

COURSE SYLLABUS

TEACHING TEAM CONTACT INFO

Graduate Student Instructor (GSI):	Laurence Keungne
Email:	Lkeungne@college.ucla.edu
Office hours:	Schedule through MyUCLA appointments <i>*Office hours and 1-on-1 meetings are currently being held virtually via Zoom and can be in-person on request. *</i>
Faculty of Record:	Michelle Rensel, Ph.D.
Email:	mrensel@ucla.edu
Office hours:	By appointment only

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.

*****Please use the Modules tab on Bruin Learn to stay up to date with all assignments. DO NOT rely on the calendar. Please do not send messages through Bruin Learn; always email me directly. Additionally, refrain from submitting assignments via email—always upload them to Bruin Learn, even if the assignment is late.*****

EMAIL ETIQUETTE

Seeing as though most of our communication (excluding our bi-weekly zoom calls) will take place via email, it is important that I emphasize proper email etiquette.

When emailing me, please include the following:

1. In the subject line: **Your first & last name, the class you're emailing me regarding, and the topic.** (i.e., *Laurence Keungne: Society and Genetics 195 CE: Question Regarding Timesheet*)
2. **Include a greeting** such as, "Good morning/afternoon Karla, I hope this email finds you well."
3. **Follow your greeting with the body of your message:** either asking your question and/or expressing your concern (s).
4. Lastly, please **end your email with a closing** (e.g., Thank you, Sincerely, etc.)

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.

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.

COURSE REQUIREMENTS

1) Internship Hours and Timesheet:

Timesheet – 0% (required to pass the course but not graded). Failure to submit a signed timesheet confirming the minimum of 80 hours, any discrepancies in timesheet by posted deadline may result in formal reporting to Dean of Students with possibility of F/NP.

Please let your GSI know as soon as possible if you believe you may not be able to complete this requirement 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 UCLA GSI as soon as possible to create a plan to move forward. Failure to complete the required hours is grounds for substantial grade penalty as outlined above.
 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.**

Required format: Points may be deducted for excessively long (over three pages) or short (under two pages) responses.

Formatting Instructions:

1. Use Times New Roman font in size 12 with 1-inch margins.
2. Paper will be 3 pages double-spaced. (Must be full length of 3rd page to count as full page length.)
3. Include your name and the date in the header of the document. You do not need to include additional information such as course title, instructor name, article title, etc.
4. List "Week # Reflection" as the title of the paper in bold, size 12 Times New Roman font. (Ex: Week 3 Reflection)
5. Answer the assigned question(s) or prompts.
6. Ask your own question on the last line of the reflection. (Ex: Question: What does author mean by...?)
7. You do not need to cite the reading. Any outside sources you may cite in APA format; however, as these are reflections, they typically do not need outside sources.
8. Save the document as a PDF.
9. Submit your reflection on Friday by 11:59pm unless otherwise noted.

Assignment extensions: If you are looking to request an extension on any assignment (outside of the final paper- **as extensions are not permitted**), I ask that you request an extension **at least 48 hours in advance**. Same day extensions will not be granted, unless extenuating circumstances are present and documentation will be required. Additionally, the overuse/ over request of extensions will not be tolerated.

REFLECTIONS RUBRIC:

- 1 point off for each of the above formatting rules done incorrectly
- 1 point off each day it is turned in late
- 1 point off for not answering the assigned question(s)
- 1 point off for not asking your own question
- 1 point off for summarizing the reading rather than reflecting/analyzing it

- 1 point off for grammar/spelling/syntax errors
- 1 point off for utilizing block quotes
- 1 point off for incorrect file type. Points deducted for each day until the correct file is submitted.

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 mandatory. During the biweekly meetings we will discuss the weekly readings, develop your writing, and discuss any other topic (s) of your choosing. You may be advised to drop at any point in the quarter if you are no longer able to pass the course and your site will be notified. You should always plan to **come prepared with at least 3 questions or talking points to cover during each meeting**. Each meeting will be graded according to the rubric below.

BIWEEKLY QUESTIONS/TALKING POINTS:

To receive full credit for the biweekly meetings, students must submit at least 3 questions or talking points to me (that *cannot be answered via the syllabus*) prior to their meeting via email.

- Email me your questions/ comments 24 hours in advance or at least **20 minutes prior** to your meeting beginning.

Any questions or talking points received after the 20-minute deadline or that can easily be answered via the syllabus, will not count towards biweekly meeting credit.

