

## SOCI 419: Internship in Sociology/Criminal Justice

**Catalog Description:** This course provides supervised field experience enabling students to integrate theory and practice. A variety of community-based organizations are used for student placement. The course may not be repeated. Prerequisites include junior or senior standing; 2.5 minimum overall GPA; and permission of sociology faculty.

**Detailed Description:** The sociology and criminal justice internships are designed to enrich college education by enabling students to integrate theory and practice. Additionally, prospective employers are likely to view the internship as an employment experience.

Sociology majors in both the traditional and criminal justice concentrations that enter Shepherd University in the fall of 2011 or adopt the 2011-2012 catalog will be using this course as a CAPSTONE IN THE MAJOR. This course is a part of the Third Tier (Integrative Learning) of the Core Curriculum and addresses the following competencies: lifelong learning, oral communication, written communication, experiential learning, and ethical practice.

**Required Textbook:** Kaser, K., J. Brooks Jr., and K. Brooks. 2007. *Making the most of your internship*, South-Western Cengage Learning, ISBN: 978-0-538-44432-3.

**Learning Objectives:** Following the completion of this course:

- To demonstrate the capacity to utilize the fundamental concepts of the social sciences (e.g. culture, social structure, inequality, social roles, etc.) to increase their understanding of the organizations in which they are working.
- To demonstrate an ability to do organizational analysis of the work site, utilizing the analytical frameworks discussed in upper-division social science courses.
- To demonstrate a capacity to compare and contrast the relative merits of the different major theoretical orientations in explaining the “way things are” with regard to the organization in which they are working.
- To demonstrate a synthesis of, and advanced accomplishment across general and specialized studies through a capstone\*\* experience in the chosen discipline.

**Grading:** The fieldwork experience includes 13 homework assignments: a work schedule and contract, four discussion posts, three completed internship timesheets, a site evaluation, a resume, a final paper, and a portfolio. Your fieldwork experience is worth a total of **650** points. There are specific deadlines for each required submission, which there should be no submissions of late work or last minute work.

A =	90-100*%	=	585-650 points
B =	80-89%	=	520-584 points
C =	70-79%	=	455-519 points
D =	60-69%	=	390-454 points
F =	below 60	=	less than 390 points

**Tentative Schedule of Course Assignments:** Over the course of the semester, most written assignments are submitted in Sakai on the dates listed below (not including class participation and hours completed). The instructions are available in Sakai. There will be no late submissions for missed assignments except under documented circumstances and at the instructor’s discretion.

<b>DUE DATE</b>	<b>ASSIGNMENT REFERENCE</b>	<b>COURSE ASSIGNMENTS</b>	<b>POINTS</b>
9/7	Homework 1	Lesson 1: Internship Contract and Proposed Schedule	30
		DISCUSSION POSTS (SAKAI)	
9/7	Homework 2	Lesson 1: Student Intro and Site Info	20
10/12	Homework 3	Lesson 1: CHAPTER 1: The Value of Your Internship	40
11/2	Homework 6	Lesson 2: CHAPTER 6: On-the-Job Learning Experiences	40
11/16	Homework 8	Lesson 3: CHAPTER 10: Advancing Career Skills	40
		RESUME (PROFESSIONAL DEVELOPMENT) (SAKAI ASSIGNMENTS LINK)	
11/23	Homework 9	Lesson 4: Resume using Professional Workshop Template	50
		CLASS PARTICIPATION (WH 312B)	
10/20-10/24	Homework 5: Scheduled Conference	Lesson 2: Chart Progress Conference: Discuss Hours Worked, Journal Review, and Draft Resume	50
		FINAL PAPER (SAKAI ASSIGNMENT LINK)	
12/1	Homework 10: Final Paper	Final Paper: Final Overview of The Internship Experience	100
		TIMESHEETS (HOURS COMPLETED)	
10/13	Homework 4: Timesheet 1	Lesson 1: All Hours Completed: at least 15 Hours at Internship Site/Copy of Schedule of Hours Worked	30
11/3	Homework 7: Timesheet 2	Lesson 2: All Hours Completed: at least 60 Hours at Internship Site/Copy of Schedule of Hours Worked	30
12/2	Homework 11: Timesheet 3	Lesson 5: All Hours Completed: 120 Hours at Internship Site/Copy of Schedule of Hours Worked	40
		SITE EVALUATION (upload in SAKAI or Mail by Supervisor)	
12/2	Homework 12: Evaluation	Lesson 5: Site Evaluation: Supervisor’s Critique of Internship Performance (“.jpg” or “.pdf”)	100

		PORTFOLIO (SAKAI ASSIGNMENT LINK)	
12/4	Homework 13: Portfolio (electronic or hardcopy)	Lesson 5: Portfolio: Resume, Site Information Form, Discussion Posts, Journal, Final Paper, and Site Evaluation	80

**Internship Requirements:** Participants must meet agency or organization policies and requirements. For example, a background check may be mandated to determine qualifications. The site supervisor will determine the participants' tasks and activities. The three credit-hours will require a minimum of 120 hours of internship hours in an agency/organization recognized and approved by the faculty. The agency's mission must be relevant to the course content of the sociology/criminal justice curriculum. Participants must also document their work experiences in a journal on each day of work.

