SOC 400-900 Sociology Internship (Online)
University of Northern Colorado
Spring 2015

Instructor: Sandra Harmon
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Email: Sandra.harmon@unco.edu

Office Hours: Tuesdays 5-6 pm

COURSE PURPOSE: In this course, students will complete a research project to demonstrate a comprehensive understanding of sociology. The senior seminar includes completing an original research project with data collected from an organization approved by the instructor, a poster presentation, and a 15 page research report. This research project will include an abstract, introduction, literature review, methods, results, discussion, reference page, and appendix. Students will develop their scholarly voice throughout the research process.

REQUIRED TEXT:
Sociology Student Writer's Manual
AUTHOR: Johnson
EDITION: 6th
COPYRIGHT YEAR: 2010
PUBLISHER: PEARSON EDUCATION
ISBN: 9780205723454

LEARNING OBJECTIVES
At the End of the Semester, students will be able to:

- Define and apply core sociological concepts to a research question.
- Examine, discuss, and critique human behavior and social structure from a sociological perspective.
- Apply sociological theoretical perspectives to a research question.
- Collect and analyze scholarly literature relevant to a research question.
- Apply sociological theoretical perspectives to scholarly literature and research methods pertinent to a research project.
- Apply rigorous research techniques in a project with real world implications.
- Use the appropriate analytic and statistical tools to test hypotheses.
- Demonstrate effective communications of sociology through both critical thinking and writing skills.

SETTING UP YOUR PROJECT
Before students begin the course work for their Senior Project Spring 2015, they must be prepared to start their projects. Review previous projects online in the SOC 400 Blackboard course. Students must call/visit several organizations (workplace, social services, volunteer agencies) to set up a research project to be completed by January 7th. We have a list of agencies we have worked with recently available for you. Most agencies are familiar with sociology practicums and projects and will be happy to meet with you to talk about possible projects. Start making those calls/visits NOW so you can choose a project that you really want to do. Some
local agencies are very familiar with the senior project (used to be called SOC 492, the practicum) and are likely to have projects in mind for you, but you are welcome to develop your own ideas or seek out other agencies. After you have found an organization/agency to work for, then you must enter into an agreement to be signed by your organization/agency supervisor and the SOC 400 instructor (me). To complete the agreement we can meet at the agency (if local) or you can come to my office and do a phone conference call at a time most convenient to the agency person. They are quite busy and are helping us by supervising your project so we need to work around their schedules. In the meeting, we discuss project basics so we are all in agreement and sign the contract. This meeting usually lasts less than 15 minutes. Once you and your supervisor have set up your volunteer schedule you are set. You should provide your agency person with a copy of the contract and the ASA Code of Ethics before the contract meeting so she/he has time to look them over. The Ethics code is required by UNC’s IRB, and it shows the agency that you understand issues regarding the protection of the rights of research participants.

COURSE EXPECTATIONS
The expectations and requirements specified in the SOC 400 Contract are included below. By the end of the semester, students should:

- Students must complete monthly updates of your hours completed that week, and a short description of your activities. This should be emailed to your advisor or submitted in a mutually acceptable way.
- Receive a satisfactory final evaluation by your field supervisor.
- Students are expected to adhere to, and exemplify, the five components of the UNC Honor Code: Honesty, Trust, Respect, Fairness, and Responsibility.
- Students sign-up for 3 credits for SOC 400. For example: For 3 credits, students are expected to work at least 9 hours per week on this project and complete a 15 page research paper.
- Receive a satisfactory final evaluation by your field supervisor.

Meetings with Instructor
You meet with me individually at least once a month by phone or face-to-face—at these meetings, I will help with research design or analysis, approval of your research materials, reviewing drafts of your paper for help thinking through problems with agency politics or any difficulties you might have working with clients or colleagues at the agency. I am here for YOU! Some students come often or regularly, and others come only when necessary (for approval of research materials and design). It is up to you. It does not directly affect your grade either way. You are essentially moving out of the role of student and into the role of agency professional with this practicum experience. So again, how frequently you use me is up to YOU, but I'll say it again-- I am here for you. The requirements are minimum-- you can make this just a course you maneuver through or you can create a professional experience beyond compare-- by creating a meaningful project of much practical benefit to your agency, establishing relationships with people in your field, acquiring an important "real world" experience for yourself, and adding a professional in your field of choice who can speak directly about your employability to your list of references offered in your job search.

