**Sociology 400, Internship**

Fall 2017

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**Description of Course:**

This is a three-hour course with 10 required hours of field instruction per week. Prerequisites for this course include SOC 370 or senior Sociology major. Instructor’s permission is required.

This internship placement is at Alcohol and Drug Abuse Council or Deep East Texas, a nonprofit agency in Nacogdoches, Texas. Morgan will participate in agency operations and planning. Morgan is to keep a detailed daily journal and will also write a summary reflection paper about the experience.

**Student Learning Outcomes:**

1. Provide the student an opportunity to evaluate her/his chosen field of study in relation to Social Science-related occupations  
2. Provide opportunities to practice and develop skills in the student’s area of career interest  
3. Provide the student with direct acquaintance with realities addressed by concepts, models, and theories learned in the classroom  
4. Stimulate the student’s interest and commitment in her/his chosen field  
5. Develop a “work-based” reference for future full-time employment or graduate school

**Grades:**

This is a pass / fail course. To pass the course you will need to satisfy the requirements listed in the following sections.

**Work Schedule and Minimum Clock Hours to Receive Credit:**

Each internship experience represents a unique learning opportunity. Consequently, the provision of quality experiential learning activities is emphasized in the semester-long internship. A minimum number of hours based on a 6 or 3-hour internship are expected to fulfill basic requirements for academic credit. It should be emphasized that a student may exceed the minimum hours in order to meet the objectives of his/her internship, and the specific needs of the internship agency. The grade for the Internship in the Department of Social and Cultural Analysis is determined on a “Pass-Fail” basis.
Minimum number of hours:

**Three (3) semester hours of credits = 150 clock hours**
*A typical work schedule of 10 hours per week for 15 weeks*

**Six (6) semester hours of credits = 300 clock hours**
*A typical work schedule of 20 hours per week for 15 weeks*

**Student Intern Requirements:**

1. Meet academic prerequisite
2. Cooperate with and support the agency and its personnel
3. Adhere to agency policies
4. Meet professional expectations related to work assignment(s)
5. Develop internship objectives for work assignment(s) and keep journal for duration of internship
6. Written essay to be submitted by the end of Dead Week
7. Communication with Internship Coordinator periodically throughout the semester.
8. Provide your own transportation to and from the agency; travel time is not included as part of internship required hours
9. Be prompt for agency assignments and work.
10. Obtain agency approval (and Internship Coordinator’s approval, if appropriate) for any alteration of work schedule (e.g., illness, etc.)
11. Remind field supervisor *one month prior to the semester-end* of the date of expected completion and termination of work.

**Attendance Policy:** Since this is an internship, we meet face to face before the semester begins and during the semester as needed. It is the responsibility of the intern to meet her/his hourly obligations to the agency based on a three or six-hour internship. The hourly requirements are detailed above. In the event of illness or other unforeseen circumstances that may interfere with the intern’s ability to meet these obligations, the internship coordinator should be contacted immediately.

**Academic Accommodations for Disabled Students:**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Academic Integrity (University Policy A-9.1)**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades (University Policy A-54)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Internship Timeframe (calendar)

Step 1 (Semester before registration)

- Contact Advisor of the Department of Social and Cultural Analysis to discuss intention to do an internship
- Upon approval, the Chair directs the student to contact the departmental Internship Coordinator

Step 2 (Two weeks before registration)

- The Coordinator provides details of appropriate agencies to the student
- The Student selects an agency or agencies to visit and meet the supervisory personnel
- The student submits an Application for Internship (refer to attachments)

Step 3 (Prior to registration)

- The Coordinator reviews the student’s application and approves or disapproves
- The Coordinator and the Student meet together and select the agency assignment
- The Student and the Agency Supervisor (field supervisor) will meet and agree on a work plan and the internship objectives (work responsibilities, requirements, time-to-work schedule, etc.)
- The Internship Coordinator must approve work plans and objectives

Step 4(Registration)
• The Student registers for Soc 400, section 1 or 2

Step 5 (Start of semester)

• The Student begins work, observes his/her supervisor or other staff member performing assigned tasks, and becomes a team member of the organization

Step 6 (Throughout the semester)

• The field supervisor (or designee) monitors student’s performance
• The student maintains a journal outlining tasks performed and the progress toward accomplishing the internship objectives
• The Internship Coordinator maintains contact with the agency supervisor to discuss work progress with the student
• Student meets periodically with the Internship Coordinator

Step 7 (End of Dead Week)

• The student submits a written summary of her/his experiences and accomplishments on the Friday of Dead Week (week before final exams) to the Internship Coordinator.
  ▪ The faculty coordinator evaluates the Student’s accomplishment of objectives and awards a final grade of P or F (Pass or Fail)

Program Learning Outcomes Insert

The sociology program states the following items as Program Learning Objectives (PLOs) for sociology majors.

PLO1 The students will be able to identify, compare, and contrast sociological classical and contemporary theories.

PLO2 The student will be able to identify the principles of good social scientific research design. Such principles include validity, reliability, precision in measurement, and sampling methodology.

PLO3 The student will possess sociological knowledge as evidenced by the identification of the major concepts involved with social stratification, demography, race and ethnic relations, deviance, and globalization.

PLO4 The student will be able to apply sociological knowledge and skills to a variety of settings.
PLO5 The student will recognize the implicit assumptions behind claims of knowledge about the social world, will be able to evaluate and distinguish between strong and weak arguments, and will be able to draw conclusions from a set of premises.

PLO6 The student will be able to read theoretical arguments and to identify their major strengths and weaknesses.

PLO7 The student will be able to analyze a data set using statistical techniques and draw conclusions from the results.

This course addresses the following of these objectives:

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<th>PLOs</th>
<th>Supported Course Objective SLO # or NA (not applicable)</th>
<th>Skill Level Basic, Intermediate, Advanced</th>
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