**Internship Contract:** A copy of the *Contractual Form and Schedule Template* is available on Sakai. The contract documents the successful completion of (1) the initial meeting with the supervisor and approval to intern with the agency, (2) a negotiated proposed work schedule, and (3) a schedule to document hours completed.

**Conference:** The "required/scheduled" conference is worth 50 points. There will be one required conference that will be held with Dr. Howard-Bostic in WH 312-B. Before midterm (10/20-10/24) you will schedule a time to meet with the instructor. Bring your journal and proof of hours worked. Be prepared to explain challenges, successes, and internship experience to date. Of course, you should contact your supervisor any time you have questions or concerns via e-mail (chowardb@shepherd.edu) in person during the posted office hours.

**Internship Hours:** The internship work hour component is worth 100 points. As a method of monitoring your progress, time sheets will be submitted three times during the semester: on 10/13 (at least first 15 hours), 11/3 (at least first 60 hours), and 12/2 (the total 120 hours). Each student is required to document and perform 120 hours of work at the internship site. Ten points will automatically be deducted for each hour of the required hours you fail to work; if you work less than the required hours your supervisor's evaluation may also be affected as they may not have had enough time to seriously evaluate your performance or may be disappointed with your failure to live up to your commitment.

**Final Paper - "The Internship Experience":** The final paper is worth 100 points. The essay must be typed, double-spaced, one-inch margins (sides, top and bottom), 12-point font, and a minimum of 7 pages in length. An essay that has less than four full pages will not receive any grade higher than a "D". Use APA formatting for the essay. There will be no late submissions for the final essay except under dire and documented circumstances and at the instructor's discretion. The final essay criteria are posted on Sakai. Essay sections areas are (1) Overview of Internship, (2) Perception of Experience, (3) Rewards and Frustrations, (4) Cultural Bias, (5) Theory, (6) Personal Growth, and (7) References.

**Site Evaluation Form:** A copy of the *Site Evaluation Form* is available on Sakai. If your site supervisor allows, you can scan the document and paste it as an image in your electronic portfolio. If your supervisor chooses to mail it, the instructor will email you an electronic image of the document. If your instructor does not receive an evaluation, a possible loss of 100 points is incurred. The site evaluation form is submitted as a component of the electronic portfolio.

**Daily Journal:** The daily journal is submitted as a 50 point component of the electronic portfolio. The daily journal (diary for critical thinking) entries offer an opportunity to reflect on experiences. Journaling places your experiences within the context of the course, which bridges information attained in classes overtime with future goals of employment and social life. Write an entry each day. If you're interning in an environment that deals with sensitive issues, please protect the names of people involved. Do not use real names. Use the online template: "5 Section Format" to complete each journal entry (Kaser, Brooks, & Brooks 2007, p.171): (1) section 1: facts, assignments, responsibilities, projects, (2) acquired skills, experiences, training, network contacts, (3) observations, impressions, (4) after-the-fact thoughts, assessments, conclusions, and (5) samples of work completed. See the sample *Daily Internship Journal Page Template* on Sakai.

**Portfolio:** The electronic portfolio is worth 80 points. The electronic/hard copy portfolio is a comprehensive (MS WORD) document that includes the following components: (1) a resume, (2) the Site Contract, (3) the Daily Journal, (4) the Final Paper, (5) three Discussion Posts Homework #3, 6, 8, and (6) Site (supervisor) Evaluation. See a full set of instructions on Sakai.

**Areas of Blooms Taxonomy:**

Knowledge	Describe the benefits and payoff of an internship; unique qualities specific to the selected internship site
Comprehension	List and describe the five sections that should be included in a daily internship journal
Application	Analyze the leadership style demonstrated on site
Analysis	Apply theory to understand the internship experience
Synthesis	Design a personal code of conduct for on the job performance
Evaluation	Formulate an exit strategy- a plan for maintaining your network following the close of the internship

**Attendance Policy:** This class will not meet regularly. Instead, the class will function as a hybrid online course. Alongside completion of internship hours, students are expected to log into Sakai daily and to know and understand the specific policies established. The instructor will make reasonable accommodations for occasional, unavoidable circumstances based on highly

legitimate grounds. The instructor will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with the instructors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones. Students are also expected to plan their class, work, and personal schedules to avoid potential conflicts. You must log in to Sakai regularly and engage in the requirements for each class; otherwise, your financial aid may be revoked either partially or in full. This would result in an amount due to the university immediately. Please refer to [shepherd.edu/faoweb](http://shepherd.edu/faoweb) for more details.

**Academic Integrity:** Cheating in all its forms, including plagiarism and cheating on visual work, is considered an academic matter to be controlled and acted upon by the instructor of this course. Students in this course are expected to abide by the university’s Academic Integrity Procedures found in the *Shepherd University Student Handbook* (<http://www.shepherd.edu/students/studenthandbook.pdf>). Cheating in any form (including copying other students’ answers, using unauthorized materials during exams, and submitting someone else’s work as your own) will result in an “F” in the course and referral to the Assistant Dean of Student Affairs/Judicial Coordinator Manager for disciplinary action.

