SYLLABUS
Radow College of Humanities and Social Science
Department of Sociology and Criminal Justice
SOCI 3398: Internship (Sociology)
Fall 2024

Course Information

Class meeting time: n/a – Online Course
Modality and Location: 100% Online, Asynchronous Course
Syllabus is posted in D2L

Instructor Information

Name: Dr. Judy Brown-Allen
Email: jallen12@kennesaw.edu   ** EMAIL in D2L *Preferred***
Office Location: SO, 4068
Office Hours: MW 11:30: a.m. until 2:30 p.m. Online Course – also happy to schedule appointments!
Office Phone: 470-578-2070
Preferred method of communication: D2L Email
Email response time/policy: During Monday through Friday before 5:00 pm please expect a response in 24-36 hours. If you email after 5:00 pm please expect a response on Monday morning during regular office hours.

Course Description

Course Catalog Description: This course is a structured off-campus experience in a supervised setting which is related to the student's major and career interests. Practical experience is combined with scholarly research in the topical area of the internship. Sites must be approved in advance of the semester of the internship. A F2F Departmental Internship Orientation session is scheduled at least once a semester.

Prerequisite: 90 hours (Sociology Major)

Course Materials

Required Texts: no required texts
Course Technology Requirements:
- Computer (Mac or PC) with sound card; [iPad or iPhone/smartphone are insufficient]
- Reliable internet access.

- Basic computer software, including Microsoft Office, PowerPoint, Web-surfing software, pdf reader program.

Learning Outcomes

1. Students will be able to develop skills relevant to career objectives.
2. Students will be able to apply sociological knowledge to their internship experience.
3. Students will be able to examine situations and their relevance to agency/departmental policies.
4. Students will be able to demonstrate clear communication, both written and orally.
5. Students will be able to examine agency or departmental policies found at internship.
6. Students will be able to compose non-judgmental sociological observations.
7. Students will develop research skills relevant to internship site (such as literature location and synthesis; data in-put; interviewing skills; grant writing).

Site Hours

The number of hours expected at internship site or involved in internship activities is dictated by enrolled course credits.

Each course credit hour equates to 50 hours "at" site.

3 credit hours (degree minimum requirement) = 150 hours at internship
- During fall/spring semesters of 15 weeks, you should plan for ~10 hours per week. It is encouraged to err towards a little over hours ~11-12 hours per week early in semester, if possible, to accommodate potentially urgent issues. The specific hours worked per week are arranged by your internship site supervisor.

6 credit hours = 300 hours at internship
9 credit hours = 450 hours at internship

FAILURE TO FULFILL INTERSHIP HOURS will result in assigning a NON-PASSING Grade. You must fulfill all internship hours with organization to pass this course.

Course Requirements and Assignments

Student Intern Expectations:
1. Always Adhere to American Sociological Association Code of Ethics.
2. Prepare all required paperwork and assignments for instructor as described in the syllabus.
3. Attend meetings of the agency/department on days and at the times agreed on by the student and internship supervisor, and if unable to attend notify internship supervisor and intern instructor prior to or at the start of the workday.
4. Follow workplace rules, dress, and always speak in a professional manner.
5. Carry out agency/department related assignments and tasks according to agency/departmental policies.
6. Devote the required hours and weeks to agency/department. (see below)

7. If you experience a problem with the internship placement, the internship instructor needs to be notified immediately, if the issue cannot be handled on the telephone an appointment needs to be scheduled.
8. If you experience an issue with law enforcement during your internship, the internship instructor needs to be notified immediately, before your return to your internship. You may not return to your

   internship until the internship instructor has discussed the situation with your placement onsite supervisor.

Internship Placement Supervisor Expectations:

1. Describe and explain your expectations of a student during internship period.
2. Provide student(s) with orientation of agency placement, mission statement, organization, purpose of agency/department, policies, and ethical standards.
3. Provide weekly supervision.
4. Include student(s) in appropriate training courses and staff meetings.
5. Assign duties and responsibilities that are appropriate to student's educational level and that are increasingly difficult and demanding.
6. Monitor the student's work and progress regularly and provide constructive criticism (mid-semester site evaluation). (copy provided to course instructor)
7. Meet once a semester with the student to provide formal student feedback (end-of-semester site evaluation). (copy provided to course instructor)
8. Sign-off on the student time log. (copy provided to course instructor)
9. Contact the internship instructor (Judy Brown-Allen, jallen12@kennesaw.edu; 470-578-2070) if a problem cannot be resolved with the student intern.

