**COURSE SYLLABUS**

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| **TEACHING TEAM CONTACT INFO** |

Graduate Student Instructor (GSI): Karla Luna

Email:  [kluna@college.ucla.edu](mailto:kluna@college.ucla.edu)

Offic Office hours: Schedule through MyUCLA appointments

*\*Office hours and 1-on-1 meetings are currently being held virtually via Zoom and can be in-person on request. \**

Faculty of Record: Jessica Lynch, Ph.D.

Email: [jwlynx@g.ucla.edu](mailto:jwlynx@g.ucla.edu)

Office hours: By appointment only

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| **OVERVIEW** |

Course Description: Developed in collaboration with the UCLA Center for Community Engagement, Society and Genetics 195CE provides an internship experience designed especially for Human Biology and Society majors, but the course is open to all majors. The aim is practical application – through advocacy, service, policy review, and/or research – of the ideas encountered by students in our major program.  Ideally this internship is also a venue to link students’ interests in our major program with potential future career pathways and mentors.

Our community-based internships attempt to generate opportunities relevant to each of the specialization areas of our major program: Bioethics and Public Science Policy; Evolutionary Biology, Culture and Behavior; Historical and Social Studies of Science; Medicine and Public Health; and Population Genetics. Students may choose to enroll in any SOC GEN 195CE internship, regardless of whether or not it addresses their declared major specialization area. On completion of two consecutive quarters (an option) in the same internship position, students will have satisfied our major program’s internship requirement and will also receive credit for one of our major’s upper division elective course requirements in the specialization category of the student’s choice. Specifically, the first quarter of SOC GEN 195CE enrollment satisfies our major’s internship requirement, and the second quarter is applied toward our major’s elective course requirements. *Note: SOC GEN 195CE, when credited as an elective course, will also satisfy our major’s requirement that one of your electives be in Society and Genetics.*

Students will discuss with the Graduate Student Instructor a series of companion reading assignments that examine the issues related to internship duties. Students will craft a final paper topic that will link internship-related concepts with their personal experience in the workplace.

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| **ENROLLMENT** |

In order to enroll in SOC GEN 195CE, students must have at least a 3.0 GPA and complete a course contract. Please follow the steps outlined in the enrollment procedure document given to you during your intake appointment with your Graduate Student Instructor. You must complete your intake appointment before you fill out the course contract. You will only be enrolled in the class after you submit a course contract signed by your internship supervisor. As part of the enrollment process, you also must sign and submit a Liability Waiver given to you during your intake appointment as well as a copy of the offer letter from your internship site.

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| **STUDENT LEARNING OUTCOMES** |

Students enrolled in this course will have the opportunity to:

* Define and apply the following core concepts: civic engagement, social responsibility, experiential learning, and concepts drawn from interdisciplinary readings on topics of “nature” and “society.”
* Apply academic knowledge and critical thinking skills to address situations and challenges that arise in work environments;
* Develop and execute a research paper integrating analysis inspired by experiential learning (i.e. an internship) with knowledge gained from an academic discipline;
* Explore how off-campus work experience contributes to an undergraduate’s intellectual, personal, and professional development and informs future career choices.

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| **COURSE REQUIREMENTS** |

1) **Internship Hours and Timesheet**: To pass the course, interns must work in person or 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 the TA know right away so they can determine how to best advise you. If an unforeseen circumstance arises mid-quarter which impacts your ability to complete your hours, please consult your TA as soon as possible to create a plan to move forward. Failure to complete the required hours is grounds for substantial grade penalty.

*Required submissions:*  Internship Site Supervisor Information (collected via Google Form) and Final Timesheet signed by supervisor (template available on BruinLearn)

2) **Weekly Reflection Papers:** You must complete weekly written assignments and submit them as a PDF on the course website by **11:59 PM on Fridays**. All papers must be submitted by the end of the quarter to receive a final grade.

*Required format*: Essay format, 2-3 pages double-spaced, Times New Roman 12pt font, and 1” margins. Do not include citations for the assigned readings, and do not copy and paste the reading questions into your document. Points may be deducted for excessively long (over three pages) or short (under two pages) responses.

1. A selection of assignments will have the option to be completed as a 5-minute podcast. Please see course website for details.

3) **Required Meetings:** Once students are officially enrolled in the course, students will be able to schedule their biweekly meetings through MyUCLA by going to the "Academics" tab, "Advising & Academic Services", and "Appointments". Students are required to schedule four total one-on-one meetings with the GSI and should schedule them every other week. No meetings will be held during finals week. There will be a total of 5 meetings (your intake meeting and 4 one-on-one GSI meetings).

