FLORIDA ATLANTIC UNIVERSITY

COURSE CHANGE REQUEST
Undergraduate Programs

Department Sociology

College Arts & Letters

UUPC Approval 10-6-2025
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

***Current* Course Prefix and Number**	SYG 4941	***Current* Course Title**	Sociology Internship

*Syllabus must be attached for **ANY** changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.*

Change title to:
N/A

Change prefix
From: N/A **To:**

Change course number
From: N/A **To:**

Change credits*
From: N/A **To:**

Change grading
From: N/A **To:**

Change WAC/Gordon Rule status**
Add ☐ **Remove** ☐

Change General Education Requirements***
Add ☐ **Remove** ☐

*See Definition of a Credit Hour.
**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.
***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.

Change description to:
N/A

Change prerequisites/minimum grades to:
Remove one of three prerequisites for more flexible access to Sociology Internship course:
SYG 3090 - Career Paths in Sociology REMOVED

Change corequisites to:
N/A

Change registration controls to:
N/A

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

Effective Term/Year for Changes:	Fall 2026	**Terminate course? Effective Term/Year for Termination:**	N/A

Faculty Contact/Email/Phone Maritza Flores / mflore15@fau.edu / +15612973275

Approved by		***Date***
Department Chair	Dr. J Lotus Seeley, Acting Chair	9.15.2025
College Curriculum Chair	Robin Larson	09/23/2025
College Dean		9/25/2025
UUPC Chair	Korey Sorge	10-6-2025
Undergraduate Studies Dean	Dan Meeroff	10-6-2025
UFS President		
Provost		

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

FLORIDA ATLANTIC UNIVERSITY

SYG 4941-001 15590

Sociology Internship

3 Credit(s)

Fall 2026 - 1 Full Term

Instructor Information

Maritza Flores
Email: mflore15@fau.edu
Instructor: Maritza C. Flores, Ph.D.

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

Email: mflore15@fau.edu

Course Description

Sociology Internship
Prerequisites: SYA 3010 and SYA 3300
This internship opportunity allows sociology majors to gain community experience by working with a local organization or agency in the tri-county region. Students 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.

Prerequisites/Corequisites

Prerequisite(s): All of the following:

- SYA 3010 Graduate / Undergraduate (Minimum Grade of D-)

- SYA 3300 Graduate / Undergraduate (Minimum Grade of D-)
- ~~SYG 3090 Graduate / Undergraduate (Minimum Grade of D-)~~

Instructional Method

Fully Online Class
100% of the course is delivered online.

Required Texts/Materials

No Required Textbook

Course Objectives/Student Learning Outcomes

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.

Faculty Rights and 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 University Regulation 4.007.

Disability Policy

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/.

Course Evaluation Method

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.Biweekly check ins (20% of your final grade)

Students will upload a short update on Canvas on a biweekly basis to check in and provide a quick update.

2.Research Paper (30% of your final grade)

Students will write a 15-page paper on a research project conducted during your internship at your specific organization. This paper will be completed in three parts (see under dates below) to make the process more manageable. You will find a link to a sociological website that provides a synopsis of the different parts of a sociological paper to help guide you in the research process.

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 interning in the organization (PowerPoint). Some of the types of questions you might be asked to answer are the following: 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 internship organization gained through your participation as well as the larger community that it serves? 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? There will be further information available on Canvas regarding this assignment.

Grade Breakdown

Biweekly check ins	20
Research Paper- Part 1, Part 2 and Final Research Paper	30
Organization Student Evaluation	25
Self-Assessment	25
TOTAL:	100%

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered 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 of 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.

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.

Attendance Policy Statement

Students are expected to attend all 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 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 work missed without any reduction in the student's final course grade as a direct result of such absence.

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Time Commitment Per Credit Hour

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 Grading Scale

Letter Grade	Percentage
A	100 - 93%
A-	< 92 - 90%
B+	< 89 - 87%
B	< 86 - 83%
B-	< 82 - 80%
C+	< 79 - 77%
C	< 76 - 73%
C-	< 72 - 70%
D+	< 69 - 67%
D	< 66 - 63%
D-	< 62 - 60%
F	< 59 - 0%

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.

University Regulation 4.002 of the University Regulations contains information on the grade appeals process

Policy on Make-up Tests, Late work, and Incompletes

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.