Evaluation and Grading Policies

Summary of Assessments:

Discussion Boards (Ungraded Class Participation)	0%	
Introductory Posting	0%	
Response to Introductory Posting	0%	=0%

Internship		
Professional Headshot	5%	
Professional Resume	5%	
Power Point Information Quiz	5%	
Mid-semester site evaluation (from onsite supervisor)*	10%	
		=25%

Paper & Submissions 10 full pages	
Final Paper - Topics to Include	25%
- Sources (Ties to Paper)	5%
- Field Response Notes & Site Info	5%
- Lit Review	5%
- Must Link Experience to Sociology	5%
- Site Summary & Conclusion	5%
	=25%

Presentation		
Pre-Recorded Oral Presentation & (Power Point Slides Documenting Internship)	25%	
	=25%	

Final Site Evaluation	15%	
Time Log Sheet Dated & Signed by Onsite Supervisor	10%	=25%

=100%

Course grades will be assigned based upon final points earned, using course weights above, and the below grade guideline.

Final Grade Criteria

Weight	Assignments/Category
25%	Professional Resume' 5% Professional Head Shot 5% Mid-Term On-Site Evaluation 15%
25%	Final Paper - Addressing 5 Topics
25%	Oral Presentation & PowerPoint Slides
25%	Final Site Evaluation & Time Log Sheet

Please see the "Grades" tab in D2L for a full list of grades and to track your learning progress.

Final Grade Breakdown

Grades	Range
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

All Assignments are accepted through the designated D2L assignment folder only. Late Assignments submitted through email are not accepted. Your work is attached to the D2L Gradebook so to receive full credit all work is submitted on D2L only. Students with late daily Assignments must contact me via D2L email only to request a late submission tab be reopened and a -25-point deduction is accessed for each missing day after the due date until it makes no sense to turn it in because it is a zero. All assignments are automatically submitted through plagiarism detection software. University academic integrity policies apply.

Grade Item Descriptions:

Discussion Boards are (non-graded)   =0% course grade total
Introductory Discussion Board Class Participation:
Part 1   (See course calendar/end of syllabus for deadline)
        Within the discussion board you will compose an introduction mini paragraph of yourself and your internship to share with your peers in the class.
        Students should briefly introduce yourself. Within this paragraph you should share: (1) Your 1st Name (2) Your concentration, (3) mention a favorite class or two (from sociology), (4) describe the type of job/career you believe you will pursue (5) two random fun facts to help us to get to know you and
        (6) where you are interning (both name/place of internship)

Part 2:   (See course calendar/end of syllabus for deadline)
        You need to reply to at least one classmate's posting (mini paragraph* in length).

                        [For information on deadline, please see course schedule document/end syllabus]
                        Please note, a rubric is posted in the d2l module for your reference.

Plagiarism Video: *(non-graded)*
        While many of you may have a firm grasp on plagiarism and academic integrity, please click the link below to watch the tutorials *to have a refreshing understanding of plagiarism. This will help to make sure you avoid this issue in your upcoming final papers and do not jeopardize your overall course grade! All students who enroll in this course are expected to watch the entire video.*

https://plagiarism.iu.edu/
Going through the **"Learn through Tutorials"** is long but all students are expected to watch the video and familiarize themselves with a clear understanding of plagiarism and what NOT to do in this course that will jeopardize your overall grade.

Internship:
Mid-semester Site Evaluation:(from On-site Supervisor)   **= 15% course grade total**
*Form available in D2L Content Section
Using the provided D2L form located in your content section , you will have your On-site Supervisor complete and sign the mid-semester evaluation**. Your On-site Supervisor should email the form directly to your instructor once it is complete after ½ of your internship hours are satisfied. For example if you are taking a 3 credit hour Internship that requires 150 total hour to complete your work then when you reach 75 work hours you must ask the supervisor to fill out and email a Mid-semester Evaluation to jallen12@kennesaw.edu**
(from a work/organizational email address) or fax the form to the professor at 470-578-9148.
Please note, should the authenticity of this form be brought into question your professor will contact your onsite internship supervisor for clarification. If it is found to not be authentic (filled out and signed by site coordinator), the repercussion for academic dishonesty will be pursued.

[For information on deadline, please see course schedule document/end syllabus]
(Late submissions will not be accepted for credit)

Final On-site Evaluation: **= 15% course grade total**

*Form available in D2L Content Section
 Using the provided form, you will have your onsite internship supervisor complete and sign this evaluation
 (which should also be discussed with you and signed by you). **Your onsite internship supervisor should email the form directly to the instructor once it is complete and you have completed all of your internship hours, jallen12@kennesaw.edu (from a work/organizational email address)** or may fax the form to the instructor at 470-578-9148.
Please note, should the authenticity of this form be brought into question the instructor will contact your onsite internship supervisor for clarification. If it is found to not be authentic (filled out and signed by on site supervisor), the repercussion for academic dishonesty will be pursued.

