

**Sociology Internship
Fall 2019
University of Montana**

Course Numbers: 75310 - SOCI 496 - 03
70536 - SOCI 498 - 01
70542 - SOCI 590 - 01

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Office Hours: Wednesdays 2:00-3:30 PM
Fridays 11:00-12:30 PM
and other times by appointment, when possible

Pronouns: She/her/hers

Course Overview

Course Description

The internship program in Sociology is designed to provide experiential learning opportunities for students inside public or private agencies. The knowledge and understanding that students gain in this program should both draw upon, and deepen, their academic background in Sociology.

Learning Objectives

The internship experience is designed to allow students to:

- Provide service to clients, agencies, and communities that meets identified needs.
- Apply their knowledge and skills to placement agencies.
- Foster understanding of the placement agency's procedures, programs, and services.
- Develop skills, knowledge, and professional points-of-views by observing and acting within a professional environment.
- Gain insights into possible careers.
- Provide professional experience relevant to career development.

Credits Earned and Hour Requirements

Students must register for academic credit by signing up for the Sociology internship class (496, 498, or 590) during the semester in which the internship takes place. A minimum of 2 credits of internship is required. Students may take no more than 12 total credits of Sociology internships, but these credits may be spread over several semesters.

Considering the needs of the placement agency and the availability of the student, the number of hours worked by students will determine the number of credits that they earn. As a rule of

thumb, each credit that students register for requires 45 hours of work experience during the semester. Thus, a 3 credit internship requires 135 total hours, or about 9 hours per week over the course of a 15 week semester.

Assignments and Tasks

Each week, students will complete a mixture of tasks and assignments. Most weeks of the semester, you will post a response to the prompt in the week's Moodle discussion forum. Posts are due on Tuesdays at 5 PM. Then you will read all students' responses in the forum and respond to at least two of your fellow students. Responses will be due on Saturdays at 12 PM. Four times during the semester, you'll submit your internship log. You must use the log template available on Moodle to keep track of your hours. The log that you submit in week 3 should contain 3 weeks of activity in it, the log that you submit in week 7 should contain 7 weeks of activity in it, etc. Logs will be due on Sundays at 5 PM. Six times during the semester, you'll complete specific tasks; an internship agreement, an experiential learning agreement, two in-person meetings with Professor Rooks, an internship evaluation, and a course evaluation. These tasks will be due on Fridays at 5 PM.

Expectations of Students

Professional and Ethical Practice

Students are expected to perform their internship duties in a professional and ethical manner. Internship activities and academic performance fall under the purview of the University of Montana's Student Conduct Code. All students need to be familiar with the Student Conduct Code, which is available for review online (<http://www.umt.edu/student-affairs/dean-of-students/default.php>).

Respectful Participation

Students are also expected to interact professionally and respectfully with each other in the Moodle forums. This means:

- Submitting creative, well-written, and carefully edited posts in the forums;
- Responding to classmates' posts with thoughtful, specific questions and comments; and
- Respecting others' views and experiences.
 - You do not have to agree with your classmates, but you should give them your full attention and consideration when reading and responding to their posts.

Communication

All students should maintain a university email account and check it regularly for class announcements. You are responsible for all information contained in emails that I send to you.

Feel free to contact me via email (or in my office hours) with questions or concerns about the course and/or your performance in the course.

When emailing me, always:

- Use your UM email account
 - University policy prohibits faculty and staff both from responding to emails sent from students' personal, non-UM email accounts *and* sharing grade information via email.
- Include "SOCl 496" or "SOCl 498" or "SOCl 590" or "Internship" in the subject line of your email
- Start your email with a professional greeting (Dear Professor Rooks or Dear Doctor Rooks are best)
- End your email by signing your full name (first and last)

Academic Honesty

Students must practice academic honesty in this course. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code, which is available for review online (<http://www.umt.edu/student-affairs/dean-of-students/default.php>).

Expectations of the Professor

Communication

I will communicate regularly with students in the course using their UM email accounts. These emails will contain important information about assignments and other information related to the course. I will do my best to respond to student emails within 48 hours during the week; I do not check my UM email account on the weekends.

