



**FLORIDA
ATLANTIC
UNIVERSITY**

NEW COURSE PROPOSAL Undergraduate Programs

Department Sociology

College Arts and Letters

(To obtain a course number, contact erudolph@fau.edu)

UUPC Approval 2/26/24

UFS Approval _____

SCNS Submittal _____

Confirmed _____

Banner Posted _____

Catalog _____

Prefix SYG

(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)

Type of Course

Course Title

Number

4941

Lab Code

Lecture

Sociology Internship

Credits *(See Definition of a Credit Hour)*

3.0

Grading *(Select One Option)*

Regular

Sat/UnSat

Course Description *(Syllabus must be attached; see [Template](#) and [Guidelines](#))*

This internship opportunity allows sociology majors to gain community experience by working with a local organization or agency in the tri-county region. Students will gain firsthand experience and practical knowledge and will be able to apply their studies to real world situations. This internship may serve multiple purposes, including community-centered learning, networking, skills and interest development, and assistance in determining future careers or career opportunities.

Effective Date *(TERM & YEAR)*

Fall 2024

Prerequisites, with minimum grade*
SYG 3007, SYA 3010, and SYA 3300.

Corequisites
None.

Registration Controls *(Major, College, Level)*
None

**Default minimum passing grade is D-. Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course*

WAC/Gordon Rule Course

Yes

No

WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See [WAC Guidelines](#).

Intellectual Foundations Program (General Education) Requirement *(Select One Option)*

None

General Education criteria must be indicated in the syllabus and approval attached to the proposal. See [Intellectual Foundations Guidelines](#).

Minimum qualifications to teach course

Ph.D. in Sociology

Faculty Contact/Email/Phone

Maritza Flores/mflores15@fau.edu /561-297-3275

List/Attach comments from departments affected by new course

None.

Approved by

Department Chair

Ann Branaman

College Curriculum Chair

[Signature]

College Dean

[Signature]

UUPC Chair

Korey Sorge

Undergraduate Studies Dean

Dan Meeroff

UFS President

Provost

Date

1/29/2024

5 FEB 2024

2/8/24

2/26/24

2/26/24

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

[SYG 4941]: [SOCIOLOGY INTERNSHIP] (CRN)

Florida Atlantic University
Department of Sociology
Fall 2024
3 Credit Hours

Course: Fully Online

Instructor: Maritza C. Flores, Ph.D.

Office Location: CU (Culture and Society Building) Room 263

Office Hours: Online Webex office hours will need to be scheduled by emailing me and will be held on Mondays and Wednesdays 10am-2pm and by appointment

Phone Number: 561-297-3275

Email: mflore15@fau.edu

COURSE DESCRIPTION

This internship opportunity allows sociology majors to gain community experience by working with a local organization or agency in the tri-county region. Students will gain firsthand experience and practical knowledge and will be able to apply their studies to real world situations. This internship may serve multiple purposes, including community-centered learning, networking, skills and interest development, and assistance in determining future careers or career opportunities.

COURSE PREREQUISITES

SYG 3007, SYA 3010, and SYA 3330.

COURSE OBJECTIVES

This course will combine theories learned in the classroom that will be applied in a community setting. As a result of successful participation in this course, students will be able to:

1. Utilize learned academic knowledge within the field to practical application outside the classroom with an internship opportunity.

2. Consider their current skill set as well as reflect on areas for future development/advancement.
3. Understand the skillsets and attributes that employers value that can assist students in becoming more marketable in a competitive workforce.
4. Reflect on obtained outcomes from internship that can be utilized to discuss with future internship and full-time employers through the possible attainment of a letter of recommendation from evaluator.

INTERNSHIP REQUIREMENTS

1. The student must be a Sociology major at FAU.
2. The student must be a junior or senior, in their third or fourth year, or a minimum of 59 credit hours.
3. The student must have taken a minimum of 15 hours in Sociology.
4. The student must have a minimum GPA of 3.2 overall and a minimum GPA of 3.5 in sociology (or a letter of support from a professor in the sociology department).
5. Students will need approval from the professor and the internship agency or organization.
6. The internship must be in a professional or public setting.
7. The student must complete and sign a legal waiver.
8. Students will need to enroll in Handshake through the FAU Career Center and complete a resume, interview, and workshop prior to the internship.
9. The student is required to meet for 10-12 hours per week in their internship site for a 14-15 week semester.
10. Students will notify the FAU Career Center immediately of any significant change in their employment status or work environment (i.e., change of Supervisor, misunderstanding on the job, etc.).
11. Students are responsible for their own transportation to and from the internship site.
12. Students will not be allowed to actively pursue other internship opportunities during the same term as this would affect their agreement with their current internship.
13. If students do not complete the hours and weeks of employment provided during approval of the internship, students will receive a failing grade for the course.
14. All the required evaluations (all course assignments and evaluations) must be submitted by the deadline dates, or the student will receive a failing grade for the course.
15. Assignments are due by the dates stated below. If students are unable to submit an assignment by the deadline date, they must contact the course instructor one week prior to the deadline date to make alternative arrangements and provide documentation.