It is strongly encouraged that Onsite Internship Supervisor send BOTH the final evaluation and time sheet log together before the end of your course

Please note, should the authenticity of your time sheet log be brought into question the instructor will contact your onsite supervisor for clarification. If it is found to not be authentic (filled out and signed by the onsite supervisor), the repercussion for academic dishonesty will be pursued.

*Form available in Content Section in D2L.
[For information on deadline, please see course schedule document/end syllabus] Late submissions may be accepted for credit with individual arrangement

REMINDER: You CANNOT pass this course w/o documenting and submitting a Time Log!

<u>**Time Log**</u> Sheet Dated and Signed by On-site Supervisor   **= 10% course grade total**

During the semester, you should consistently maintain a time log of your hours at the internship. Please document your time hours (date; time in/time out; daily hours; running total of hours) throughout the semester – you may use the posted example form or simply maintain this time log in a notebook. **Your site coordinator should email the form directly to the instructor, jallen12@kennesaw.edu (from a work/organizational email address)**

   It is encouraged that they send BOTH the final Onsite Evaluation and Time Log together

Suggestion: I encourage you to keep a digital version of your time log, then it can be easily emailed to your supervisor. Your supervisor can subsequently review and confirm the days/hours (total hours) you have interned. It may also be helpful to cc me (jallen12@kennesaw.edu) on the email you send your supervisor; then they can easily reply to all to confirm the hours, if preferred.

Please note, should the authenticity of this documentation be brought into question the instructor will contact your onsite internship supervisor. If it is found to not be authentic (filled out and signed/confirmed by onsite internship supervisor), the repercussion for academic dishonesty will be pursued.

*A Time Log template is available in D2L Content Section [For information on deadline, please see course schedule document/end syllabus] (Late submissions may be accepted for credit with individual arrangement.)

   REMINDER: You CANNOT pass this course without submitting a Time Log template!!!

*<u>**Paper & Submissions**</u>***:**
Broadly, your final paper project should not be taken lightly because it is worth 25% of your overall grade. It is helpful to take notes at the end of each day or on your breaks to document your encounters and experience at the internship site. Include graphs and charts if you like in your papers but no more than two or three. Your course papers will explore an academic literature foundation supportive to your internship experience. The literature review is to demonstrate your foundation in social science literature in which to understand your internship location, the populations you are working with, and the structural obstacles faced by your organization/populations. Building from your literature review, you will then proceed to discuss how experience at this internship demonstrated or challenged the knowledge you have learned on the related issues and link this experience to your training as a sociologist.

<mark>Paper submission details</mark>:

KEY ASPECTS:
Format: 12pt Times New Roman, double-spaced, 1" margins all around, very spaces between each paragraph.
File name: "First and Last Name: The Name of your Internship Site Business

All submitted papers are expected to be typed using 12pt Times New Roman font, 1" margins, double spaced (unless otherwise specified), and paginated. There *should not be a lot of space between*

paragraphs. Additionally, titles/headings should not be excessive --- you are allowed 2 lines at the top of the first page for name of your internship site. **A cover page is NOT necessary.** Excessive lines used in heading/spacing will be adjusted to determine if paper length is appropriate. Failure to adhere to these guidelines will result in a 5-point grade deduction.

Additionally, your paper must be saved in a PDF or Word Document Only and uploaded with your name in the title on D2L in the Assignment Section. Documents uploaded should be saved for your records as well.

Please adhere to 10-page length expectations as described below – these are measured based on the appropriate font/size/spacing/margins. DO NOT skimp on length as it will impact your grade.

Explanation: Please try to follow these page length expectation guidelines to not lower your grade that carries so much weight. I try to make my expectations of students as *equitable* as possible, these formatting guidelines along with the expected page lengths allow me to level the expectations for pages/amount written. I must be able to open and download all paper files to assess and grade your work so make sure to save and load it as a PDF or Word Document only. If you send a file that I cannot open to grade, a blank copy, or the wrong file you could receive late penalty points off or a zero if the paper has missed the deadline. Graphs, charts, and photos are NOT considered a part of the 10-page number requirement. If your work site already has charts or graphs, ask if they are available for you to include in your final paper or as part of the Oral presentation.

File types: Please note, only specific file formats are accepted within D2L. The most accessible and readily accepted file formats include PDF and Word Documents. At least one of these file formats should be readily available for you and must be used when submitting your papers and documents.

