

# SOCI 4391-001: Sociology Internship Syllabus

## Instructor Information

- Dr. Danny Malone Jr.
- Central Academic Building, Office 350B
- Email: dmalone@tamusa.edu
- Office Phone Number: (210)-784-2209
- Office Hours: Tuesdays and Thursday from 12p-2p or by appointment

## Course Information

- Course Description
- This course provides an opportunity to bridge the gap between academic knowledge and real-world practice by engaging in supervised work within a relevant organization. Students will gain practical skills, professional experience, and a deeper understanding of social dynamics by observing and participating in a workplace environment. This internship requires a minimum of 120 hours of fieldwork and includes a reflective component, such as a journal or a final paper, to connect the internship experience with sociological scholarly research.
- Prerequisite SOCI 3320, cumulative GPA of 3.0 or higher, and instructor's approval.
  - For instructor approval, students must have site approval and signed contract.
- W 9:30am-10:45am Online-Synchronous

Upon Completion of this Course, students will be able to:

- Apply sociological theories and concepts to real-world situations.
- Analyze organizational structures, social processes, and cultural norms within a professional setting.
- Develop practical skills in research, communication, and problem-solving.
- Reflect critically on their professional experiences and career goals through a sociological lens.
- Gain professional networking opportunities and hands-on experience in a career field related to sociology.

## Course Requirements

## Course Readings and Materials

Course material will be available on Blackboard Ultra.

## How to Access Course Materials

- Log into Jagwire: <https://jagwire.tamusa.edu>
- Click on Blackboard
- Under "My Courses," locate our course and click on it.

## Class Participation

Participation is paramount in your academic thus it is important that a part of your grade captures your participation in the course. Our class is online and synchronous, so the standard is that students have reliable internet access and their cameras on as this is a class. Students are expected to come to each class to discuss various aspects of their respective internship experiences. This includes submitting time sheets and collecting evaluation materials from the on-site supervisor.

## Discussion Forums

Discussion forums where you address the prompts with responses to the original posts. You should also respond to at least one classmate's response. Also, students must submit their time sheets and evaluation sheets from their on-site supervisors.

## Original Creation

The student will create an original work to help advance awareness of their organization. The students can be as creative as they wish to be. This creation should incorporate sociological facts about their subject matter with the student's respective organization.

## Journal

Bi-Weekly journals will be kept and discussed with the instructor. This journal will serve a serious engagement of reflection of the internship experiences. The students should use this space to enhance personal and professional development.

## Term Paper

The term paper for the internship is a minimum of six-pages where the student will integrate assigned class articles around their internship area with what they observed in their internship to demonstrate putting sociology into practice. Students are tasked with a few objectives in this paper:

- Provide a brief overview of your experience at the internship

- Discuss some of your most important experiences and how they have impacted you
- Discuss relevant sociological theories and concepts that connected the most with the internship
- Reflect on the effect that your involvement with the internship and how this has helped you become not only a better scholar, but an advocate and student
- Provide any insights for future students who may be interested in completing an internship.

## Grading Assignments

The grade for this course will be determined according to the following formula:

<b>Assignments/Activities</b>	<b>% of Final Grade</b>
Original Creation	10%
Discussion Forum	15%
Journals	20%
Presentation	25%
Term Paper	30%

## Letter Grades

Letter grades for the entire course will be assigned as follows:

<b>Letter Grade</b>	<b>Points</b>
A	100-90
B	89-80
C	79-70
D	69-60
F	<60

## Attendance and Tardiness

Class periods are comprised of both lecture and your time on-site. Thus, your attendance is essential to success in this course. However, unexpected events do arise which may prevent you from attending. For this reason, you will be allowed 3 unexcused absences or what I call "self-care" days. All additional unexcused absences will result in a one-letter grade penalty per absence. For your site, please be sure to inform your supervisor if you cannot make it to your shift ahead of time. These are professional interactions, so this is standard practice of common courtesy.

There may be occasions (inclement weather or other unforeseen events) when Dr. Malone cancels class and/or TAMUSA is closed. In these events, I will communicate at my soonest convenience to students via email directing you to Blackboard Ultra where alternative coursework will be available.

The internship requires students to spend a number of assigned hours in an organization which has been approved by the departmental supervisor. The minimum number of hours required for completion of a 3-hour internship is 120 and can end no earlier than Friday, April 24, 2026. Some organizations require evening or weekend obligations. Students will be expected to perform all activities requested by the organization. While interning, students should be considered as part of the agency's staff. With reference to holidays, the organization's holidays will be observed and not those of TAMU-SA. The organization's policies concerning absenteeism and tardiness will be in effect.