COURSE DELIVERY MODE

This is an experiential learning course. It does not meet in the traditional classroom setting. This is a fully online course accessible only through FAU's learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password, [contact OIT for help](#).

The course is organized into modules with due dates. Modules are locked until the date specified by the syllabus and Canvas. Unless otherwise specified (see Canvas and syllabus for dates). Unless otherwise specified, each module begins on Saturday at 12:00am, EST, and ends on Friday at 11:59pm, EST. The course begins with the Start Here module, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, videos, presentations, and other relevant materials for each subsequent module.

TIME COMMITMENT PER CREDIT HOUR

This course has three (3) credit hours. For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

COURSE POLICIES

CODE OF ACADEMIC INTEGRITY POLICY STATEMENT

Students at Florida Atlantic University should endeavor to maintain the highest ethical standards. Academic dishonesty is a serious breach of these ethical standards because it interferes with the University mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

PLAGIARISM

[Plagiarism](#) is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without

identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source. If the student is found to have plagiarized any work in the course, the student will receive an F in the course.

NETIQUETTE

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more in-depth information, please see the [FAU statement on netiquette](#).

CLASSROOM ETIQUETTE/DISRUPTIVE BEHAVIOR POLICY STATEMENT

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

For more information, please see the [FAU Office of Student Conduct](#).

ATTENDANCE POLICY STATEMENT

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up in class work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University approved reason the opportunity to make up in class work missed without any reduction in the student's final course grade as a direct result of such absence.

ONLINE ATTENDANCE POLICY

Since the course is online, you should access the course **at least three times per week** to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. Part time or full time employment is not considered a reason to provide assignment extensions. Plan accordingly! If you are experiencing extended major illness, absences due to extended University duties, or other large-scale issues, contact the instructor immediately and prior to the due date to formulate a resolution and provide documentation.

ACCESSIBILITY POLICY STATEMENT

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) CENTER

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

CODE OF ACADEMIC INTEGRITY POLICY STATEMENT

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RELIGIOUS ACCOMMODATIONS FOR STUDENTS AND FACULTY

In accordance with regulations of the Florida Board of Governors and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations, and work assignments. The details of this policy, as it pertains to FAU, may be found in the University Catalog and University Regulation 2.007, Religious Observances.

POLICY ON THE RECORDING OF LECTURES

Because of a new Florida Statute in 2021, students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

REQUIRED TEXTS & MATERIALS

Required Texts/Materials

No required texts and/or materials.

MINIMUM TECHNOLOGY & COMPUTER REQUIREMENTS

HARDWARE & SOFTWARE REQUIREMENTS

Hardware

- Dependable computer: a computer/laptop can break down unexpectedly and repairing it may take a few days, therefore plan accordingly. **Not having a working computer will not be considered a valid excuse for makeup work as you will need to continue to work on your assignments to complete them on time.** The university has open labs at

all FAU campuses and many local public libraries also offer computer access to residents.

- Computer speakers
- Headset with microphone
- Webcam
- external hard drive, a USB drive, cloud storage, or a folder on the FAU servers (**make sure you save a copy of your work on something other than your computer**)

Software

- [Microsoft 365 Suite](#)
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Canvas mobile app: Download instructions for [iOS device](#) or [Android device](#)
- [Adobe Reader](#)
- [Adobe Flash Player](#)

Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here.](#)

COMPUTER REQUIREMENTS

Basic Computer Specifications for Canvas

- Operating system: Windows 10 or macOS Sierra (or higher).
- [Specifications](#)

Peripherals

- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

MINIMUM TECHNICAL SKILLS REQUIREMENTS

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet.
- Using Canvas (including taking tests, attaching documents, etc.).
- Using email with attachments.
- Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the FAU library and websites.

TECHNICAL SUPPORT

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

When a problem occurs, click “Help” to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: (561) 297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see [Print Screen instructions](#).
3. Complete a [Help Desk ticket](#). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
 - a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.

- c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.
7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

COURSE ASSESSMENTS, ASSIGNMENTS & GRADING POLICY

GRADING CRITERIA

Student Introduction and Syllabus & Course Agreement (0%- **extra credit** if both assignments are completed by assigned date- see Canvas)

You will post an introduction in the student introduction discussion board (and reply to at least two others' posts) and complete a syllabus and course agreement.

1. Weekly email check ins (25% of your final grade)

Students will email the professor on a weekly basis to check in and provide a quick update.

2. Reflection Papers (25% of your final grade)

Students will write 3 short 3–5-page reflection papers on your experience with the internship agency to reflect on how your service links to the course objectives, the impact that this experience has had on your personal as well as professional development, and how your participation has impacted internship organization as well as the larger community that it serves.

3. Agency Evaluation of the Student (25 % of your final grade)

Student Evaluation- This portion of the grade will be based on the internship organization's evaluation of the student. This is based on attendance, performance, maturity, attitude, and completion of responsibilities.

