is **not** a mark improvement opportunity. It is reserved for students who were really ill. Abuse of this opportunity may result in disciplinary action against you.

Sick tests are provisionally scheduled for the following dates:

- Term 1: 8:30 Monday 13 March 2017 (Soc 1A, 2A and 3A Test 1).
- Term 2: 8:30 Monday 8 May 2017 (Soc 1A, 2A and 3A Test 2).
- Term 3: 8:30 Monday 28 August 2017 (Soc 1B, 2B and 3B Test 1).
- Term 4: 8:30 Monday 23 October 2017 (Soc 1B, 2B and 3B Test 2).

9. GUIDELINES FOR WRITING ASSIGNMENTS

9.1 The purpose of assignments

Students get the opportunity to contribute towards their semester marks by the sporadic submission of assignments. These assignments can take the format of shorter essays or longer and more extensive assignments. The aim of this form of testing, in both instances, is to assess whether students can integrate a diverse number of sources to form a systematic and logical argument. Because authors of academic documents usually work with a reasonable amount of sources, certain conventions have emerged according to which sources are referred to. It is therefore important for students to learn how to use these referencing techniques correctly (see the section on referencing techniques). Apart from the fact that it is of scientific interest to refer to sources, it is also important to give credit to original authors for their work (see section on plagiarism).

9.2 Copying and co-operation

Co-operation can be an important part of sociological research. However, each assignment is given a mark that contributes towards your overall mark, and as with an examination **copying the work of another student, or allowing another student to copy your work, is a disciplinary offence.** Thus, unless a lecturer indicates otherwise, co-operation should be limited to sharing information about sources and verbal discussion of assignments. Writing should be undertaken independently of other students.
9.3 Technical aspects

9.3.1 Text referencing

Most of the data and argument contained in assignments, or for that matter in dissertations and academic articles, is drawn from other sources. It is essential to cite these sources (see Section 10 on Plagiarism). The name of author and date of publication as well as page references should be provided. The full reference should be included in the bibliography. The following are examples of text references.

a) As Marks (1994: 27) has demonstrated, “the work of the trained nurse was made possible by an army of almost unnoticed black nursing assistants, orderlies and servants”.

b) According to a press report (Herbert, 2000: 9):

   Themba Mghabi said the government’s plan would have disastrous effects for taxi drivers, resulting in 41,000 of its 100,000 members losing their jobs. He claimed that the plan could spark renewed taxi violence, increase crime and cause suffering for the families of unemployed drivers. ‘Is the Department of Trade and Industry now dumping companies like Toyota?’ he asked.

c) Those residing in hotels were more likely to be involved in drug-dealing and prostitution (Sunday Times, 10 November 1997).

d) While the concept of ‘racial fordism’ was introduced to analyse the nature of the economic crisis, in 1990 this research effort shifted to “develop an industrial policy that could address the poor performance of South African manufacturing” (Joffe et al. 1995: ix).

e) New lines of enquiry included the development of ‘flexi work’, its impact on the social composition of the workforce, and the effect of both on trade union mobilisation (Webster 1999c: 30-31).

f) Increased prevalence of certain kinds of illness can be traced to the factory-like design of the typical modern office, and it has been demonstrated that this, in turn, is a product of concerns to increase control over the workforce at minimal cost to the employer (Baldry, Bain & Taylor 1998: 166-71).

g) Noam Chomsky (Manufacturing Consent, 1992) points out that dictators like Hitler, Stalin and Mussolini all supported freedom of speech for those who agreed with them.

9.3.2 Spelling

Assignments should use the correct spelling of South African English or Afrikaans words. Students are encouraged to use spellcheckers. If you are writing in English, you should ensure that your spellchecker has been set to South African English or, if you are using an old word-processing package, to UK English. In South African English, as in UK English, but not US English, words like ‘labour’ end in ‘our’, not in ‘or’; and in South Africa and in the UK, unlike the US, words like ‘organise’ are spelt with an ‘s’, not a ‘z’. While spellcheckers are helpful, you should always proofread your assignment before it is submitted. As far as your spellchecker is concerned, ‘course’ and ‘coarse’ are both correct, but they have different meanings. There are many such examples, and because you are responsible for using the right word, as well as for spelling it correctly, you will still need to use a dictionary when writing an essay.

