

[SAMPLE]

Practicum in Sociology

Sociology 4950

East Carolina University

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Requirements and Evaluation:

Students must complete 10 hours per week at the arranged internship site, complete all written assignments, attend all scheduled class meetings and complete the final paper.

Internship Hours (40% of final course grade): Students must complete 10 hours per week at the internship site. No more than 20% (2 hours per week) should be spent on purely administrative tasks. Any change in schedule (“banking” hours or making up missed hours) must be approved in advance by both the agency supervisor and your Instructor (see Appendix A).

Written Assignments (20% of final course grade): All written assignments must be submitted on time, in hard copy format. No emailed assignments will be accepted without prior, written approval. Late assignments will not be accepted under any circumstances, and the student will receive a zero for any assignments not accepted for any reason. All assignments must be typed, in 12 point font, double spaced with one inch margins and turned in at the mid term meeting and with your final paper (see Appendix B).

Attendance at scheduled class meetings (20% of final course grade): Regular, punctual attendance is required. You are expected to participate in the class discussion. Merely “showing up” is not sufficient. This will account for 20% of your final course grade. We will meet at 8:00am on the following dates:

January 13

February 3

March 2

April 6

Final Paper (20% of final course grade): Each student must submit a final paper, typed, double spaced, in 12 point font, with one inch margins by **April 28th at 5:00pm**. You may leave the papers in the Sociology Department, where they will be time/date stamped. Emailed papers will not be accepted without prior, written approval. Late papers will not be accepted under any circumstances (See Appendix C).

Grading: The University has adopted a +/- system. There is no A+. I reserve the right to round up to the nearest whole letter grade for students who attend class, participate regularly and put forth extra effort.

93-100=	A
90-92=	A-
87-89=	B+
83-86=	B
80-82=	B-
77-79=	C+
73-76=	C
70-72=	C-
67-69=	D+
63-66=	D
60-62=	D-
59 and under	F

Communication

Email is the most convenient method of communication. When you contact me, please tell me your name and the course in which you are enrolled, including the section number. You are welcome to email me with a request for a phone call or in person meeting. Also, as always you are welcome to come by during my office hours, listed above.

Disruptive Academic Behavior

East Carolina University is committed to providing each student with a rich, distinctive educational experience. To this end, students who do not follow reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a grade of “drop” according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

Students with Disabilities:

East Carolina University seeks to comply with the Americans with Disabilities Act (ADA). Students requesting accommodation based on a covered disability must go to the Department for Disability Support Services, located in Slay 138, to verify the disability before any accommodations can occur. Documentation of approved disability accommodations must be provided to the instructor of each course, preferably during the first week of the semester. The phone number for Disability Services is (252) 737-1016; email is dssdept@ecu.edu

Non Discrimination Statement:

East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, sexual orientation, age or disability.

Academic Integrity Statement:

Cheating or plagiarism on any assignment, including exams, will earn you at least a 0 for the exam, and may earn you an F for the course as a whole. I will pursue the most severe penalty the University will allow me to administer.

Evacuations:

The University has adopted an evacuation policy. Please follow instructions given in class and or seek a safe location should an evacuation become necessary. It is always better to be in groups of two or three if you are unable to remain with the class. For on campus emergencies, call 911 or the campus emergency hotline: 252-328-0062.

Plagiarism/ Cheating: Plagiarism and/or cheating will not be tolerated. This class adheres to the university's policies on academic dishonesty as outlined in the catalog.

My commitment to you: My responsibility as your instructor is not only to deliver class lectures and evaluate your performance in this class, but also to assist you with any other facet of your educational experience. This may include writing, study skills, or giving you referrals to other agencies or programs that can assist you with personal issues that may affect your class performance. Please do not hesitate to contact me if I can help you in any way.

Appendix A—Timesheet

Date	Tasks	Hours

Appendix B- Weekly assignments

Week 1: Goals

Why did you choose this placement? What do you hope to learn in this internship and how does this agency meet your goals?

Week 2: Demographics

Pay attention to the age, race, sex, and social class of the members of the agency. How does this coincide or differ from the age, race, sex, and social class of the persons the agency serves? Are these demographics distributed evenly among agency members and clients? If not, why do you think this is so? And, how does this impact how well the agency serves its clients?

Week 3: Organization

What is the organizational structure of your agency? What is efficient/ inefficient in the way this organization functions? What could you suggest to improve the agency's functioning?

Week 4: Agency Goals

What is the history out of which this agency arose? What are the goals of the agency? How well does the agency meet its stated goals?

Week 5: Hierarchy

Observe power structures within the agency. Is power distributed evenly? If not, why not? Is this necessary? Are there groups vying for power? If so, who are they and why? Are the clients treated with the same respect as the agency members? If not, is this necessary? If it isn't necessary, why does this power differential exist?

Week 6: Communication

How well do the agencies communicate with the clients they serve? Is this communication negotiated, or determined by only one party? Is this the most efficient way to structure the communication?

Week 7: Mid Semester Summary

What have you learned about the organization and how well it functions up to this point? What have you seen in terms of how age, race, and sex intersect and impact the organization and its functioning? What is the organizational structure and is it efficient? How could the communication within the agency and between the agency and the clients improve?

Week 8: Emotions

What kinds of emotional responses have you had to what you are observing? How have you handled that? How do the agency members manage their emotions?

Week 9: Socialization

How has the agency contributed to your socialization? How have you adapted to the norms of the agency? How is this different than what you expected when you decided to do an internship?

Week 10: Race, Class, and Gender

Re-visit the issues of race, class and gender. What have you learned since your initial observations? Has your impression of the agency changed now that you've seen the "inner workings" of the agency and the inequalities/efforts at equality that are present?

Week 11: Social Change

Does the agency seek to change social institutions, structures, problems, or simply manage them? Explain. How could the organization be structured better to facilitate social change?

Week 12: What have you most enjoyed about this internship? Why? What have you disliked the most about this internship? Why?

Week 13: How does your understanding of the agency differ from what you expected at the beginning of the semester?

Week 14: End of semester Summary

How have your emotional responses changed over time? How are you different as a result of your experience? Would you encourage others to complete an internship with this agency? Why/why not?

Appendix C-Final Paper

Your final paper should be a reflection of your overall experience with your internship. While it may be a compilation of some of the work you did while writing your weekly assignments, your final paper should reflect your observations in light of your total learning experience, now that the semester is over. Your final paper should be a stand alone product. Do not assume that because you've already discussed some of these issues in your weekly assignments, that I already know your answers. This should be well thought out, and well organized, so that anyone could read your final paper, and have insight into your learning experience.

The paper should be 5-7 pages, typed, double spaced, 12 point font, with one inch margins. Please include a cover page.

Using headings, include in your paper the following:

1. Describe the agency, its organizational structure/hierarchy, and its goals/purpose.
2. Explain what your role was, including a detailed description of the tasks you performed.
3. Describe what you learned about race, class, gender, and religion (if appropriate).
4. Discuss, from both a micro and macro level, the role of this agency in society. What social needs are served? Does the agency meet the needs it sets out to? Is it just or is it biased? How so?
5. What have you learned about yourself, and what your role is in society?