If an absence is anticipated or tardiness occurs for any reason, a call to the organization's supervisor is REQUIRED. If this person cannot be reached, a message should be left explaining the situation. However, it is strongly advised that you talk directly to the supervisor to whom the intern is responsible.

During the internship students will assume the role of an employee in the selected organization. The first week on the job will be an organization's orientation. Students should attempt to learn as much about the organization as possible. The student should act in a professional manner, including dress and demeanor appropriate to the organization's standards and expectations. Remember, you are a representative of TAMU-SA, so how they see you may reflect how they view the institution.

### Late Assignment

All assignments are due by the specified time on Blackboard Ultra. Any assignment turned in after the deadline is considered late and will receive a standard deduction of 10 points. After 1 late day, the assignment will be a "0" unless there is a university excused reason.

Students who do not have a university-excused absence will not be allowed to make up a missed examination. You must have written documentation for the absence and have notified the instructor within 24 hours of the absence to be able to schedule a make-up exam. No exceptions.

### Academic Dishonesty/Plagiarism

Academic dishonesty includes any unapproved activity that compromises the integrity of ANY portion of assignments. This includes, but not limited to, cheating, plagiarism (which includes self-plagiarism), or failing to appropriately

cite sources. This also includes Artificial Intelligence (AI) generated content, which is not original. Any form of academic dishonesty is incompatible with Texas A&M-San Antonio's mission and generally understood standards of ethical academic behavior.

## **Disability Disclosure Statement**

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

## **Student Rights and Responsibilities**

The purpose of the following statement is to enumerate the essential provisions of students' freedoms and responsibilities to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System, including the A&M-San Antonio Student Code of Conduct

### **Students' Rights**

- A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.
- Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, genetic information, or veteran status in accordance with applicable federal and state laws.
- A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
- Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

### **Students' Responsibilities**

- A student has the responsibility to respect the rights and property of others, including other students, the faculty and staff, and the administration.
- A student has the responsibility to be fully acquainted and compliant with the University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and in the University Catalog.
- A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
- A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
- A student has the responsibility to check their university email for any updates or official University notifications.
- We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

## Financial Aid and Verification of Attendance

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

## Statement of Harassment and Discrimination

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status,

sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

## Course Resources

### Academic Learning Center:

The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu) calling (210) 784-1307, or visiting the Central Academic Building, room 202.

### The Jaguar Writing Center

The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, plan, draft, and revise their written assignments. Students can make individual or group appointments with a writing tutor. The Writing Center is in Central Academic Building, Suite 208. The Writing Center can be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu) or calling

210-784-1222. Students can also make appointments with the Writing Center under the Student Services tab in JagWire.

#### Counseling/Mental Health Resources

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit [tamusa.edu/studentcounseling](https://tamusa.edu/studentcounseling)

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').

Additionally, the TELUS Student Support App provides a variety of mental health resources to include support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

#### Emergency Preparedness

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

#### Meeting Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the



professor if you are comfortable in doing so. This will enable them to direct you to available resources.

#### [Military Affairs](#)

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

#### [Religious Observances](#)

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided with an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

#### [Course Schedule- Next Page](#)

<b>Week/Date</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignment Due</b>
Week 1, 1/19	Welcome to SOCI 4391	N/A	
Week 2, 1/26	What is Community Engagement	N/A	Journal Entry #1 Due Saturday
Week 3, 2/2	Malone Site or Zoom Visit	N/A	
Week 4, 2/9	Beyond TAMUSA-Career Exploration	Mays Center Website Activity-Blackboard	Journal Entry #2 Due Saturday
Week 5, 2/16	Kids and Case Management	Blackboard	
Week 6, 2/23	Interviewing Coworkers	Blackboard	Journal Entry #3 Due Saturday
Week 7, 3/2	Interviewing Coworkers	Blackboard	
Week 8, 3/9	Spring Break	N/A	
Week 9, 3/16	Malone Site or Zoom Visit	N/A	Journal Entry #4 Due Saturday
Week 10, 3/23	Work on Original Creation	Blackboard	Journal Entry #5 Due Saturday
Week 11, 3/30	Bridging Sociology and Community	Blackboard	Original Creation Due Saturday
Week 12, 4/6	Research Paper	N/A	Journal Entry #6 Due Saturday
Week 13, 4/13	Presentation Prep	Blackboard	
Week 14, 4/20	Research Presentation	N/A	Journal Entry #7 Due Saturday

<b>Week/Date</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignment Due</b>
Week 15, 4/27	Internship Debriefing	N/A	Term paper Due Saturday
Week 16, 5/4	Final Week/ Malone Site or Zoom Visit	N/A	Time sheets and evaluation form Due Friday