

# Course Syllabus

---

## Internships in Sociology

### Course Information

4 units

Fully Online

Graduate Student Instructor:

name: Lindy Messer

email: [lmesser@college.ucla.edu](mailto:lmesser@college.ucla.edu)

office hours: Wed & Thurs 2 PM – 5 PM; Friday 8 AM-12: 30 PM & 2 PM – 4 PM

### Description

Sociology is a set of tools to be applied to the social world around us. In Sociology 195CE we take the practice of Sociology outside of the classroom and into the larger Los Angeles community. Over the quarter, Sociology 195CE students will draw on foundational texts of sociological fieldwork to analyze and interpret their own experiences in community and corporate internships. Weekly assignments culminate in a final ethnographic paper.

<https://registrar.ucla.edu/academics/course-descriptions>[Links to an external site.](#)

### Prerequisites/Eligibility

Students are eligible to enroll in SOC 195CE if they have completed at least 90 credits (junior standing) and are in good academic standing (3.0+ GPA). In order to enroll, students first need to fill out a course contract on myUCLA. Detailed instructors can be found here.

*Note:* Internships should provide students with 8-10 hours per week (80-100 hours per quarter) of substantive, meaningful work in which the students serve as the primary beneficiary of the experience. Students must be actively engaged in an internship for at least 8 weeks of the quarter in which they are enrolled. 195CE cannot be taken for retrospective internships.

Off-campus non-profit organizations, government agencies, or corporate settings are eligible. Internships may be paid or unpaid but must offer students training, supervision, and networking opportunities in a professional work setting. For more information on

195CE courses and CCE's diverse activities and important role on our campus, please see [communityengagement.ucla.edu](http://communityengagement.ucla.edu).

## Course Materials

### Required Textbook

No required textbook. All readings are provided online.

### Browsers

You will need to use a browser as your primary method of accessing this course. The Canvas mobile apps should only be used as a supplement. To learn about browser compatibility with Canvas, visit the [Supported Browsers](#)[Links to an external site.](#) page.

## Learning Outcomes & Expectations

### Course Learning Outcomes

This course will consider ways to think about fieldwork in diverse community-centered contexts. The course will examine the following questions:

1. What is the significance of conducting ethnographical fieldwork?
2. How does one learn meaningfully during a brief, 10-week quarter?
3. What is sociology's role in community processes?
4. How do we define core concepts: civic engagement, social responsibility, environmental responsibility, intersectional racial equity, and community construction?
5. How does one integrate field experiences into a scholarly paper?
6. Apply knowledge and critical thinking skills to address situations and challenges that arise in 21st century social environments.

### Expectations of Students

Students are expected to:

- Attend all scheduled meetings and internship site visits.
- Arrive at meetings and internship site visits on time.
- Participate meaningfully during meetings and internship site visits.

- Complete the readings and prepare before meetings.
- Complete and turn in assignments and course requirements at the designated time.
- Communicate in a timely manner any concerns, queries, and conflicts with your GSI and internship coordinator.
- Conduct field note reports after each internship site visit to contribute to the final research paper.

## Expectations of Graduate Student Instructor (GSI)

Your GSI is expected to:

- Attend all scheduled meetings.
- Arrive at meetings on time.
- Support student learning and with any concerns, queries, and conflicts at internship sites.
- Maintain communication with internship sites to ensure rich learning for students.
- Provide all course information in a clear and timely manner.
- Support student success in the assignments of this course (weekly papers, readings, research paper).

## Class Meetings

This course does not have a lecture or sections. You will meet with me, your GSI, individually for 30 minutes every other week for a total of five meetings during the quarter (including the intake meeting). You are responsible for making your own appointments online via MyUCLA (go to the “Academics” tab -> “Advising Academic Services” -> “Appointments”).