9.3.3 Layout

All assignments should be typed or printed with 1.5 line spacing in Aerial 11-point font. Handwritten assignments will not be accepted.
9.4 The form and contents of assignments

A complete assignment consists of:

9.4.1 A title page

The title page as provided on Edulink, must be completed to contain the following information:
- The student’s name, surname, student number, course and year of study;
- The title of the assignment;
- The name of the lecturer who gave the assignment;
- The date on which the assignment is submitted (day, month, year);
- The course for which the assignment is completed, e.g. Sociology 1B, Module 1; and
- A short declaration to indicate that no plagiarism has been committed.

9.4.2 A table of contents

The table of contents must be on a separate page and should be compiled as follows, with page on which the section starts indicated on the right:

1 CONTENTS
2 Introduction 1
3 Marxist perspectives on social inequality 2
  3.1 Modes and forces of production 2
  3.2 Ownership and the emergence of capitalism 4
  3.3 The bourgeoisie and the proletariat 4
  3.4 Criticism on Marxist perspectives 5
4 Max Weber's discussion of social inequality 5
  4.1 Prestige 7
  4.2 Power 8
  4.3 Class 8
5 A comparison between Marxist and Weberian views 9
6 Conclusion 10
7 References 11

9.4.3 The body of the assignment

All assignments should have a clear introduction, contents and a conclusion. All the headings in the table of contents should appear in the body of the essay.

The introduction should tell the reader what the assignment is about, i.e. what the topic means. It must also explain how the author approaches the topic and provide an exposition of the structure of the assignment or how the assignment is arranged.

The main part of the assignment consists of a presentation of the author’s arguments - the body of the assignment. Students must show that they can highlight topics from different angles. They must be able to compare and critically evaluate divergent points of view. Information from a wide variety of sources must be integrated in a meaningful way. Students must be able to interpret other author’s opinions correctly, but they also must be able to systematically state their own points of view. Students must show that they understand sociological concepts, theories and perspectives, and that they can address problems by using their acquired knowledge.

The conclusion is a brief summary of the main arguments proposed in the assignment and an exposition of the conclusions made. The conclusion must relate to the contents of the assignment and must form a logical conclusion to the problem.
9.4.4 Reference list

All sources cited in the text must be listed in a complete manner in the reference list. If there is no reference to a source in the text, the source may not be listed in the reference list. The reference list must be arranged alphabetically according to the surnames of the authors. Academic books and articles from accredited journals are the sources of choice. Online encyclopedia such as Wikipedia may not be used as sources for academic assignments. Reference original sources rather than course readers or study guides.

There are various ways of formatting a reference list, and different academic departments and journals adopt different styles. The UJ Sociology Department uses a Harvard style similar to that of *South African Review of Sociology*, the journal of the South African Sociological Association, and this is illustrated below. Please use these forms of referencing when presenting a bibliography.

**Book with a single author**

**Book with two authors**

**Book with three or more authors**

**Subsequent edition of a book**

**Journal article with one author**

**Journal article with two authors**

**Book with a single editor**

**Book with two or more editors**

**Chapter in a book**

Newspaper article

Published report

Dissertations and theses

Published working paper

Unpublished paper

Internet

Film and video

Reference work

Two or more items in one year by same author

Undated item
9.5 Submission

9.5.1 Deadlines
For each assignment you will be given a deadline, that is, a time before which you must submit that piece of work. If you submit the assignment later than 7 days after the deadline it will not be marked; that is, it will be given 0%. If the assignment is submitted late, but within 7 days after the deadline, 15% will be deducted regardless of the excuse. The only exceptions are when a close family member has died and when illness prevents you from completing an assignment. If you have such a problem, you should make an arrangement with the responsible lecturer before or on the deadline. If there is a dispute about deduction of marks, this should be raised with the lecturer responsible for the course, and their decision is final.

9.5.2 Procedure
Assignments must be submitted in hard copy at the departmental assistant’s office during the department’s open hours. Ensure that you have proof that you have submitted your essay by signing the appropriate list and by carefully following any instructions on the course Edulink site. Collect your marked assignment before the end of term and retain it for future reference. It is also imperative that you keep an extra copy of the specific assignment.

9.6 Evaluation of assignments
NB: See below regarding plagiarism. While lecturers may deviate from this outline according to their discretion, the following items are usually taken into consideration when evaluating assignments:
- Table of contents
- Bibliography and References
- Systematics and integration
- Formulation
- Contents

10. PLAGIARISM
Plagiarism is, as the *Concise Oxford Dictionary* puts it, ‘the act of . . . pass[ing] off the thoughts etc. of [another person] as one’s own.’ You are guilty of plagiarism if you use the ideas or words of another author without acknowledging their source. Since you are expected to present your own work, this is unacceptable and dishonest. This is why references to original sources are so important. Copying directly from another source without indicating that it is a quotation and making only minor changes to the words of another author are both examples of plagiarism. Formal action follows the submission of an assignment that contains examples of plagiarism. If you are uncertain whether your work contains plagiarism, use Turnitin and check with your lecturer before submitting.

