

**Texas A&M University–Texarkana**  
**SOC 495 (Sociology Internship)**  
**Course Syllabus**  
**Fall Semester, 2017**

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**Instructor:** Godpower O. Okereke, Ph.D.  
Professor of Sociology and Criminal Justice  
Coordinator: Sociology Degree Program

**Office:** UC 203

**Office Hours:** 9:00 – 11:00 am Mondays and Wednesdays  
9:00 – 10:30 am Tuesdays and Thursdays  
2:00 – 2:30 pm Tuesdays and Thursdays  
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## **COURSE DESCRIPTION:**

Course provides an opportunity for sociology majors or minors to be exposed to real world situations where they can apply their sociological knowledge and be in a position to see and appreciate where and how theory and practice meet in a variety of supervised work environments.

**PREREQUISITES:** Senior standing or permission of instructor.

## **COURSE OBJECTIVES:**

1. Provide an opportunity for students to apply knowledge gained in academic courses to real-world situations.
2. Provide an opportunity for students to observe and appreciate where and how theory and practice meet in real-world situations.
3. Provide an opportunity for students to make contacts with social and human services providers within the TAMU-T service areas for possible employment.

## **STUDENT LEARNER OUTCOMES:**

Students who complete this course should be able to:

1. Enumerate the roles specific social and/or human services agencies play in society.
2. Identify where and how theory and practice meet in a supervised work environment.
3. Establish contacts for possible employment or that can be used as references for employment.

## **EVALUATION:**

To be eligible for grade in this course, students must receive an average rating of 7 (on a scale of 1 to 10) on the "Student Intern Performance Evaluation" form completed by the agency's internship supervisor/coordinator. Once this requirement is met, the student's final grade will then depend on the quality of the portfolio that was turned in to the internship professor.

## **SITE RESPONSIBILITY:**

Students understand that they are responsible for their actions at the internship site during the duration of the internship episode and that any negative reports from the internship agency could result in an "F" grade in the course. They also understand that they are required to abide by ALL rules and regulations established by the internship agency regarding staff conduct and that if they get fired from the internship, they will receive an "F" grade. (See "Student Internship Contract" for further guidance on site responsibilities).

## **COURSE REQUIREMENTS:**

Students are required to complete a minimum of 130 hours with an internship agency chosen by the student and approved by the internship professor. Once such choice is made and the student has been cleared to start work by the internship agency, the student will provide the name and phone number of the internship supervisor to the professor. A daily log indicating the number of hours the student worked each day and a summary of activities completed each day must be kept by the student. The student's internship supervisor must sign-off on such daily logs.

Students are also required to report to the internship professor once a week either via e-mails or personal office visits (during posted office hours) to discuss progress and/or issues relating to the internship. Once the 130 hours have been completed, the student will meet with the internship professor to discuss how to convert the daily summaries of activities into an internship report of between 5 and 8 pages in length. The internship report will detail what was learned from the internship experience along with the services the agency provides, the clientele served by the agency, as well as areas of possible improvement.

To receive a grade at the end of the semester, the portfolio must be turned in no later than the end of the second week in November. Students who are unable to complete the required 130 hours or are unable to finish and submit the internship portfolio on time, will meet with the internship professor before the end of the first week in November to sign an 'incomplete form'. Such students will receive an "X" grade which will be removed once the internship hours are completed and the internship portfolio turned in. If this is not done by the date specified on the incomplete form, the "X" grade automatically turns into an "F" grade.

## **Disability Accommodations:**

Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by calling 903-223-3062.

## **Academic Integrity:**

Academic honesty is expected of students enrolled in this course. Cheating on examinations, unauthorized collaboration, falsification of research data, plagiarism, and undocumented use of materials from any source constitute academic

dishonesty and may be grounds for a grade of 'F' in the course and/or disciplinary actions. For additional information, see the university catalog.

### **A&M-Texarkana Email Address:**

Upon application to Texas A&M University-Texarkana an individual will be assigned an A&M-Texarkana email account. This email account will be used to deliver official university correspondence. Each individual is responsible for information sent and received via the university email account and is expected to check the official A&M-Texarkana email account on a frequent and consistent basis. Faculty and students are required to utilize the university email account when communicating about coursework.

### **TAMU-T Drop Policy:**

To drop this course after the census date, a student must complete a [Drop/Withdrawal Request Form](#), located on the University Registrar's webpage or obtained in the Registrar's Office. The student must submit the signed and completed form to the instructor of each course indicated on the form to be dropped for his/her signature. The signature is not an "approval" to drop, but rather confirmation that the student has discussed the drop/withdrawal with the faculty member. The form must be submitted to the Registrar's office for processing in person, email [Registrar@tamut.edu](mailto:Registrar@tamut.edu), mail (7101 University Ave., Texarkana, TX 75503) or fax (903-223-3140). Drop/withdraw forms missing any of the required information will not be accepted by the Registrar's Office for processing. It is the student's responsibility to ensure that the form is completed properly before submission. If a student stops participating in class (attending and submitting assignments) but does not complete and submit the drop/withdrawal form, a final grade based on work completed as outlined in the syllabus will be assigned.

## **Students with federal loans and/or grants:**

Students who have federal loans and grants must be aware that participation is monitored in online courses. In the event a student withdraws from a course the student will be required to refund all federal funds prorated from the last date of participation. A student's last access to Blackboard would not suffice as participation. The required weekly activity could include a comment to a blog, a discussion board posting, a journal entry, a quiz or exam, a submitted assignment, or other measurable and tracked activity.

## **Student Technical Assistance:**

Solutions to common problems and FAQ's for your web-enhanced and online courses are found on the [Online Student Training](#) page on our website.

If you cannot find your resolution there, you can submit a support request by contacting the IT HelpDesk:

Email: [helpdesk@tamut.edu](mailto:helpdesk@tamut.edu)

Phone: 903-334-6603

Submit a [Support Request Ticket](#)

Additional student help for Blackboard can be found here:

[Blackboard Help for Students](#)

**NOTE: The instructor reserves the right to make any change that is deemed necessary at any time throughout the semester. Students are encouraged to read the university catalog section on Rules and Procedures. It is in the best interest of each student to be familiar with sections on class attendance and the administrative drop procedure.**