Note: If you arrive **10 minutes late** to our zoom call, then you will be asked to *reschedule* for a later date during the same week. If you are running late, please email me and I will be able to wait for you for a few more minutes. Failure to reschedule for the same week will be an automatic 3 point reduction.

BI-WEEKLY MEETINGS RUBRIC

To receive **full** credit, you must send in 3 questions/talking via email (*that cannot be answered via the syllabus*). Attending regularly scheduled meetings **THROUGHOUT THE ENTIRE QUARTER** is required to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-/NP. You may be advised to drop at any point in the quarter if you are no longer able to pass the course and your site will be notified.

Grading Rubric

**** Grades for biweekly meeting are counted in 6 point increments. Meaning you're only able to attain full credit, half credit, or no credit for bi-weekly meeting****

6/6

- Student sent their 3 discussion questions/ talking points **ahead** of time. Led a critically engaged 30-minute discussion that covered the course readings, weekly responses, internship experience, etc.

3/6

- Student did not send their questions/comments ahead of time, but perhaps still had questions/ talking points to cover during the meeting. Student critically engaged in 30-minute discussion that covered the course readings, weekly response, internship experience, etc.

0/6

- Student did not come prepared for meeting altogether. Questions/ talking points were not sent ahead, nor did student have questions/ talking points to cover while in the meeting.

GRADING PENALTY

The five bi-weekly meetings with your GSI are a critically important element of the 195CE course, each one counting for 6% of your total course grade. There are a variety of circumstances which will result in a grading penalty:

- There is a **10 minute grace period**. If you are running more than 10 minutes late to the meeting, it will be considered a missed meeting and you will need to reschedule. You will receive half-credit for the rescheduled meeting.
- Being unprepared to lead the discussion with your GSI (e.g., without having submitted required assignment or having read required material) for a meeting will result in receiving half-credit

I welcome 24-hours advance notice to cancel and reschedule for full credit; note that the rescheduled meeting must happen within two weeks of the original scheduled meeting.

4) Research Paper, Draft, and Proposal: Write an 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.

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.

Assignment:	Overview:	Due Date:
Week 3 Reflection	3 pages double-spaced	Friday, October 17th @ 11:59pm

Week 4 Reflection	3 pages double-spaced or 5-minute podcast	Friday, October 24th @ 11:59pm
Week 5 Reflection <i>Informational Interview Prep</i>	3 pages double-spaced <i>Schedule Informational Interview for Week 7</i>	Friday, October 31st @ 11:59pm
Week 6 Reflection	3 pages double-spaced	Friday, November 7th @ 11:59pm
Research Paper Proposal	2 pages double-spaced <i>(3rd page should be references page)</i>	Sunday, November 9th @ 11:59pm
Week 7 Informational Interview	3 pages double-spaced	Friday, November 14th @ 11:59pm
Research Paper Draft	6 pages double-spaced <i>(7th page should be references page)</i>	Sunday, November 23rd @ 11:59pm
Week 9 Reflection	3 pages double-spaced	Monday, December 1st @ 11:59pm
Week 10 Reflection	3 pages double-spaced or 5-minute podcast	Friday, December 5th @ 11:59pm
Final Research Paper	10 pages double-spaced <i>(11th page should be references page)</i>	Sunday, December 7th @ 11:59pm
Final Timesheet	80 hrs minimum signed by supervisor	Sunday, December 7th @ 11:59pm

MEETING REQUIREMENTS
Odd Group (Week 1 Intake: 09/29/2025 - 10/03/2025) • Meeting 2: Week 3: 10/13 - 10/17 • Meeting 3: Week 5: 10/27 - 10/31 • Meeting 4: Week 7: 11/10 - 11/14 • Meeting 5: Week 9: 11/24 - 11/28

Even Group (Week 2 Intake: 10/06/2025 - 10/10/2025)

- Meeting 2: Week 4: 10/20 - 10/24
- Meeting 3: Week 6: 11/03 - 11/07
- Meeting 4: Week 8: 11/17 - 11/21
- Meeting 5: Week 10: 12/01 - 12/05

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 (required to pass the course but not graded). Failure to submit timesheet, any discrepancies in timesheet by posted deadline may result in formal reporting to Dean of Students with possibility of F/NP.

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

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.

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.

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 exit 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](tel:3108250768). (Crisis Counseling is available 24/7 on the phone!) If you live on campus, you can call Residential Life [\(310\) 825-3871](tel:3108253871), and there is a Parent and Family Programs Helpline [\(310\) 794-6737](tel:3107946737). The Dean of Students Office [\(310\) 825-3871](tel:3108253871) 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