If you submit a paper via a format that is not accessible to D2L your paper may not be accepted for assessment and may be assigned late penalty points of -25 points off or a grade of zero.

It is also YOUR responsibility to be sure that the paper you have submitted is CORRECT --- incorrect files (be the file format, incorrect file, "draft" versions, incorrect versions, blank versions etc. must be assessed by what you have submitted. If you realize you have an error in your submission you may upload new/revised files until the deadline (or with grade penalty for lateness, contingent upon assignment) -- the newest submission will be graded but feel free to submit an email on D2L explaining that an error was made. Example: (perhaps you submit your paper 2 days early and then realize a problem, if a new updated paper is submitted before the deadline, I will grade the newest paper).

To Not become overwhelmed, you may write your paper in stages throughout the semester:

Final Paper Part One - Topics: (likely ~1 page)   **=5% course grade total**
In a full single page document, first remind instructor of your internship site and briefly what activities/roles you are engaging (a few sentences should suffice). Thereafter, provide a list of at least 3 possible major topics you could examine for your lit review and for each describe in brevity how the topic can relate to your internship location/experience. For each of these 3 major topic/theme ideas also provide at least 5 possible search terms/phrases that you would use when searching academic databases (such as JSTOR or EBSCO).

Please check out the course module – there are examples with added notes to help!
This part of the process will allow the instructor to provide some mentorship and feedback to support your success on searching for resources and proceeding into other parts of your writing activities.
*grading rubric and example available in D2L.
[For information on deadline, please see course schedule document/end syllabus]
(Late submissions will not be accepted for credit, but may receive feedback)

Final Paper Part Two - Sources: (likely 1-3 pages in length)   **=5% course grade total**
First, please briefly describe the topic/theme you are intending for your lit review and how it relates to your site – this can be as short as a **few sentences**. Then provide your intended list of academic sources in ASA format. Please check out the course module – there are support videos and examples with added notes to help!
The video using the library database may be especially helpful – alas, the library goes through various updates, so it may not be "exactly" what you see now, but it should really help direct you to great databases to start (Sociological Collection, SocIndex, JSTOR (particularly as Gender & Society is houses there – top gender journal). You will likely have issues if you choose to not use the video to get to the best databases – using the main search tool on the library main page may not refine you effectively towards appropriate sources!
        To clarify <u>academic source expectations</u>: You will need to engage with at least 5 academic sources from <u>peer-reviewed journals</u> or appropriate academic books in your upcoming literature review—this assignment allows me provide feedback and assurance you are working with appropriate materials.
        Here are the expectations for the sources: Academic sources (primarily peer-reviewed academic journals) should be dated from **2007-current**, articles are NOT expected to be approximately **15-20 pages in length** minimally (you may use some shorter sources, but need to compensate with additional sources so the **total number pages equals approximately enough pages to meet your 10 page requirement**), articles should be **primarily *relevant* to <u>sociology</u>** (i.e., you should not be drawing solely from psychology articles). Depending on your topic, it may be appropriate to draw some content from other fields—however, at least 5 or more of your sources must come from sociological journals or sources. The use of textbooks from prior courses may be appropriate also to count towards the **5 sources** expected.

Journal articles that explore your topic/issue in a cultural context not relevant to your internship location are *probably not* appropriate (for example, if you are working in an organization dealing with homelessness services, articles about homeless issues in Asia are inappropriate). Biblical and religious texts references are not academic and are not appropriate to this paper.

        Citation style: As this course is a program requirement, you are expected to appropriately follow **ASA citation style**. (Information about this style is posted in D2L). With your submission you will provide some additional information for each reference: (1) reference in ASA format (as it would appear at end of your paper) (2) an example of how you would do "internal citation" for that source when you use it within your paper, and (3) provide a page count total (for the article itself and a running total across the total list [this is mostly as a backup self-check that you are following the guidelines for page count!].
        You will save your reference list to add to the end of your final paper once done and submit it on D2L in the Assignment folder in a Word Document or PDF . The primary purpose is to affirm the student is using appropriate sources and students may go to the writing lab on campus for help or make an appointment to see the professor during office hours for additional help. This is intended to help foster success on in the Internship because the final paper is worth 25% of your grade for the course.