*Meeting Instructions:* Come prepared to **lead** each individual 30-minute meeting. The bi-weekly meetings are intended to help you understand and reflect upon your internship experience, develop a more complete understanding of the course material, and offer support as you develop a research paper. Each meeting is also an opportunity to develop your leadership and communication skills. Thirty minutes can be quite short, and I encourage you to make these meetings as interesting and personally productive as possible. Writing an agenda is not required, but it may help you organize the meeting.

Successful meetings will touch on both the student’s internship experience and the course content. The student will be engaged for the duration of the 30-minute meeting, meaning the student offers topics to discuss, is prepared to discuss them, and responds to the internship coordinator’s questions or replies. You may find it helpful to review your weekly response papers prior to the meeting. If you arrive more than 10 minutes late, you will be asked to reschedule. Attending regularly scheduled meetings throughout the entire quarter is required in order to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-. You may be advised to drop at any point in the quarter if you are no longer in a position to pass the course and your site will be notified.

**4) Research Paper, Draft, and Proposal:** Write an 8-10 page double-spaced thesis-driven research paper. The paper must integrate readings relevant to your internship and the study of human biology and society. **The purpose of the research paper is to allow you to learn more about some aspect of your work that you otherwise would not.** For example, you could write an analysis of legislation that informs the work of the organization, a history of a social movement that shaped your field, or an ethnographic analysis of your workplace. You are encouraged to discuss possible topics for your paper early in the quarter, and several of the weekly assignments will help you develop a draft. The final paper should include a minimum of five scholarly, peer-reviewed sources. Typically, students reviewing existing scholarly literature (as opposed to working with primary source data) should use many more than 5 sources. The final paper is due by midnight Wednesday of Week 10. Submit your paper online at our course website using the Turn-it-in tool. Late papers will be docked 1/3 of a letter grade for each day late. Use APA style citations.

It is our hope that your internship is a valuable and rigorous experience. However, please do remember that you will be graded based not on internship hours but the quality of the work done on 195CE assignments. Therefore, you are expected to complete high-quality and engaged writing and research, prompt and regular meetings with the internship coordinator, and proper and complete paperwork.

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| **COURSE MATERIAL** |

There are no required materials for this course. All weekly readings will be posted on the course site and accessible for free online. A device connected to the internet will be required for course meetings via Zoom.

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| Assignment: | Overview: | Due Date: |
| Week 3 Reflection | 2-3 pages double-spaced | Friday, April 19 @ 11:59pm |
| Week 4 Reflection | 2-3 pages double-spaced or 5-minute podcast | Friday, April 26 @ 11:59pm |
| Week 5 Reflection  *Informational Interview Prep* | 2-3 pages double-spaced  *Schedule Informational Interview for Week 7* | Friday, May 3 @ 11:59pm |
| Week 6 Reflection | 2-3 pages double-spaced | Friday, May 10 @ 11:59pm |
| Research Paper Proposal | 2 pages double-spaced  *(3rd page should be references page)* | Friday, May 10 @ 11:59pm |
| Week 7 Informational Interview | 2-3 pages double-spaced | Friday, May 17 @ 11:59pm |
| Research Paper Draft | 7 pages double-spaced | Friday, May 24 @ 11:59pm |
| Week 9 Reflection | 2-3 pages double-spaced | Friday, May 31 @ 11:59pm |
| Week 10 Reflection | 2-3 pages double-spaced or 5-minute podcast | Friday, June 7 @ 11:59pm |
| Final Research Paper | 8-10 pages double-spaced | Wednesday, June 12 @ 11:59pm |
| Final Timesheet | 80 hrs minimum signed by supervisor | Friday, June 14 @ 11:59pm |

*\*Please note: Confirmed “Independent Study” students have alternate assignments and should contact the GSI for additional clarification if needed.*

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| **MEETING REQUIREMENTS** |
| 1. Intake Meeting *(Week 1-2)* 2. One-on-One Session with Karla *(Week 3 or 4)* 3. One-on-One Session with Karla *(Week 5 or 6)* 4. One-on-One Session with Karla *(Week 7 or 8)* 5. One-on-One Session with Karla *(Week 9 or 10)* |

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| **GRADING BREAKDOWN** |

**Final Grade Breakdown**

Required Meetings: 1 intake and 4 meetings @ 6 points each

Weekly Reflection Papers: 7 reflection papers @ 5 points each

Final Paper:

Proposal: 5 points

Draft: 5 points

Final paper submission: 25 points

Final Timesheet: Pass/Fail

Final Hours Completed (Min. 80 hrs): Pass/Fail

\*\* All work must be submitted to pass the course even if it is too late to receive any credit.

\*\* Failure to complete administrative course requirements in a timely manner (such as failing to provide your TA with contact information for your site supervisor) may also result in a reduction of your final grade by 1/3 of a letter grade or more.