Affirming Names and Pronouns

I will affirm people of all gender expressions and gender identities by gladly honoring your request to address you by the name and gender pronoun that you prefer. If you go by a different name than the name on the class roster, please let me know early in the semester so that I can make appropriate changes to my records. For information about [name changes](https://www.umt.edu/registrar/students/name-change/default.php) at the University of Montana, please go here: <https://www.umt.edu/registrar/students/name-change/default.php>.

Grading and Assessments

You can earn one of three grades in this class: A, B, or C.

This class employs something called contract grading. One of the goals of contract grading is to reduce the anxiety about grades that students often experience. Another goal is to encourage students to develop their own motivations for excellence. A key aspect of contract grading is to emphasize qualitative evaluative feedback over quantitative assessments of students' work.

During the semester, I will not assign grades or scores to individual assignments. Instead, I will evaluate each assignment using the following scale:

- Did not complete
- Inadequate
- Adequate
- Very good
- Excellent

I will also provide written feedback on the work that you submit. Every week I will provide written feedback to approximately half of the class; you can expect to get written feedback approximately every other week. In my written feedback, I will identify strong aspects of the assignment, I will point out weak or missing components of the assignment, and I will suggest additional work (thinking, writing, editing, etc.) that you need to do in order to improve future assignments. This qualitative feedback is designed to help you improve the quality and depth of your reflection about your internship experience, your work in your internship, your Moodle posts, and/or your written communication skills.

In courses with contract grading, the instructor sets a clear and unambiguous bar for earning a B in the course. If students meet this bar, they are guaranteed a B in the course. Students must go above and beyond this bar in order to earn an A in the course, and they must fall below the bar in order to earn a C in the course.

Grading Contract

You are guaranteed a final grade of B in this class if you:

1. Submit all assignments;
2. Meet due dates for all assignments;
3. Participate regularly in the Moodle forums;
4. Edit all assignments so that they conform to the conventions of academic English; and
5. Receive a positive evaluation from your professional internship supervisor.

The grade of B does not derive from my judgment about the depth or quality of your reflection about your internship experience, the quality of your writing, or your enthusiasm for your internship. Instead, you will earn a B in this course entirely on the basis of what you do (not on how well you do it). If you meet the conditions above, you will earn a B in this class. However, your final grade will fall rapidly below a B if you do not meet these conditions. I will let you know via email or in person if you are in danger of falling below a B in the course.

A grade of A in this course does rest on my judgment about the depth or quality of your reflection about your internship experience, the quality of your writing, and the quality and quantity of your engagement with your classmates in the Moodle forums. To earn an A in the course, you must do everything that you must do to earn a B as well as:

1. Produce creative, unique, thoughtful assignments;
2. Produce well-written, carefully edited assignments;
3. Respond to your classmates' Moodle posts with enthusiasm and attention to detail;
4. Acknowledge your classmates' responses to your Moodle forums posts, including but not limited to, answering their questions; and
5. Receive a glowing evaluation from your professional internship supervisor.

To earn an A, your performance in all aspects of this class must be exceptionally high quality. I will let you know via email or in person if you are in the running for an A in the course.

You are welcome to discuss this grading contract, your performance in the course, or your concerns about your final grade with me during my office hours. Grade questions and concerns are always best addressed earlier rather than later.

The ideas and explanation in this section were borrowed liberally from Jake Hansen, Associate Director of the UM Writing Center. He borrowed heavily from: Elbow and Danielwicz "A Unilateral Grading Contract to Improve Learning and Teaching." College Composition and Communication. 61.2. December 2009, and from Elbow "Taking Time Out From Grading and Evaluating While Working in a Conventional System." Assessing Writing. 4.1. 1997.

Additional Information

Accessibility

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students. If you think you may have a disability adversely affecting your academic performance, and you have not already registered with Disability Services, please contact Disability Services in Lommasson Center 154 or (406) 243-2243. I will work with you and Disability Services to provide an appropriate modification.

Basic Needs Statement

Any student who faces challenges securing food or housing, and believes that this could affect their performance in this course, is urged to contact any or all of the following campus resources:

- Food Pantry Program
 - UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 9 to 2, on Fridays from 10-5. The pantry is located in UC 119 (in the former ASUM Childcare offices). Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email umpantry@mso.umt.edu, visit the pantry's [website \(https://www.umt.edu/uc/food-pantry/default.php\)](https://www.umt.edu/uc/food-pantry/default.php) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um_pantry on Instagram).