What you will keep in your notes and documents:

- Brief explanation of basic topic – couple sentences.
- List of (at least) 5 academic sources in ASA format – following above guidelines.
    - ASA reference: ASA internal cite example; page counts
    - Grading Rubric and examples available in D2L

PLEASE NOTE: RESOURCES ARE AVAILABLE IN D2L TO HELP YOU – INCLUDING A NARRATED VIDEO ABOUT FORMATTING AND INTERNAL CITATION – THERE IS NO EXCUSE FOR NOT HAVING YOUR MATERIALS IN ASA FORMAT! YOU MAY ALSO MAKE AND APPOINTMENT WITH THE WRITING LAB AS MANY TIMES AS YOU NEED.

If you struggle on any part of your paper– please do not hesitate to engage professor for feedback. I am happy to offer additional feedback and help to get you on a solid foundation.

Final Paper Part Three – Internship Field Response "Notes":   **= 5% course grade total**
Rather than submit a "log" of activities (which may be repetitive, depending on internship location), you will write several poignant *sociological* responses/observations/thoughts. These entries are particularly intended to provide opportunity to briefly develop thoughts and ideas that will be useful for your final paper —and an opportunity to get feedback on theory ideas/ application…. Basically, this is to help keep you on track thinking about your internship and mentor you towards writing your final paper submission.
         When constructing your paper, you will use 3 write-ups sections–combined within a single document, with a *minimum* length of 2 pages, but not to exceed 4 pages in your notebooks. You may break these write-ups into sections in your paper (please do not waste line spaces!) – they do not need to flow together as in a regular paper. Think of it as if writing up short answers to each prompt.

                                                                    =5% course grade total
Final Paper Part Four: Select one of the four theories that you will need to use in your final paper (functionalism, symbolic interactionism, conflict theory, or feminist theory), briefly describe how you see this in action within your internship site/experience. I encourage you to include a specific example/situation to highlight/clarify applicability. Do Not lose points defining these terms but use them correctly in your paper as you identify them at your internship site.

Final Paper Part Five: Similar to (above), just select a different theory from the four.

                                                                    =5% course grade total
Final Paper Part Six: Review the description – and begin drafting a portion. Please clarify which prompt you have chosen. (3 entries, 2-3 pages)

                    [TIPS: Did you review paper submission details and follow them? Did you include at least one entry engaging appropriate theory.]

            [For information on deadline, please see course schedule document/end syllabus]
            (Late submissions will be accepted for credit, with penalty as outlined later in syllabus)

[FINAL PAPER CHECK LIST:
Did you look at the posted examples?
Did you give me an explanation of the intended topic?
Did you follow ASA format?
Did you follow expectations for number of 5 sources, source type, date, and page total?
Did you list internal citation examples for each?
Did you type a total of 10 pages or more to count towards your final paper ?

Did you provide Graphs, Charts or Photos while at the Internship Site? (NOT a part of 10-page count)

[For information on deadline, please see course schedule document/end syllabus]

Part 4 - Lit Review: **=5%% course grade total**
(typically, about 5 full pages total (plus reference page(s); not to exceed 7 pages of text)
     Using your approved academic sources (or new/additional sources, should there have been issues with your initial source list), you will compose a **5–7-page literature review** on a topic relevant to your internship experience. Within your literature review, you are expected to engage with about five or sources (or more as needed to meet guidelines). As an upper-level course, your literature review should demonstrate *synthesis* of the material—i.e., you should be using the information learned from your sources (with appropriate citation!), but with limited quoting [I would suggest a maximum of two direct quotes, limited in length – otherwise the level of synthesis and ability to engage information appropriately would not be well demonstrated]. Selective quoting can be appropriate, but excessive quoting demonstrates a lack of synthesis and understanding of content. Heavy quoting demonstrates one can copy/paste together useful information – it does not demonstrate deep learning/synthesis of the information and the ability to link the sources effectively and recognize overlap in content. You should also work to avoid writing single paragraphs one source after another ("laundry listing" your sources) --- work to synthesize them by themes, topics, and findings.

ADDITIONAL NOTES: Avoid first person voice, it is not appropriate to this style paper. Avoid listing names of articles within body of paper – it translated to fluffy/space filler when they are listed among the references already.

     It is *inappropriate* to quote a quote from a source (for example: As cited by Smith (2010), Thompson says "….."). (HINT: The most common time I see this happen is when students try to draw information from an article's literature review; this is NOT a good place to pull information from – if it is useful information/data, you should go back to the original source – otherwise, how do you know this

author has correctly used the information and not taken it out of context?). You should be finding the original source, reading, and citing that source yourself. The only time such an approach is appropriate is if the original source content is unobtainable---for example, if an author were quoting a diary that is in a library in the UK… it would obviously be exceedingly difficult for you to locate that source yourself. However, when an author is citing information from other academic journals/sources, you should be able to access that source yourself.