4. Self-Assessment (25% of your final grade)

Student self-evaluation and internship agency evaluation- This portion of this grade will be based on the student's self-evaluation of their work and their experience working/shadowing in the agency (3–5-page paper). How good of a job do you feel you provided to the organization? What grade would you give yourself? How satisfied are you that the experience related to the course objectives? What do you feel you gained from this experience- personally as well as professionally? What could have made it more rewarding? What do you feel the micro internship/shadowing organization gained through your participation? How would you rate your experience with the organization, and would you say the organization is achieving the goals/mission statement they have set for themselves?

Assessment	Percentage (%)
Course Orientation <ul style="list-style-type: none"> • Student Introduction – Worth up to 10 points. • Syllabus & Course Agreement Quiz – Worth up to 10 points. 	0%
Weekly Check ins	25
Reflection Papers	25
Student Evaluation	25
Self-Assessment	25
TOTAL:	100%

GRADE SCALE

Grade	Percentage (%)
A	93 – 100%
A-	90 – 92%
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 69%

D	63 – 66%
D-	60 – 62%
F	0 – 59%

LATE ASSIGNMENTS POLICY

Late assignments will be accepted within the first 24 hours after the due date. For each hour the assignments are late, 5% will be deducted. No makeups are available 24 hours after the due date of any assignment/quiz/test/discussion.

If the student is aware that there is a university-sponsored activity (i.e. athletic event/performance), jury duty, military obligation, illness/hospitalization, religious obligation during the entire due date time frame, students **must** contact the instructor within a week **before** missing an assignment to schedule a make-up assignment. If you are allowed to make up the assignment, it must be **completed before one week** of the regularly scheduled assignment. Failure to adhere to these guidelines will result in a **Zero (0)** for the assignment in question.

INCOMPLETE GRADE POLICY

The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor but is allowed only if the student is passing the course.

COMMUNICATION POLICY

EXPECTATIONS FOR STUDENTS

Announcements

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

Email/Video Conferencing

You are responsible for reading all your course email and responding in a timely manner.

Course-Related Questions

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior to posting a question. Someone may have already asked and answered the question in previous posts.

INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME & FEEDBACK

Email/Video Conferencing Policy

Except for weekends and holidays, the instructor will typically respond to email (Canvas inbox or FAU email) within 48 hours. You should ask course-related questions in the FAQ discussion board. If you have questions of a personal nature, you should email the instructor.

Assignment Feedback Policy

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

Course-Related Questions Policy

Except weekends and holidays, the instructor will generally answer questions within 48 hours.

Electronic Communication Policy

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on [Cyber Security Awareness](#).

SUPPORT SERVICES & ONLINE RESOURCES

- [Center for eLearning and Student Success](#)
- [Counseling and Psychological Services](#)
- [FAU Libraries](#)

- [Freshmen Academic Advising Services](#)
- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Office of International Programs and Study Abroad](#)
- [Office of Undergraduate Research and Inquiry](#)
- [Student Accessibility Services](#)
- [University Center for Excellence in Writing](#)

FACULTY RIGHTS & RESPONSIBILITIES

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the *Student Code of Conduct*.

SELECTED UNIVERSITY & COLLEGE POLICIES

ACCESSIBILITY POLICY STATEMENT

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations to properly execute coursework due to a disability, must register with Student Accessibility Services (SAS) located in the Boca Raton, Davie, and Jupiter campuses and follow all SAS procedures. For additional information, please consult [Student Accessibility Services](#).

Contact

- **Boca Raton:** (561) 297-3880
Fax: (561) 297-2184, TTY: 711
- **Davie:** (954) 236-1222
Fax: (954) 236-1123, TTY: 711
- **Jupiter:** (561) 799-8721
Fax: (561) 799-8721, TTY: 711

GRADE APPEAL PROCESS

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[Chapter 4 of the University Regulations](#) contains information on the grade appeals process.

UNIVERSITY APPROVED ABSENCE POLICY STATEMENT

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is your responsibility to notify the instructor at least one week prior to missing any course assignment.

DROPS/WITHDRAWALS

You are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the [FAU Registrar Office](#) for more information.

* * *

The instructor reserves the right to adjust this syllabus as necessary.

****Make sure you upload all your assignments through the Canvas website rather than the Canvas app (on your phone).** Some students have reported having issues with problems uploading assignments on the Canvas app. If you chose to use the app, make sure that you get a confirmation that your assignment was successfully uploaded as this will not be considered an excuse to make up any lost or not loaded coursework.**

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

Schedule Of Lectures, Readings, Assignments, and Exams: (Subject to Change):

Module 1: Two Weeks

Weekly email check ins due

Module 2: Two Weeks

Weekly email check ins due

Reflection Paper #1 due

Module 3: Two Weeks

Weekly email check ins due

Module 4: Two Weeks

Weekly email check ins due

Reflection Paper #2 due

Module 5: Two Weeks

Weekly email check ins due

****Last Day to Withdraw Without Receiving an F in the Course- 10/27****

Module 6: Two Weeks

Weekly email check ins due

Reflection Paper #3 due

Module 7: Two Weeks

Weekly email check ins due

Agency Evaluation of the Student due

Module 8: Two Weeks

Weekly email check ins due

Self-Assessment due