

Sociology 181: Service Internship Fall 2009

Professor Preston Rudy
Office Hours: Wednesday 16:00-17:45
Other times by appointment

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I. Course Description

From the SJSU Catalog: Supervised placement in practical situations where sociologists are employed, including correctional services, community planning, industry, research, social action and social welfare agencies. Prerequisites: Upper division or graduate standing and department chair approval. Required for Sociology Majors.

II. Instructions for Registering

1. Obtain Departmental 181- Service Internship/Field Work Form from the Sociology Department Office (DMH 241). [It may be already attached to this syllabus]
2. After you find a site for your internship, fill out the Internship/Field Work Form and contact me by email for approval of your choice: **porudy@sjsu.edu**. Email is the best way to contact me. Once we have discussed your internship by email, you can leave the internship form at the Sociology Office and I will sign the form and give it to the department personnel. You do not need to see me in person to get the contract signed. When you and I sign the internship form, it is your official contract.
3. The department secretary will contact you (by email or phone) with the permission number once the paperwork is completed. To fulfill the Sociology Major core requirement a total of three units of work in community service, industry, or government (not on-campus) are needed. If you need to take more than the required 3 units, you must make an appointment to see me to discuss this. Additional units are only allowed if there is a compelling need or requirement for these units in order to graduate.
4. Follow the University's registration procedure.
5. A letter to your supervisor at the agency is attached to the end of this syllabus. Please make sure your supervisor receives this letter.

III. Seminars

There are six seminars to this course. We will meet every other **Wednesday, 18:00- 20:00**. The meeting dates are:

August 26, Sept 9, Sept 23, Oct 7, Oct 21, Nov 4, Nov 18, Dec 2

Please mark these in your calendars immediately!! All class seminar meetings are mandatory. If you do not attend the first class meeting, you will either be dropped from the course, or not given a permission number for enrollment. If you foresee any potential problems, you need to contact the instructor immediately. The seminar meetings are devoted to discussing the relationship between your internship and sociology. As such, the following learning objectives will be to:

- a. explore how sociological theories, concepts, and research explain the problem(s) and issue(s) at your internship site.
- b. exchange experiences and insights about the various organizations, clients, and staff
- c. analyze your reactions and feelings as you work with agencies and clients
- d. analyze how effective your organization is in trying to solve ongoing community problems

IV. Internship Placement/Assignments

Placement: It is your responsibility to find a suitable internship site to complete your 88 hours of service. The department office has two binders that contain flyers about various places located throughout Santa Clara County that have are looking for student interns. You need to make contact with these or other agencies/organizations to find out if they are capable of supervising student interns. You are responsible for going through all the paperwork (fingerprinting, background clearance, etc...) or whatever requirements that the agency/organization requires of its volunteers or employees.

Your internship site cannot be the same place as your paid work (if you are working). This is an opportunity to gain experience beyond the place where you are currently employed. Internships can be at schools, non-profit community service organizations or agencies, governmental agencies. Internships in for-profit industry need to be demonstrate how they are connected to sociology and internships in after-school coaching and sports are discouraged unless they are a part of a non-profit program that is a part of that agency's program.

Assignments: As a part of the internship, there will be written assignments due at **each** class meeting. These assignments are designed to have you reflect and integrate what you are doing at the internship site with your sociological knowledge. Some of the assignments are career related, that is, helping to support your understanding of the types of jobs and occupations that sociologists are employed in, and preparation for your future employment. The assignment and course syllabus will be available on the first day of class: Wednesday August 26, 2009.

V. Academic Integrity Policy

According to the University's Academic Integrity Policy, "cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means (see Section 1.1.1 through 1.1.7), while plagiarism is "the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and/or submitting it to fulfill academic requirements (see Section 1.2.1 and 1.2.2).

If I determine there has been a violation of this policy, students will receive an automatic zero for the paper. In addition, I will file a report with the Academic Affairs Judicial Officer regarding the violation of the academic integrity policy.