Your intake meeting should happen during week 1 or 2. Your four post-intake meetings should happen every other week throughout the rest of the quarter (either weeks 3, 5, 7, and 9; or weeks 4, 6, 8, and 10). All meetings should be scheduled at once to ensure that you receive the meeting times that work for you. New meetings must be scheduled at least 24 hours in advance or your instructor (me) may not be available to meet. All five meetings (intake meeting + 4 one-on-one meetings) must be completed by the end of Week 10 in order to receive credit for the course. Attending your regularly scheduled meetings throughout the entire quarter is required in order to pass SOC 195CE.

Please schedule your meetings during my regularly scheduled office hours.

## Email

The best way to contact me (Lindy, your GSI) with questions or concerns is by email: [lmesser@college.ucla.edu](mailto:lmesser@college.ucla.edu). I will respond to emails within 24-36 hours Monday-Friday during business hours (8 AM - 5 PM).

## COVID-19 & Remote Instruction

As a response to the national emergency related to the SARS-CoV-2 (i.e., “coronavirus”) pandemic, this course will be offered remotely using electronic communications. All meetings will be held via Zoom. Because we are operating under a pandemic, racial injustice, and climate catastrophes, I intend to be flexible with our learning and understand there will be days where even showing up to class is a victory. I do, however, invite you to engage in meaningful discussion, critical thought, and an open mind. If there are extenuating circumstances that require accommodations, please connect with me. I am able to reschedule meetings should it be necessary, but ask for advanced notice, if possible.

## Course Policies & Structure

### Grade Calculation

If you would like to calculate your grade, use Canvas' What-If Grades feature. [What are What-If Grades?Links to an external site.](#)

### Grade Distribution

Your performance in this course will be evaluated as follows:

Field Work (80+ hours) .....	P/NP
Weekly Papers (10) .....	50%
Meetings (5) .....	20%
Final Paper .....	30%

### Letter Grade Scheme

Grade	Percentage
A+	100% to 97%

<b>Grade</b>	<b>Percentage</b>
A	96.99% to 93%
A-	92.99% to 90%
B+	89.99% to 87%
B	86.99% to 83%
B-	82.99% to 80%
C+	79.99% to 77%
C	76.99% to 73%
C-	72.99% to 70%
D+	69.99% to 67%
D	66.99% to 60%
F	59.99% to 0%

**P-NP Grading**

P	70% to 100%
NP	< 70%

## Extensions & Regrades

If you would like to request an **extension**, you should reach out to me as early as possible. **Re-grades.** If you feel that a grade you've received on an assignment is unfair, you may appeal your grade to me and I will meet with you to discuss together. If you are not satisfied, you may contact the 195CE course coordinator, Sarah Jo Torgimson (storgimson@college.ucla.edu).

## Field Work

Students will work remotely for their internship site at least 8 weeks during the 10- week quarter for a minimum of 80 hours total (approximately 8-10 hours/week). If you know that you must miss more than 8 hours during any given week throughout the quarter and will be unable to meet the minimum requirement, please let me know right away so we can determine how best to proceed. If an unforeseen circumstance arises mid-quarter which impacts your ability to complete your hours, please consult me as soon as possible to create a plan to move forward. Failure to complete the required hours is grounds for substantial grade penalty. A blank copy of the timesheet is available on the course website and it is required that you complete and turn in the specific course timesheet at the end of Week 10, uploaded to the course website.

Students are asked to keep detailed field notes (1-2 pages for each site visit) detailing ethnographical observations made. We will discuss how to take ethnographic field notes. These field notes will be used as data for your final research paper.

## Weekly Written Assignments

Weekly response papers are designed to help you contextualize your internship experience; therefore, whenever possible you are encouraged not just to be descriptive but also analytical. Think critically about your experience with the organization, the staff and community at large. Think about how your experiences and observations are affecting your understanding of the organization and their work. Students will write a **2-3 page, double-spaced with 1 inch margins** reflection/analysis each week based on course readings. Always include key identifying information at the top of the paper, and in the title of all electronic files: your name, the course, and the assignment. Each paper

should answer the discussion questions for each week as listed in this syllabus. You must reference each reading at least once using only in-text citations. I encourage all to tie in as best as possible the key concepts of the readings to your experiences at your internship sites. Please do not copy the questions into your papers. Please include page numbers.