- ASUM Renter Center
 - The Renter Center can connect UM students at risk of homelessness or food insecurity with resources. You can find the Renter Center [here](http://www.umt.edu/asum/agencies/renter-center/default.php): <http://www.umt.edu/asum/agencies/renter-center/default.php> and [here](https://medium.com/griz-renter-blog): <https://medium.com/griz-renter-blog>.
 - Students can schedule an appointment with Renter Center staff to discuss their situation and receive information, support, and referrals.
- TRiO Student Support Services
 - TRiO serves UM students who are low-income, first-generation college students, or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.
 - Students can check their eligibility for TRiO services online [here](http://www.umt.edu/trioss/apply.php#Eligibility): <http://www.umt.edu/trioss/apply.php#Eligibility>.
- If you are comfortable, please come see me, and I will do my best to help connect you with additional resources.

UM's Cultural Leave Policy

I affirm UM's new cultural and ceremonial leave policy, which allows excused absences for cultural, religious, and ceremonial purposes. According to this policy, to receive an authorized absence for a cultural, religious, or ceremonial event, the student or their advisor must submit a formal written request to the instructor. The request must include a brief description (with inclusive dates) of the cultural event or ceremony, and a brief statement about the importance of the student's attendance or participation. Authorization for the absence is subject to approval by the instructor; students may appeal the instructor's decision to the Department Chair, Dean, or Provost. The excused absence or leave may not exceed five academic calendar days (not including weekends or holidays). Students remain responsible for completion or make-up of assignments, at the discretion of the instructor.

Supervision

Internships in Sociology are designed to help students acquire professional skills, experiences, and insights. In order for this to happen, each student works under the direct supervision of a trained professional designated by the placement agency. This individual directs the student's activities, providing a broad range of experiences while offering guidance and constructive evaluation.

This person, the professional internship supervisor, will evaluate the intern's performance, and will share their evaluation with the faculty internship supervisor. They may also share the evaluation with the student. Their evaluation will measure the student's growth and performance by reflecting on a variety of performance criteria such as general attitude, responsibility, confidentiality, attendance, promptness quality of work, impact of the student's work, and overall performance.

Students are also expected to meet with their faculty internship supervisor at least two times during the semester. The goal of these meetings is to discuss progress in the internship and in the academic requirements experiences of the internship course.

Course Schedule

See the next page for a detailed course schedule.

Week	Dates (Mon-Sun)	Post a response to the week's prompt in Moodle (by Tuesday at 5 PM)	Respond to 2 group members' posts (by Saturday at 12 PM)	Submit your internship log (by Sunday at 5 PM)	Other assignments / tasks (by Friday at 5 PM)
1	Aug 26-Sept 1	X	X		<ul style="list-style-type: none"> • Read syllabus • Familiarize yourself with contract grading
2	Sept 2-8	X	X		<ul style="list-style-type: none"> • Meet with your professional internship supervisor • Draft a set of learning goals for your internship
3	Sept 9-15	X	X	X	<ul style="list-style-type: none"> • Complete an internship agreement and submit on Moodle
4	Sept 16-22	X	X		<ul style="list-style-type: none"> • Complete an experiential learning agreement on Handshake
5	Sept 23-29	X	X		
6	Sept 30-Oct 6				<ul style="list-style-type: none"> • In-person meeting with Prof Rooks, during her office hours if at all possible
7	Oct 7-13	X	X	X	
8	Oct 14-20	X	X		
9	Oct 21-27	X	X		
10	Oct 28-Nov 3	X	X		
11	Nov 4-10			X	<ul style="list-style-type: none"> • In-person meeting with Prof Rooks, during her office hours if at all possible
12	Nov 11-17	X	X		
13	Nov 18-24	X	X		
14	Nov 25-Dec 1	Thanksgiving Break – no assignments			
15	Dec 2-8	X	X		<ul style="list-style-type: none"> • Complete internship evaluation in Handshake • Contact your professional internship supervisor to make sure that they have received and completed their evaluation of you via Handshake
16	Dec 9-15	X	X	X	<ul style="list-style-type: none"> • Complete course evaluation on Moodle