VI. Grading and Evaluating the Intern

This course is graded CR/NC (Credit/No Credit). To receive a CR, students must complete (a) at least 75% of the written work for this course; (b) participation in at least 75% of the in-class meetings, (c) Completion of all written work/assignments, (d) complete the required number of internship hours, (e) submit an evaluation form by your supervisor at your internship site.

VII. Intern Responsibilities

The intern should bear in mind that the service-learning internship experience more closely resembles a job than an ordinary course. The intern should be on time, complete jobs when assigned, inform the supervisor when sick/late/absent, etc., and show some concern for agency goals. All internships involve a trade-off between the University and the agency. The agency offers some training, instruction, and supervision to the intern at the expense of some staff time. The agency expects in return to receive some assistance from the intern in carrying out its regular goals and work assignments. In a best of all possible arrangements, both parties are benefited.

Please keep in mind that you represent the school and the sociology service-learning internship program, as well as yourself. In order to achieve mutual satisfaction of needs between "town" and "gown," it is necessary to put forth your best efforts in support of your clients, their problems, your agency and their goals. This is not a class that can be dropped without repercussions. You are not merely occupying a seat passively in a classroom, but fulfilling responsibilities to clients, to the service-learning internship program, and to the supervisor who has devoted time to your training and supervision. Withdrawal from a placement is regarded as serious, and is ordinarily done only with great forethought. However, a transfer to different placement arrangements may be made on a case-by-case basis.

VIII. Credits, Units, and Requirements

Three units of internship credit are required for the sociology major. Three additional units may be earned to apply to graduation electives. A six-unit (or anything greater than 3 units) internship must be approved by the instructor in advance. I do not approve of any six unit internship if you already have a full load (no course overload). (i.e., if you already have 4 courses and you add a 6 unit internship course, I will not approve this because of the time commitment involved with 6 units of internship hours=176 hours see below).

Course Pre-Requisites: Senior standing and completion of **Sociology 101** (Social Theory) and **Sociology 100w**. The grading is CR/NC. No letter grades are given. Incompletes are not given unless there are extenuating circumstances documented by Student Counseling Services, Student Services, or other outside agency (i.e., medical personnel, law enforcement, social service agency).

HOURS/UNIT REQUIREMENTS: Sociology service-learning internships are unpaid positions. On-job placement work includes doing the actual job as well as training programs and other learning aspects provided by the agency which may not be a regular part of your placement. Hours of learning involvement for on-job placement work are as follows:

1 unit of credit = 33 hours/semester;	2 units of credit = 66 hours/semester;
3 units of credit = 88 hours/semester	6 units of credit = 176 hours/semester

Internship hours are normally not completed during summer. However, knowing that many students are strapped for time, a portion of hours (not more than 25% hours or 22 hours) may be completed during the summer; instructor approval is required. The rationale behind this is that students should be participating in their internship at the time they are enrolled and attending the seminar class to get the most benefit from both their internship and their classroom time.

IX. Service-Learning Internship Benefits

Many students become so habituated to the academic game of piling up units toward graduation that all courses begin to be viewed as basically the same--a means of getting three units. Service-learning internships offer students a different kind of learning experience. Through service-learning internships, students have an opportunity to "make a difference" in helping solve community problems and to become knowledgeable about career directions. Students can learn about relationships between academic material and the non-academic world.

For future employment, the successful intern has earned an item of "professional experience" for his/her resume and develops relationships with individuals who may write letters of recommendation. Students may learn about job openings and receive coaching on how to take civil service exams and develop interview skills. Some agencies give work experience credit for the service-learning internship period, which counts toward employment. Sometimes lightning will strike and the service-learning internship evolves into a paid job. By obtaining "professional experience" and a "track-record," the intern has a crucial advantage over most first-time job seekers that have only the B.A. degree on their record.



**SAN JOSÉ STATE
UNIVERSITY**

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Thank you for participating in San Jose State University's Sociology Department service-learning internship program. The practical experience of an internship and the opportunity to make a difference in the community is at the heart of our program. I hope that your organization/agency benefits from the service that the student intern can provide.