Be certain to cite all sources appropriately and completely as you use them. Internal citation is appropriate—if you are using an author(s) idea you might cite as (Author year) [ie. (Smith 2010]; if you are using a quote, you also need the page number, (Author year: page number) [ie. (Smith 2010: 212)]. If a source has multiple authors there are rules--- if there are three or fewer authors, you should list the names; if more than three you should list the first author et al. (Smith et al. 2010) or (Smith et al. 2010: 212). If you are engaging author name in sentence you do not need to also list, it at the end (for example: As suggested by Thompson (2010)…; or Smith et al. (2010) spoke of the issue specifically as "…quote…" (133). [ending quote with the page number as you have already noted author(s) and year earlier in sentence. … mind you, all this information is also covered in the ASA reference and citation style video in the course!
     If multiple authors are demonstrating the same point in their findings, you should not repeat the point. Rather, you should explain the point and list the various sources as affirming that finding/knowledge [ie. (Crane 2008; Thompson 2010; Smith 2007) – notice they are in alpha order by author. However, in ASA style you can also order them by year (Smith 2007; Crane 2008; Thompson 2010) – either alpha or date order is appropriate, but you need to be consistent throughout the paper!].

You *must* be sure to **include a reference list at the end of your paper** – failure to include a complete reference list can serve as a form of plagiarism and may result in penalties discussed elsewhere in the course syllabus. You should only include references for sources cited within your paper.

Along with the paper you write, you will fill out the additional form to submit with. **You will submit TWO documents!** This form will help you affirm you have met assignment guidelines and expectations and support my grading efforts. This form will be submitted as a **SECOND document** in the folder with your paper. Failure to submit this form will result in a 20-point deduction from your paper grade. Falsifying information in the form will be considered a violation of academic integrity policy, as described later in syllabus.

*Prior examples available in D2L

[**TIPS**: Did you follow paper submission guidelines? Is your paper at least 5 FULL pages in length? Did you fill out the additional form and submit it?]

[For information on deadline, please see course schedule document/end syllabus]

(Late submissions will be accepted for credit, with penalty as outlined later in syllabus)

Part 5 - Site Background: (typically about 2 pages)   =5% course grade total

You will write a 2–3-page agency overview of your organization. Depending on your organization it may be appropriate to draw from its Mission statement – if so doing, please be certain to add this source to your reference list. Essentially, you are providing a clear overview of your organization and appropriate components that may inform or be useful to your sociological analysis/thoughts.

It is common to draw information from organizational websites and publications – please be sure to engage appropriate citation and quoting practices! If you have questions, please email the instructor.

To offer some guidance on the agency overview, the following could be appropriate components to address:
1. Agency name
2. Agency's mission statement and purpose
3. Agency structure and organization (staffing)
4. Education qualifications for employment with agency
5. Agency's History
6. Agency's Funding sources. How does the agency secure funding?
7. Types of services provided.
8. Target Demographic Population: Age/race/gender/geographical area/issue/problem addressed

[TIPS: Did you follow paper submission details? Is your paper at least two full pages?]

[For information on deadline, please see course schedule document/end syllabus]

(Late submissions will be accepted for credit, with penalty as outlined later in syllabus)

Paper 6 - Linking to Sociology and Engaging the World Beyond KSU

(typically, your paper should be about 6 pages in length)   =5% course grade total

Informed by your internship experience as well as your prior literature review (Paper 5) and agency background paper (Paper 5), you are to write a response paper that will demonstrate what you have learned from this experience and demonstrate how this experience links to your training as a sociologist. Within this paper you will also reflect upon the value of this experience and how it will impact your future academic/professional plans.

This paper is *not* intended to be a pure "opinion" or "what I liked" about the experience paper. It is expected you will incorporate some components of this, but you need to focus on demonstrating your growth and learning through this experience, as well as an ability to articulate how this experience connected with your sociological training (past courses/course concepts/sociological concepts and theories). This articulation is intended to not only demonstrate your learning, but to encourage you to think about the experience and skills garnered in professional manners, such that they may be supportive to your articulation at a job interview, graduate school application/interview, etc. Your internship experience, as a high-impact educational practice, was not intended to just "check a box" in your course requirements, but to help you grow as a scholar, a future professional, and a global citizen.

Your paper should address five major areas. While there is not a precise page count for each area, I will provide some general recommendations. If you wish, you may incorporate "section headers" within your paper to delineate sections – however, be extremely diligent to not skimp on total page count   (Do not waste extra blank lines in document).