10.1 Transgressions of plagiarism policy
The UJ Department of Sociology follows institutional policy in dealing with plagiarism. This policy is available in the ‘Sociology essentials’ folder of each Sociology Edulink course. Within the department, first-time offenders at first year level can achieve a maximum of 50% on resubmitting a plagiarised assignment. Second and third year students are, however, expected to reference sources as indicated in this set of guidelines. Failing to do so may render a student guilty of plagiarism. A mark of 0 (zero) is awarded for a plagiarised assignment, after which the matter is referred for potential disciplinary action. Students who commit plagiarism may be expelled and have the offence permanently recorded.
10.2 Avoiding plagiarism

Since your work must, inevitably, draw on the ideas and empirical data of others, it is important to know how to achieve this without plagiarism. There are two ways in which you can do this - quoting and summarising - but either way you must indicate your source, both with a text reference and by including the source in your bibliography. Summarising is usually preferred because it helps to produce an essay that is a pleasure to read. However, it requires more skill, and is given extra credit. If you are quoting, this must be undertaken in one of two ways. If the quote is short, it can be contained within the normal text, but if it is longer than about 50 words it should be presented as an indented passage. Your own writing may also not be copied from previous work. Examples of quoting, summarising, and of plagiarism, are given below. All illustrations are taken from the following excerpt from Alan Morris’s *Bleakness & Light: Inner-City Transition in Hillbrow, Johannesburg* (1999: 81-82).

The gender distribution in the early 1990s was significantly different from the one that prevailed in the mid-1960s, when 48 per cent of flat dwellers were male and 52 per cent were female (Jubber 1973:59), whereas at the beginning of 1993, 56 per cent of flat-dwellers were male and 44 per cent female. Although the proportion of males was greater in all racial categories, the most substantial difference was within the African grouping, of which 58 per cent were male (Table 9, p.351).

There are probably two main explanations for the change in the gender profile. Firstly, some of the men who moved to Hillbrow were reluctant to bring their partners and/or children to a place that was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children. A number of male flat-dwellers had homes elsewhere. Secondly, the increasing levels of crime and prostitution made women reluctant to move to Hillbrow: ‘Females don’t feel safe in Hillbrow and society is labelling [sic]. When you stay in Hillbrow you are a prostitute’ (Pumla, an African woman in her early fifties and ex-Hillbrow resident).

Refer to the Student Guide about how to avoid plagiarism in the Sociology Essentials folder on Blackboard.

Examples of quoting

a) Hillbrow “was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children”, argues Morris (1999:81).

b) According to one researcher (Morris, 1999: 81), “the increasing levels of crime and prostitution made women reluctant to move to Hillbrow”.

c) As one African woman (Pumla, quoted in Morris, 1999: 81-82), a former resident of Hillbrow, put it, “When you stay in Hillbrow you are a prostitute”.

d) Morris (1999: 81) suggested two explanations for this change:

Firstly, some of the men who moved to Hillbrow were reluctant to bring their partners and/or children to a place that was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children. ... Secondly, the increasing levels of crime and prostitution made women reluctant to move to Hillbrow.

NB: In this last example, an ellipsis (...) has been used to indicate that a section of text has been omitted, in this case between “children” and “Secondly”.

Examples of summarising

a) Morris’s (1999:81) interview data showed that sometimes men discouraged their ‘partners’ from moving to Hillbrow.

b) During this period, there was a significant decline in the proportion of women flat-dwellers living in Hillbrow (Morris, 1999: 81).
Examples of plagiarism

a) Some of the men who moved to Hillbrow were reluctant to bring their partners and/or children to a place that was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children.

b) Some of the men who moved to Hillbrow were reluctant to bring their partners and/or children to a place that was viewed by many flat-dwellers as not being a satisfactory neighbourhood for women or for bringing up children (Morris, 1999: 81).

c) As Morris argues (1999: 81), the most substantial difference was within the African grouping.
AGREEMENT

I have read and understood the current Undergraduate Guidelines.

Surname and initials: ________________________________

Nickname: ________________________________

Student number: ________________________________

Signature: ________________________________

Date: ___ / ___ / 2017