Assignments
At various times throughout the semester, students will turn in rough drafts of their research projects (i.e. literature reviews, methods section, results section, discussion section, etc.). You will turn in your coursework under the tab “Research Paper.” A final course schedule for when assignments are due will be available on the first day of the semester.

Presentations
Your final drafts of projects will be due December 1, you are expected to present your findings to the class online in a formal discussion board. Furthermore, please plan on presenting to any stakeholders of your organization/agency so that you can have the experience of presenting and your organization/agency can benefit from your research findings. All projects must conform to the American Sociological Association Code of Ethics and the senior project contract. All research-related materials must be approved in advance by the instructor, as well as the agency. This includes cover letters, questionnaires, interview schedules, sampling frames, and so on

COURSE ASSIGNMENTS

Online Discussions (Class Meetings Online)
These online class meetings are an important and required part of the practicum experience. You will get information about the completion of your project, benefit from the descriptions of other area agencies by your course-mates, and discuss each other’s progress. Because of the value of these group meetings, your final project grade will be reduced 5% for each missed class discussion.

Part 1: Research Paper (Worth 40% of your Grade)- Each graduating Sociology major will design a research project on a topic of interest to the student and the organization they working with. At the end of the project, student will have produced a research report (discussed in more detail below). Students will be responsible for creating a survey questionnaire (if necessary), gathering data, summarizing and analyzing the data, and producing a 15 page report of their findings. Remember, fine-tuning a questionnaire or interview usually takes many rewrites and creating a poster for presentation. Be prepared for this by allowing extra time in your research schedule. This means the capstone students need to get organized early. Senior seminar students are required to turn in an electronic copy of their final paper to be cataloged in the sociology office. Copies of your paper: If appropriate, please present your final research paper as a spiral bound copy to the agency supervisor and organization. You also may want to bind a copy for yourself to use in your job search.

Part 2: Evaluation (Worth 50% of your Grade): Make sure your agency supervisor has a copy of the evaluation sheet at the beginning of the semester. This form must be submitted by your agency supervisor and received by your instructor by final day of the course. They can fax ((970)-351-1527) or email it to the instructor by 5 pm on the last day of the semester. In order to complete this evaluation, your supervisor needs to indicate on the form that he/she has received copy of your project (either a hard copy or electronic copy). This evaluation is worth 50% of your final grade for the course. It is your responsibility to see that this evaluation gets to me!

Part 3: Presentation-(Worth 10% of your Grade): Each practicum student will present the findings of their research project to their classmates and instructor through a poster presentation. Presentations will be given during the final weeks of class. Students will be provided with the expectations for the poster and examples for the Poster which will be delivered on Blackboard, including a rubric and example poster. Your presentation is 10% your semester grade. This is your opportunity to share your findings in an online forum.
ACADEMIC RESOURCES
Disability Support Services: Students who believe that they may need accommodations in this class are encouraged to contact Disability Support Services (970) 351-2289 as soon as possible to ensure that accommodations are implemented in a timely fashion.

Honor Code: All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

UNC Policies: UNC's policies and recommendations for academic misconduct will be followed. For additional information, please see the Dean of Student's website, Student Handbook link http://www.unco.edu/dos/handbook/index.html

Student Satisfaction Evaluation: Participants will be asked to evaluate the class, please participate in this process.

SENIOR PROJECT PAPER ORGANIZATION
Review previous senior projects before preparing your project. Divide your paper into these sections and label them with the following titles in ASA style:

ABSTRACT: This section includes an overall summary of the project in less than 250 words. This section generally includes the research question, the importance of the research, methods, results, and implications of your project.

