I. LOCATOR INFORMATION

**Instructor**: Roger Klomegah, Ph.D.  
**Course Number & Name**: SOCI 478(01) - Internship in Sociology  
**Semester Credit Hours**: 3.0  
**Day and Time Class Meets**: MWF 04:00 – 04:50pm  
**Duration of Course**: Aug 22 – Dec 6  
**Total Contact Hours for Class**: 36 hrs  
**Office Location**: TSS # 108-B  
**Office Hours**: MWF 10am-12pm; 4-5pm or available other times by appointment  
**Office Phone**: 910-672-2139  
**E-mail**: rklomegah@uncfsu.edu

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**FSU Policy on Electronic Mail**: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail.

Rules and regulations governing the use of FSU email may be found at [http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf](http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf)

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II. COURSE DESCRIPTION

The course is for sociology majors who wish to acquire pre-professional and supervised field work experience in an agency or organization in the community while applying sociological knowledge and skills. The course also offers students an opportunity to build community contacts and to acquire complementary knowledge and skills for future careers and/or graduate school. Students’ performance will be supervised and evaluated jointly by external agencies (site supervisors) and internship course coordinator (faculty).  
**Prerequisites**: Junior standing; SOCI 210.

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III. DISABLED STUDENT SERVICES

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

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IV. TEXTBOOK

Not required

**FSU Blackboard Learning System Gateway**: [http://blackboard.uncfsu.edu/?bbatt=Y](http://blackboard.uncfsu.edu/?bbatt=Y)
V. STUDENT LEARNING OUTCOMES

Upon completion of this course, students should be able to:
1. test sociological insights gained in the classroom in the field (community setting);
2. acquire pre-professional training and/or work experience;
3. acquire exposure to parts of society they have not been exposed to;
4. engage in networking; and
5. acquire exposure to public service and volunteering.

Assessment: At the end of the semester, students will write reflective papers on their internship experience, detailing their acquisition of the above learning outcomes. It is expected that 100% of students who take this course will have satisfactorily achieved the outcomes.

ELIGIBILITY

Junior standing with Sociology major only, must have taken Principles of Sociology (SOCI 210).

INTERNSHIP SITES

Whereas some students may have an idea about where they will like to do their internship, others may not. Students, with the help of the Internship coordinator, will contact various agencies and government offices for internship opportunities and identify appropriate placement for students. (See the attached list of Internship Agencies). Internships should be unpaid.

VI. COURSE REQUIREMENTS AND EVALUATION CRITERIA

Course Grade
The course grade will be based on 1) adherence to instructions, 2) professionally-looking resume, 3) internship log, 4) site supervisor’s evaluation (comments by site supervisor), 5) paper on internship experience, and 6) other relevant materials (midterm materials). All these materials should be put together in a portfolio. Details are given below.

- Students will be graded based on internship instructions.
- Interns are required to prepare a professional resume prior to anything else in this course. Students are required to seek assistance in resume preparation from the Office of Career Services on campus, which is located in SBE Building, suite 230. Attached is a link to the Office of Career Services: http://www.uncfsu.edu/CareerServ/contact.htm
- Internship log contains a daily record of the hours an intern spent at the internship site. The log MUST be signed by the site supervisor.
- There is a form to be completed by the site supervisor for comments about the intern at end of the semester. Alternatively, an official letter from the site supervisor may be substituted for the form.
- A final paper on internship experience should address what an intern has learned at the site and the connection between the experience and sociological knowledge. Specifically, the paper must show that the student has met the following learning outcomes:
  a) test sociological insights gained in the classroom in the field (community setting);
  b) acquire pre-professional training and/or work experience;
  c) acquire exposure to parts of society they have not been exposed to;
d) engage in networking;
e) acquire exposure to public service and volunteering;

- Paper is limited to 7 pages and must be typed and double spaced. The paper must be included in the portfolio.
- An intern is required to submit a portfolio, containing all the above at the end of the internship period (Deadline will be announced in class). The portfolio should reflect the student’s academic, creative, professional, and personal interests and accomplishments in terms of the internship. It may include things like art, expository or creative writing, pictures, video or cassettes recordings, slides, and so on, and must include a professional quality resume. A portfolio must include the resume, log, evaluation form, term paper, and relevant materials on the internship. The content of the portfolio is limited only by the intern’s imagination; however, it must be adequate enough to provide evaluative information on internship experience.
- Students may share their internship experiences with the class.
- Internship Portfolios may be due to the instructor on or before last week of class.

Students are required to meet as a class with their internship supervisor during the beginning, middle, and end of the semester.

Credit Hours/Internship Hours
Three (3) credit hours are assigned to an internship in a semester, and require a minimum of three (3) hours per week. Three (3) hours x sixteen (16) weeks (1 semester) = 48 hours x 2 = 96 hours needed to earn three (3) hours of credit.

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<thead>
<tr>
<th>Requirements</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Agency/Supervisor Info</td>
<td>20</td>
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<tr>
<td>Midterm materials (work description &amp; time sheet)</td>
<td>20</td>
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<tr>
<td>Resume</td>
<td>20</td>
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<tr>
<td>Internship Log</td>
<td>20</td>
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<tr>
<td>Evaluation by Site Supervisor</td>
<td>20</td>
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<tr>
<td>Paper on Internship Experience</td>
<td>100</td>
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<td>Total Possible Points</td>
<td>200</td>
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FSU Grading Scale

A = 92-100  B = 83-91  C = 73-82  D = 64-72  F = 63 and below

The following are the minimum requirements for SOCI 478(01):
1. Provide Agency/Supervisor information to instructor
2. Midterm materials
3. Prepare a professional resume
4. Keep an internship log
5. Be evaluated by site supervisor
6. Complete a reflective paper on internship experience
7. Prepare an internship portfolio
Deadlines
All students are expected to adhere strictly to deadlines for preparing all required materials/documents.

VII. SELECTED BIBLIOGRAPHY/RESOURCES