At the end of your assignment, **write at least 2 questions** to bring to the following discussion meeting so that you can lead a rigorous discussion of the readings/weekly prompt, as well as critically reflect on your internship experience. These questions may be directly about the readings, about ideas from your response paper(s), or about your internship experience (in some way critically connecting the course concepts to what you are experiencing at your internship site).

Each week **include your total hours** you've accumulated at your site. I want to make sure you are on track to meet your 80-hour minimum and help troubleshoot if you are not meeting your hours (for whatever reason).

For the first several weeks, part 1 of the written assignment, the summary of the reading, will be **due on Mondays at 11:59 PM** (except holidays).

The full assignment (the summary, the application to your internship, total hours, and 2 questions) will be **due Fridays at 11:59 PM** (except holidays).

Starting in Week 7, the written assignment format will shift. See specific guidelines in the module and assignment tabs.

General requirements for written assignments:

- 2-3 pages, double-spaced, with 1-inch margins
- Must include 2 questions to bring to next meeting
- Must include how many total hours you have to date
- Must have your name, the course, and page numbers

Late papers will receive a deduction of 1 point for each day late unless an approved extension has been given (I am flexible as long as you communicate with me what is going on)

All work must be submitted in order to pass the course, even if the paper is too late to receive credit

## One-on-One Meetings with GSI

Come to each individual 25-minute meeting open to a discussion to increase the depth of your understanding. Typically our meetings cover (1) weekly response papers (including the 2 questions you have prepared as part of your written assignment), (2) final ethnographic research paper, and/or (3) present and future career trajectory. If you are having any trouble at your internship, our one-on-one meetings is a great place to

bring up those challenges. I am happy to help you troubleshoot and discuss workplace dynamics, life-work-school balance, etc.

## Final Ethnographic Research Paper

In the 8-10 page, double-spaced, 12pt font, 1-inch margin final paper, you will write a research paper using your ethnographic field notes, interview, and outside sources. It is important to identify a guiding research question that will guide your ethnographic fieldwork at the beginning of the quarter, which we will workshop starting week 5 or 6 and then develop weekly from there. You may draw on the concrete examples you used to write your analyses each week, and must cite at least 5 academic sources. Two sources may be course readings, and all readings must be from reliable, academic sources. Please include at least one quote from your interview as well. You are welcome to use APA or ASA citation styles. The final paper must also include a works-cited page at the end (not included in the page limit). This assignment is due by Friday of Finals Week by or before 11:59 PM PST.

## University Policies

### Academic Integrity

UCLA is a community of scholars. In this community, all members including faculty, staff and students alike are responsible for maintaining standards of academic honesty. As a student and member of the University community, you are here to get an education and are, therefore, expected to demonstrate integrity in your academic endeavors. You are evaluated on your own merits. Cheating, plagiarism, collaborative work, multiple submissions without the permission of the professor, or other kinds of academic dishonesty are considered unacceptable behavior and will result in formal disciplinary proceedings usually resulting in suspension or dismissal. See the [Dean of Students website Links to an external site.](#) for more information.

[source: Dean of Students syllabus statement ([syllabusLinks to an external site.](#)) ]

### Accommodations for Students with Disabilities:

If you are already registered with the Center for Accessible Education (CAE), please request your Letter of Accommodation in the Student Portal. If you are seeking registration with the CAE, please submit your request for accommodations via the CAE website. Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the [CAE website Links to an external site.](#) , visit the CAE at A255 Murphy Hall, or contact us by phone at (310) 825-1501.



[source: Center for Accessible Education ([Faculty QuestionsLinks to an external site.](#)) ]

## Resources for Students

UCLA provides resources if you are feeling overwhelmed and need personal and/or academic assistance.

Please see the [Red Folder REV2020 webLinks to an external site.](#) for more information.