A. Educational Application – applying theory to your experience. Select one of our four major sociological theories (conflict, functionalism, symbolic interaction, and feminist) and apply it to your internship site/experience. How is this theory applicable to the day-to-day workings of your organization/site? What are two strengths of this theoretic viewpoint and two weaknesses when considering your site?
      Estimated length ~2-2.5 pages
B. Educational Value – How did your internship connect to your overall educational preparedness? In what areas have you gained new insights? It may be helpful to reflect upon the various major chapters and topical themes of courses throughout your major training. What were two aspects of your internship experience that were particularly beneficial to this growth?
      Estimated length ~1 page
C. Connectedness Insight – How did your prior courses and training in our major prepare you for this experience? It is helpful to identify and discuss at least two specific major courses as well as relevant sociological concepts.
      Estimate length 0.75 - 1 page
D. Integrating Problem-Solving – Can you identify a problem or obstacle that occurred during your internship? How did your prior sociological knowledge help navigate or solve or overcome this? Essentially, how did your training translate to real-world application in your internship as a problem solver? How was your major effective in your navigating these?
      Estimated length 1 – 1.25 pages
E. Values Growth – Looking back over the course of the semester as an intern, how have you grown? Has your internship experience transformed your personal values? Has this experience changed your sense of self and your ability to articulate developed knowledge and skills relevant to your transition into final major courses and/or future career/workforce?
      Estimated length ~1 page

Please note, it is recommended that in addition to these five central prompts you include an introductory and conclusion paragraph for effective flow of paper.
[**TIPS**: Did you follow paper submission details? Is your final paper at least 10 FULL pages in length? Did you fully address at least one of the key four sociological theories?]
[For information on deadline, please see course schedule document/end syllabus]
(Late submissions will be accepted for credit, with penalty as outlined later in syllabus)
You are encouraged to review posted grading rubric.

Final On-Site Summary Sign: **=5% course grade total**
      You will create a one-page descriptive sign/advertisement about your internship location and what you learned. You could share about the site (basic info), the types of activities, skills garnered, link to sociology, etc. You may review the posted examples of past signs as examples. I would discourage the

listing of pros/cons but can certainly speak of what you may learn or caution about components that may be challenging to some. Please do not put a specific site contact/information on the sign (person name/phone/etc), but you should put general information such as location and their website perhaps, etc. (this is in due part to the fact that organizations have persons come and go/change roles/etc). Please do not put your own name/info on the sign itself.

These "signs" help create a portfolio of internship site ideas/examples over the coming semesters to share with students. Please note that this may later be posted on the department website and would be publicly visible on the website – as noted in the D2L Assignment folder, if you do not wish to have your sign considered for public visibility, please add a note when you submit this assignment.
*Prior examples available in D2L
[For information on deadline, please see course schedule document/end syllabus
(Late submissions will not be accepted for credit.)

LATE SUBMISSION POLICY: As noted above at each written assessment component, some may be accepted late, while others will not. Those that allow late submission will receive a 25-point deduction from the total assessed grade for each day late to encourage student to submit their work in a timely fashion (a "day" is counted by the 24 hour period after the deadline – so if a submission is due on Friday at 11:59pm – submissions after, on Saturday would be counted as one day late -25 points off and continue).

Presentation:

Late submissions of narrated presentations *will NOT be accepted*. Preliminary deadlines are listed on the course calendar – further clarifications will occur in course announcements. If the ppt file was submitted on time, it will be assessed and also -25 points off for each missing day over the deadline including weekends.

Prerecorded Oral Presentation & PowerPoint Slides: **=25% course grade total**

Please note all presentations will be DIGITAL! You will submit a ppt file first to Assignment Folder and then you will post an Oral VIDEO presentation (narrated video) to the Discussion Board (see due dates for both).

Please also see resources posted in D2L about presentation and video creation and where to load them for a grade. If you have any questions, please do not hesitate to contact me for more information to ensure you receive the highest possible grade on this assignment wo

Each student will create an Oral 10-minute Presentation about their internship experience in total. The total timed presentation should run exactly 10 full minutes (**no less than 10 minutes; for every minute below the required 10 minutes there is -10 points from your overall grade.** Please note, if your presentation exceeds 15 minutes, the content beyond this point will not be viewed or assessed.