Policy on the Recording of Lectures

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.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. **[Policy 12.16 Artificial Intelligence]**

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the **Florida Atlantic Code of Academic Integrity, Regulation 4.001.**

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit **https://fau.edu/ai/citation**

AI Language Specific To This Course

- AI Prohibited: The use of AI to assist in any work assigned in this specific course is prohibited. Students will receive a zero if AI is found to have been used in any coursework.

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/

Student Support Services and Online Resources

- Center for Learning and Student Success (CLASS)
- Counseling and Psychological Services (CAPS)
- FAU Libraries
- Office of Information Technology Helpdesk
- Center for Global Engagement
- Office of Undergraduate Research and Inquiry (OURI)
- Student Accessibility Services
- Student Athlete Success Center (SASC)
- Testing and Certification
- Test Preparation
- University Academic Advising Services

The Center for Teaching and Learning (CTL)

The CTL has a variety of FREE TUTORING and other academic support services to help you succeed in your courses. You are encouraged to build your academic support team early in the term and meet with your team regularly. At the CTL, you can practice difficult course content, develop skills, and learn academic success strategies -- in person and online. Learn more about FAU academic support at **www.fau.edu/ctl**.

Course Topical Outline

* * *

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 choose 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: Three Weeks (August 16- September 5th)

By week 2: Name of Agency/Organization, Supervisors name, title, email, and phone number (upload under assignment on Canvas) Due on 8/29 by 11:59 PM

Check-in due during week 3 (under assignment on Canvas) Due on 9/5/ by 11:59 PM

Stages of a sociological research project: https://pressbooks.howardcc.edu/soci101/chapter/2-2-stages-in-the-sociological-research-process/

Module 2: Four Weeks (September 6th – October 3rd)

Check in due during week 5 (under assignment on Canvas) due on 9/19 by 11:59 PM

Check in due during week 7 (under assignment on Canvas) due on 10/3 by 11:59 PM

Research Paper Part 1 due: Research Topic, Research Questions and Literature Review (to be uploaded under the Research Paper Part 1 assignment on Canvas) due on 10/3 by 11:59 PM

Sociology Research Methods: https://www.youtube.com/watch?v=QwhK-iEyXYA

Module 3: Four Weeks (October 4th – October 31st)

Check in due during week 9 (under assignment on Canvas) due on 10/17 by 11:59 PM

Check in due during week 11 (under assignment on Canvas) due on 10/31 by 11:59 PM

Research Paper Part 2: Formulating a Hypothesis, Gathering Data, Data Analysis (to be uploaded under the Research Paper Part 2 assignment on Canvas) due on 10/31 by 11:59 PM

October 24th – Last Day to Drop with a "W"

Module 4: 25 Days (November 1st – November 25th)

Check in due during week 13 (under assignment on Canvas) due on 11/14 by 11:59 PM

Agency Evaluation of the Student Due (to be emailed to me (mflore15@fau.edu) by agency/organization supervisor from their organization email address) due on 11/14 by 11:59 PM

Research Paper: Final Paper: Includes complete research paper (to be uploaded under Final Research Paper Assignment on Canvas) due on 11/21 by 11:59 PM

Parts of a Research Paper https://www.youtube.com/shorts/6URw9i6-qSA

Self-Assessment Due (PowerPoint presentation to be uploaded onto Self-Assessment assignment on Canvas) due on 11/25 by 11:59 PM

Course Topical Outline

Due	Assignment	Type	Description	Points
8/29/2025	Check in Week 2			100
9/5/2025	Check in Week 3			100
9/19/2025	Check in Week 5			100

Due	Assignment	Type	Description	Points
10/3/2025	Check in Week 7			100
10/3/2025	Research Paper Part 1 Due			100
10/17/2025	Check In Week 9			100
10/31/2025	Check in Week 11			100
10/31/2025	Research Paper Part 2 Due			100
11/14/2025	Check in Week 13			100
11/14/2025	Agency Evaluation of Student Due			100
11/21/2025	Research Paper Due			100
11/25/2025	Self Assessment Due			100

Title IX Statement

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at **https://www.fau.edu/ocr9/title-ix/**. You may also contact Victim Services at **victimservices@fau.edu** or 561-297-0500 (ask to speak to an Advocate) or schedule an appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.