## Title IX

### *Advocacy and Confidential Services*

Please note that Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy at the CARE Advocacy Office for Sexual and Gender-Based Violence, 205 Covell Commons, Los Angeles, CA, 90095, [care@careprogram.ucla.edu](mailto:care@careprogram.ucla.edu), (310) 206-2465. Counseling and Psychological Services (CAPS) provides confidential counseling to all students and can be reached 24/7 at (310) 825-0768.

### *Reporting and Non-confidential Services*

Your professor is required under the UC Policy on Sexual Violence and Sexual Harassment to inform the Title IX Coordinator should he become aware that you or any other student has experienced sexual violence or sexual harassment. In addition, You can also report sexual violence or sexual harassment directly to the University's Title IX Coordinator, 2255 Murphy Hall, [titleix@equity.ucla.edu](mailto:titleix@equity.ucla.edu), (310) 206-3417. Reports to law enforcement can be made to UCPD at (310) 825-1491.

## Modules

Course content is divided into modules that run from Monday at 12:01am through Sunday at 11:59pm US Pacific Time (UTC-08:00). Due dates are communicated within each Assignment tool.

Changes to the course schedule may occur and will automatically be reflected in the Course Summary section below.

# Course Summary:

Date	Details
As needed	Assignment <a href="#">Review Syllabus</a>
Fri Sep 30, 2022	Assignment <a href="#">Week 1 Written Assignment</a>
Mon Oct 3, 2022	Assignment <a href="#">Week 2 Written Assignment--Part 1</a>
Fri Oct 7, 2022	Assignment <a href="#">Week 2 Written Assignment--Part 2</a>
Mon Oct 10, 2022	Assignment <a href="#">Week 3 Written Assignment--Part 1</a>
Fri Oct 14, 2022	Assignment <a href="#">Week 3 Writing Assignment--Part 2</a>
Mon Oct 17, 2022	Assignment <a href="#">Week 4 Written Assignment--Part 1</a>
Fri Oct 21, 2022	Assignment <a href="#">Week 4 Written Assignment--Part 2</a>
Mon Oct 24, 2022	Assignment <a href="#">Week 5 Written Assignment--Part 1</a>
Wed Oct 26, 2022	Assignment <a href="#">Hours Log Check-in (Due before Mtg 2)</a>
Fri Oct 28, 2022	Assignment <a href="#">Week 5 Writing Assignment--Part 2</a>
Mon Oct 31, 2022	Assignment <a href="#">Week 6 Written Assignment--Part 1</a>
Fri Nov 4, 2022	Assignment <a href="#">Week 6 Writing Assignment--Part 2</a>

Date	Details
Mon Nov 7, 2022	Assignment <a href="#">Week 7 Written Assignment: Interview prep</a>
Fri Nov 11, 2022	Assignment <a href="#">Week 7 Written Assignment: Interview integration</a>
Fri Nov 18, 2022	Assignment <a href="#">Week 8 Written Assignment: Annotated Bibliography</a>
Fri Nov 25, 2022	Assignment <a href="#">Week 9 UCLA Collaboratory Survey</a>
	Assignment <a href="#">Week 9 Written Assignment: Intro, Setting &amp; Methods</a>
Fri Dec 2, 2022	Assignment <a href="#">Week 10 Draft Ethnographic Paper</a>
Mon Dec 5, 2022	Assignment <a href="#">Final Signed Log of Your Hours</a>
Thu Dec 8, 2022	Assignment <a href="#">Final Ethnographic Paper</a>
Weeks 3, 5, 7 and 9	Assignment <a href="#">Meeting 1</a>
--OR--	Assignment <a href="#">Meeting 2</a>
Weeks 4, 6, 8, and 10	Assignment <a href="#">Meeting 3</a>
Everyone meets with me during finals week	Assignment <a href="#">Meeting 4</a>
	Assignment <a href="#">Meeting 5</a> (Monday/Tuesday of Finals Week)