

**Department of Sociology
Fayetteville State University**

RESEARCH PRACTICUM

SOCI 690 & SOCI 691

Guidelines

Deadlines for Submission of Final Report

Fall Semester: November 1 for fall graduation.

Spring Semester: April 1 for spring graduation.

The deadlines are for submission of your complete final draft. It is normal to expect to revise a completed draft document multiple times. You should not submit your first draft to your practicum chair a week or two before the deadline. Revisions are likely to include but are not limited to the following: citations, further theoretical application and expansion, further literature review, more empirical studies review, inclusion of greater detail about practicum experience, more elaboration and connection of observations to broader sociological theories and research.

Keep in mind that the research practicum is an applied research. It is an evaluation research, not an internship. The advisors will decide when you have adequately addressed all issues and have completed the process. Please remember that your advisors may not be able to immediately read and respond when you submit a draft to them. You should allow at least a week for your advisor to read and return each version of your document.

You are expected to prepare a report that is well written in an academic style. You are **strongly** encouraged to utilize the Writing Center before submitting the completed draft to your advisors. Remember that the successful completion of the practicum requires both 120 hours and a scholarly report.

Steps Necessary to Complete the Research Practicum

1. Talk with the persons you would like to supervise your practicum. Be sure that you have ideas about where you will complete your research practicum (and who would be your site supervisor). You must also have ideas about what you expect to research and experience, and how they fit with general sociological ideas. You should not make any official agreements with the site at this point.
2. Write a detailed proposal that includes the following items: topic, literature review, theoretical framework, data sources, methodology, and analytical strategy.
3. Download the “Practicum Approval Form” from the department’s homepage. Complete the form and attach your detailed proposal. You must include a contact name and number for your supervisor at the practicum site. Students should keep a copy of this form for their records.
4. Submit IRB request (if applicable).

Steps 1, 2, 3 & 4 must be completed prior to pre-registration for SOCI 690 the semester in which you will begin the practicum. This means that for fall you must have the plan approved by the end of the spring semester. For spring, you must have your plan approved by the end of the previous fall semester.

5. Once you begin the practicum you will be expected to complete 120 research hours at the practicum site and to maintain a log of your activities at the site as well as notes and observations about what you saw and did (which will be submitted to your advisors). Your advisors may require that you meet with them and submit portions of your report throughout the semester.
6. Prepare a high-quality complete version and submit it to your advisors by the deadline.
7. After the final document has been approved by both of your advisors with all corrections made and original signatures on the title page, you should submit 2 copies that have been permanently bound by a print shop. You should also submit a diskette with a Word or .rtf file of your document to your advisor.
8. Students will give a presentation of their project during a departmental forum at the end of the semester in which they successfully finish their project.

Guidelines for Completing the Research Practicum Report

Your document should contain the following sections. The order of sections should be discussed with your advisor.

Title Page (1 page)

Abstract (1 page)

Body of paper (20 to 40 pages)

This will usually include the following elements:

- Introduction presenting an overview of the paper
- Description of the work site
- Comprehensive sociological literature review of empirical work related to your topic.
- Discussion/analyses of relevant sociological theories related to your practicum.
- Methodology—design, data collection, and analysis
- Integration of your experience and observations with existing sociological theory and research.
- Conclusion including recommendations when applicable.

References (page lengths varies)

Appendices: (check order)

- Contact and Activities Log (required)
- Additional information About Work Site (optional)
- Permission or Consent Forms or Letters (optional)
- Letter from Site Supervisor (optional)

Required Formatting for the Research Practicum Report

In general your document should be typed, double-spaced (extra blank lines between paragraphs should not be used), in 12 point Time Romans font. Margins should be 1.5 inches for the left and top margins, 1 inch margins for the right and bottom. The final copy should be printed single-sided. Exceptions to this should be discussed with and approved by your advisors.

References and Citation Requirements

You must use and cite appropriate academic sources in your paper. Failure to do so will make your report unacceptable.

What is an appropriate source?

Academic books and journals should be used as citations. Popular press sources are not acceptable in most cases. Websites are only appropriate in the following situations: as a source of government statistics (e.g., Census Bureau, Department of Justice) or specific information about your practicum site.

When is a citation needed?

Appropriate citation is essential. It is plagiarism not to give credit to previous scholars. Citations must be used in the following situations:

- Direct quotes – If you use a quote of four or more lines it must be indented as a block quote and single-spaced. Long quotes should be used very sparingly.
- Paraphrases
- Facts that are not common knowledge. When in doubt about whether it is common knowledge use a citation.
- Statistics

The reference section should contain only sources which are cited in your paper. It is not acceptable to pad your reference section with unused citations.

How should citations be presented?

American Sociological Association format must be used throughout the document and reference section. Information on formatting can be found at <http://www.asanet.org/apap/quickstyle.html> or in any ASA published academic journal.

Criteria for Evaluating the Research Practicum Report

- The report contains few errors and typographical errors.
- The report is appropriately documented.
- Activities log shows that student completed the required number of contact hours.
- A comprehensive literature is presented.
- The report demonstrates the ability to think sociologically and apply sociological theories and concepts to your practicum experience.
- Your report is submitted in a timely fashion and in the required format.