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| Grading Scale |
| A+ 97-100% |
| A 93-96% |
| A- 90-92% |
| B+ 87-89% |
| B 83-86% |
| B- 80-82% |
| C+ 77-79% |
| C 73-76% |
| C- 70-72% |
| D+ 67-69% |
| D 63-66% |
| D- 60-62% |
| F < 60% |

Based on the UCLA Undergraduate Education Office of Instructional Development’s grade categories for undergraduates, A = Superior, B=Good, C=Fair, D=Poor, F=Failure.

NOTE: Please also be advised that your internship will be notified at any point in the quarter if you are in danger of not passing this course. You should also know that regardless of student performance, all site supervisors are contacted at least twice during the term for mandatory check-ins.

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| **SECOND QUARTER ENROLLMENT** |

You may choose to continue your internship and enroll in a second quarter of SOC GEN 195CE. During the second quarter, students reflect more deeply on their internship experience and develop a final research paper that is either 1) a modification of an existing program, policy, or research project related to human biology and society; or 2) a proposal for a brand-new program, policy or research project. This two-quarter program is a unique opportunity for undergraduates to collaborate with community partners and apply their academic skills to address contemporary issues in the field of society and genetics.

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| **COURSE AND CAMPUS INFORMATION** |

Academic Integrity: All UCLA policies regarding academic integrity apply to 195CE internship courses, including but not limited to policies regarding **cheating, fabrication, plagiarism, multiple submissions, and facilitating academic dishonesty**. Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam computer program, oral presentation, or other work) must either be the Student’s own work, or must clearly acknowledge the source.” (UCLA Student Conduct Code, Section 102.01c: Academic Dishonesty—Plagiarism.). Students who represent as their own AI-generated output will be subject to the plagiarism penalties and policies outlined by the Dean of Students.

Nondiscrimination Policy: The UCLA Center for Community Learning is committed to a policy against discrimination on the basis of color, race, religion, sex, national origin, age, sexual orientation, gender identity and expression, disability and protected veteran status, or any other basis prohibited by UC policy and federal and state laws and regulations. We expect internship sites to adhere to applicable federal and state laws and UC Policy re: nondiscrimination, and urge students to report incidents of bias/harassment to the appropriate office at their internship site, to their internship coordinator, and/or to Center for Community Learning administrators as soon as possible after the incident in question so that we can provide supportive services (including working with campus partners to facilitate an early exist from the internship if needed). We also encourage students to pursue confidential support through Student Legal Services (https://www.studentlegal.ucla.edu/), CAPS (https://www.counseling.ucla.edu/), and other campus resources (https://www.studentincrisis.ucla.edu/Who-can-Help).

Course Accommodations & Campus Resources: UCLA provides a wide range of resources to support students facing challenges, whether inside or outside the classroom. Consult the Student Care Managers program website for information about these resources, including information about confidential one-on-one consultation:

<http://www.studentincrisis.ucla.edu/Who-can-Help>. If you need to request an academic accommodation based on a documented disability related to your work in this course, please contact the Center for Accessible Education as soon as possible. CAE can be reached at A255 Murphy Hall, 310-825-1501, or 310-206-6083 (telephone device for the deaf). You can learn more about their services by exploring their website at <http://www.cae.ucla.edu/>. Students should also notify their internship coordinator about any issues as soon as possible so that appropriate accommodations can be arranged with CAE well in advance of assignment due dates.

Communication with Sites & Campus Stakeholders: In order to monitor the educational experience of undergraduate interns, the Center for Community Engagement communicates with internship site supervisors for mandatory check-ins at least twice each quarter and provides sites with an online evaluation of their partnership with UCLA. As a matter of policy, sites must be notified at any point in the quarter if students are in danger of not passing the course or if they withdraw. As needed, we may also communicate with various campus stakeholders, such as the Dashew Center for International Students & Scholars, the Career Center, and Student Care Managers.

Seeking Assistance: We have resources here at UCLA if you would like to reach out to someone in order to talk about things going on in your life. The first place you might call is UCLA Counseling and Psychological Services (CAPS) [(310) 825-0768](about:blank). (Crisis Counseling is available 24/7 on the phone!) If you live on campus, you can call Residential Life [(310) 825-3871](about:blank), and there is a Parent and Family Programs Helpline [(310) 794-6737](about:blank). The Dean of Students Office [(310) 825-3871](about:blank) is also ready to assist however is needed. Lastly, Community Service Officers (CSO) escorts are available to walk with you from dusk until 1:00 a.m. between campus buildings, local living areas and/or Westwood Village, (310) 794-WALK.

*You are not alone. We stand with you, now and always, as Bruins.*   --- *Janina Montero*, Vice Chancellor, Student Affairs & *Steve Olsen* Interim Administrative Vice Chancellor