INTRODUCTION: Here you introduce your agency (if appropriate), provide the historical, social, and cultural context of your project, population of interest (sample), and research question and explain to readers why this project is worthwhile.

LITERATURE REVIEW: Review and Synthesize the literature relevant to your project, including discussion about the literature that applies to your project

HYPOTHESES: List at least 2 hypotheses relevant to your research question. What are your expectations for this research? In other words, after writing the literature review and analyzing your data, what do you expect to find?

METHOD: Describe the techniques you use to gather the data. What measures, data sources, sample questionnaires, etc. did you elect to use and why? Divide this section into subsections if needed to reflect the variables of interest (i.e. demographics, social support measures, financial stability papers,). Include actual copies of the instruments you used in the Appendix at the end of the paper. Provide a discussion of possible sources of bias in your research.

FINDINGS (RESULTS): This section provides the results of your study, and includes statistics, tables, charts, graphs, etc. to show what you found. You should efficiently present the key findings. Do not simply cut out statistical output in this section or discuss every analysis you did. Carefully create tables
from scratch in ASA format so that it represents your data as effectively and professionally as possible, and edit your write-up of findings section so that the reader can follow the results. You must label all tables and figures but when discussion the analysis, you need to refer to where the reader can find the table or figure. For example, you can say, “Table 1, contains the information on the descriptive statistics of the demographics for the sample.”

**DISCUSSION/ SOCIAL POLICY APPLICATIONS:** This section should include the practical applications of your research for specific agencies and for general social policy issues. Please also provide in laymen’s terms, how this project is related to previous literature (is it a replication of a previous study or are you adding something new or interesting to this field of research)? In this section, you are also answering the question: how can this research be used? Develop subcategories of application possibilities if appropriate e.g. your agency, other agencies that deliver similar services, state or national policies. Be specific with your suggestions.

**FUTURE RESEARCH:** Provide at least one new research question or hypothesis for future research. What should the research community or your organization study next? What is still unknown? How can your study be improved on?

**REFERENCES:** you will need at least 6-8 recent peer-reviewed research articles for your reference section. While I suggest that students practice American Sociological Association (ASA) format throughout the references and citations, let me know if another format would be more appropriate for your audience. For more on the ASA format, I have required students to buy a ASA format guide published by The American Sociological Association.

**APPENDIX:** This section is at the end of the paper. Include copies of any codebook, questionnaires, interviews, cover letters, or other written materials relevant to your project. A cover sheet labeled APPENDIX goes first and subsequent pages are numbered with small Roman numerals (i, ii, iii, iv, etc.). In the text of your paper, you then say: (refer to appendix iii).

**COURSE SCHEDULE (subject to change)**

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<tr>
<th>Week</th>
<th>Assignments (Due Sundays at 11:59 pm)</th>
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| Week 1| Paperwork Due: Supervisor Agreement and Contact Sheet  
Print Project Hours Log  
Discussion #1: Introductions |
| Week 2| Begin Project |
| Week 3| Discussion #2: Ethics |
| Week 4| Paper Introduction |
| Week 5| Work on Project |
| Week 6| Literature Rough Draft |
| Week 7| Work on Project |
| Week 8| Work on Project  
Discussion 3: The Pitfalls of Research |
<p>| Week 9| Methods Due |
| Week 10| Work on Project |
| Week 11| Work on Project |
| Week 12| Work on Project |
| Week 13| Results Due |
| Week 14| Work on Project |</p>
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<tr>
<th>Week</th>
<th>Activity</th>
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<tr>
<td><strong>15</strong></td>
<td>Discussion #4: Poster Presentations</td>
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<tr>
<td><strong>16</strong></td>
<td>Project Due (complete Revisions and add Discussion Section)</td>
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<tr>
<td><strong>Finals Week</strong></td>
<td>Final copy to Department &amp; Instructor with all revisions</td>
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<td>Supervisor Evaluation</td>
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<td>Completed Project Hours Log</td>
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