Your student intern's responsibilities should be agreed upon and worked out between you and the student. The time commitment and hours are arranged by mutual agreement between you and the student. The student is required to complete 88 hours* of on-site service with your organization/agency. The service-learning internship should be treated as a job by the student, and we believe that in addition to gaining valuable work-related experience, the internship gives an opportunity for the student to apply their sociological thinking and knowledge to their internship experience. To that end, we hope that you challenge the student to use his/her skills and knowledge in their work. Too little (i.e., filing papers all the time), or too much responsibility, is not appropriate.

The internship supervisor will provide an assessment of the student intern's efforts. Toward the end of the semester, the intern will bring you an evaluation form that is provided by the Sociology Department. Please fill out the form and return it in a signed (across the seal) sealed envelope either with the intern, or by mail or fax, to our department. The evaluation form is used in our ongoing program assessment of student learning in the department. The form will ask for (a) an analysis of the skills and aptitudes of the intern; (b) certification of hours the intern has completed, including any training program hours that the agency has provided.

We ask that the agency supervisor review the evaluation with the intern during the last week of placement.

Finally, feel free to contact me at any time if you have any questions, concerns, or suggestions about our service-learning internship program.

Best Regards,

Professor Preston Rudy
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* Required hours/semester
33 hours = 1 unit credit
66 hours = 2 units credit
88 hours = 3 units credit
176 hours = 6 units credit

For Office use:	Process Date: _____	Semester _____
SOCI 181 section # _____	Course code # _____	Permission # _____

SOCI 181 (Undergraduate) units desired [3-6 units] _____

Last Name: _____ First Name: _____ SJSU ID: _____
 Address: _____ Apt #: _____ /Phone #(Preferred): _____
 City : _____ Zip Code: _____ /Alternate Phone #: _____
 Email : _____
 Person to contact in an emergency: Name and Relationship: _____ Phone: _____

**DEPARTMENT OF SOCIOLOGY – APPLICATION FOR SERVICE INTERNSHIP
(FIELD WORK EXPERIENCE/ COMMUNITY SERVICE)**

Three units are required to fulfill the core requirement in the undergraduate sociology major.

The Sociology Service Internship is open to students who are interested in receiving academic credit while exploring career possibilities, obtaining work experience and references, and applying academic theories to situations in the community and government. Placements include situations where sociologists are employed, or where sociological knowledge may be applied, tested, or obtained. Such placements might be work in corrections, mental health, work with youth or the aged, elected officials, or with community groups, business or industry. (This list is only suggestive of the variety of possible placements - a variety of geographic locations are also available.) The student applies to the chosen agency for the internship.

Fieldwork internships may be taken for 1 - 6 units of credit. The maximum applicable to graduation is 6 units. Three units may be utilized for Sociology departmental requirements (major core requirement or elective in the minor). The second three units may be used for elective credits toward graduation. All internship grades are credit/no-credit. Internships are unpaid. Registration is open to all majors. Completion of Soci 100W, Soci 101 and senior standing is recommended (required for students entering Fall 2007.) Service hour requirements are: 3 units - 88 hours; 2 units - 66 hours, 1 unit - 33 hours. In addition, attendance and participation is required at internship seminars scheduled during the semester. (See course syllabus for full details.) **This course is not available to Open University students.**

Print legibly, please!

Briefly describe the nature of the placement discussed with and approved by the Sociology

Department's Internship Coordinator: _____

Agency Name: _____ **What City:** _____

Name of Supervisor at Agency: _____ **Phone #:** _____

Both Signatures required: _____ **Student's Signature:** _____

SJSU Internship Coordinator's Signature: _____ **Date:** _____

ATTENTION STUDENT: To register for the course, bring this completed form to the Sociology Department Office (DMH 241) to get the proper course code number and permission code. (The signature of the Sociology Department's current internship coordinator is required before course code and permission number will be issued.) When you receive the course code and permission code, you may register for the course.