**Disability Support Services:** Disability Support Services (DSS) at Shepherd University facilitates equitable access for every student who self-identifies as having one or more disabilities. Students requesting any disability related accommodation should contact the Director of Disability Support Services in Student Center room 124 or at 304-876-5689. This includes students with disabilities who require academic accommodations, students requesting specific housing accommodations for health-related reasons, and all other disability accommodations. Accommodations must be documented, and accommodation letters from the DSS office must be provided to instructors. For additional information please see <http://www.shepherd.edu/mcssweb/dss/default.html>.

**Tentative Schedule of Lessons and Course Readings:** SOCI 419: Internship in Sociology and Criminal Justice consists of five lessons: (1) The Value of an Internship, (2) On-the-Job Learning Experiences, (3) Job Performance, (4) Resume Workshop, and (5) Portfolio Workshop. There is also a Final Paper- “The Internship Experience”.

SCHEDULE	LESSON	REQUIRED COURSE MATERIALS
8/25-10/13	Lesson 1 - Chapter 1: The Value of an Internship	Lesson Plan 1; Kaser, Brooks, & Brooks text (p.2-22)
10/14-11/3 <i>10/16-10/17</i> <i>Fall Break</i>	Lesson 2 - Chapter 6: On-the-Job Learning Experiences	Lesson Plan 2; Kaser, Brooks, & Brooks text (p.124-148)
11/4-11/16	Lesson 3 - Chapter 10: Job Performance	Lesson Plan 3; Kaser, Brooks, & Brooks text (p.238-269)

11/17-11/30 <i>11/23-11/30 Thanksgiving Break</i>	Lesson 4 - Resume Workshop	Lesson Plan 4; Sample Resume Template; Resume workshop
11/30-12/4	Lesson 5 - Portfolio Workshop	Lesson Plan 5; How to Insert an Image; Portfolio Template
8/25-12/1	Final Paper	Final paper instructions, APA Format Template

**THIS SYLLABUS AND COURSE REQUIREMENTS LISTED ON SAKAI MAY BE ALTERED AT ANY TIME AT THE DISCRETION OF THE INSTRUCTOR**

<b>Date</b>	<b>Day</b>	<b>Event</b>
8/20/14	Wed	Orientation, Academic Advisement; Registration/Payment for New First-Year Students
8/21/14	Thu	New Freshmen/Transfer Orientation; Faculty Report for Fall Semester; Faculty Meetings
8/22/14	Fri	Orientation, Academic Advisement; Registration/Payment for New Transfers and Readmits
8/22/14	Fri	Add/Drop and Late Registration (Late Fee Applies) via RAIL begins at 5:00 pm (All hours except 4:00 am-8:00 am)
8/22/14	Fri	New Student Convocation
8/25/14	Mon	Classes Begin
8/25/14	Mon	Add/Drop and Late Registration (Late Fee Applies), via RAIL or at Ikenberry Hall, 9:00 am-4:00 pm -- Consult Advisor
8/29/14	Fri	Last Day to Add/Drop or Late Register via RAIL or at Ikenberry Hall, 9:00 am-4:00 pm -- Consult Advisor
9/1/14	Mon	Labor Day -- Holiday
9/5/14	Fri	Last Day for Instructor-Approved Late Adds via RAIL
9/8/14	Mon	Last Day to Change a Course from Credit to Pass/Fail Status
9/15/14	Mon	Last Day to Change a Course from Credit to Audit Status
9/26/14	Fri	Last Day to Withdraw from first-half semester class -- See Advisor by Noon
10/3/14	Fri	Last Day to Apply for May 2015 Graduation (Registrars Office)
10/6/14	Mon	First Day of Mid-term Exams
10/10/14	Fri	Last Day of Mid-term Exams
10/13/14	Mon	Mid-term Grades Due -- 9:00 am; second-half semester classes begin
10/16/14	Thu	Fall Break (as needed, make-up days for inclement weather)
10/17/14	Fri	Fall Break (as needed, make-up days for inclement weather)
10/22/14	Wed	First Day of Academic Advisement for Continuing Students for Spring 2015
10/24/14	Fri	Last Day to Withdraw from a Full Semester Class -- See Advisor by Noon

11/3/14	Mon	First Day of Spring 2015 RAIL Registration for Continuing Students; 9:00 am-4:00 pm
11/5/14	Wed	Last Day of Academic Advisement for Continuing Students for Spring 2015
11/21/14	Fri	Last Day to Withdraw from second-half semester class -- See Advisor by Noon
11/23/14	Sun	First Day of Thanksgiving Recess
11/30/14	Sun	Last Day of Thanksgiving Recess
12/5/14	Fri	Last Day of Classes; Last Day for Complete Withdrawal from Semester
12/8/14	Mon	First Day of Final Exams
12/12/14	Fri	Last Day of Final Exams
12/15/14	Mon	First Semester Grades Due 9:00 am -- End of First Semester
12/17/14	Wed	Grades will be available via RAIL (tentative)