It is expected that students will use PowerPoint slides to support their Oral Presentation. A clear deadline for PowerPoint submission will be provided by your professor in advance of the Oral Presentation date. PowerPoints must be submitted in advance (by deadline) to instructor **(via Assignments folder)— so students will literally just submit your ppt or pptx file (without narration).** This helps students by pacing preparation and helps the instructor by having an overall picture of presentation content when later

viewing your video. When you create your digital presentation video, you SHOULD NOT modify this PowerPoint file. Overall, the Oral Presentation is 25% of your overall grade, I am very concerned about how you create the Oral Video Presentation --- students must be on camera when speaking and show their entire body from head to toe. Students are all expected to stand up while speaking in a well-lit room to be visible and be professionally dressed to impress to receive a high score. Students are also expected to be familiar with their Internship Sites to have a conversation about what they did while interning or your grade Oral Presentation grade will be lowered if you are simply reading from your paper. Students may use a clicker to advance the narrate the video. PLEASE be sure you provide a video! It can even be a you tube video if you wish – it helps see the total presentation time and flow through the content effectively. Please double-check that your posted video (or link) in the discussion board work! Please reach out to Tech Support for help loading your videos if need but do not waste valuable time contacting the professor for help loading your videos.

You will be assessed on the cumulative Oral Presentation: PowerPoint content on the slides, verbal dialogue to accompany PowerPoint, and general presentation demeanor. Be conscious of the length of time you are expected to adhere to—you should consider this when you are preparing a PowerPoint, and any accompanying talking points/notes you intend to incorporate when you present.

Note on digital presentation: As previously indicated, DO NOT exceed 15 minutes 59 seconds; I will stop watching at 16 minutes. I am trying to be fair and consistent in the expectation and presentation opportunity across students.

Directions are included in the module about how to create a digital presentation via D2L – I don't actually care if you use the specific KSU program or some other – what I do expect is that your presentation will be posted to D2L – either embedded in the posting or linked (say to a private YouTube video). I expect to be able to click on the video to start it and have it run smoothly through to the end. This makes the total time count for your presentation clear and easy to maintain. As noted above, late presentation videos are not to be accepted.

WORDS OF CAUTION:

(1) As a professor, I take academic honesty and plagiarism very seriously. Your papers will be assessed closely on these matters, using originality detection software. As is clarified below, if concerns of plagiarism emerge, the matter will be pursued as outlined.

(2) Students are responsible for the document that is uploaded and submitted to the instructor. You are responsible for adhering to the file formats that are supported by D2L (MS Word, WordPerfect, PostScript, Acrobat PDF, HTML, RTF, and Plain text) Additionally, it is the student's responsibility to submit a file that is correct submitting a "corrupted" file will not allow for resubmission of a secondary file. Unfortunately, some students have, in the past, used either of these tactics with hopes of extra time to complete an assignment; as such, I must accept the file submitted (to the Assignments folder) at face value—unless a corrected version is provided in a timely fashion (with grade lateness penalty if necessary).

Course Policies

Attendance Policy**:** Your Attendance for the course will be documented in your Time Log Sheets that you will fill out each time you are at the site. It is the student's responsibility to have their Onsite Supervisor initial paperwork documenting time spent at the site for the course you enrolled in. Some supervisors may have you clock in but my Time Log Sheet, if incomplete, not dated or signed, will lower your overall grade, or cost you to fail the course.

Due Dates: Paper due dates are clearly stated in the course syllabus schedule and within the D2L calendar. I discourage waiting until too close to the deadline time to take submit work and risk lowering your overall grade.
A note from one's "mother," "friend," etc. is NOT sufficient. If in doubt, speak with me. Please be proactive to reach out when things come up – I want to be reasonable and support you as best I can!

KSU Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Plagiarism and Cheating are unacceptable behaviors. If you are found to have cheated or submitted uncited or plagiarized work, you will *minimally* receive a grade of zero for that assignment and the incident will be reported to Student Conduct and Academic Integrity (SCAI) office. Similarly, cheating on an exam is a violation as well. Please be aware originality and appropriate citing/quoting is expected in all written course work. Particularly egregious acts of violation will be sent for formal hearing and may result in significant repercussions. Per SCAI policy, if a prior violation is on file, your situation will be escalated to a formal hearing directly, which may bring university level penalties. If you are uncertain about what constitutes plagiarism or cheating, you should consult the undergraduate catalog & handbooks. You may also wish to consult the SCAI website. I particularly encourage review of the KSU Student Code of Conduct.
A section of particularly importance:

Plagiarism and Cheating
No student shall receive, attempt to receive, knowingly give, or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data,

figures, graphs, programs, electronic based information, or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper, or other assignment for credit in more than one class without the prior permission of the current professor(s).

Some additional clarifications from KSU Codes of Conduct:

While not specifically worded in KSU policy yet, Artificial Intelligence (AI) produced work is not acceptable and is inappropriate for submission in this course. AI produced work will be treated in a manner akin to plagiarism, presenting work that is not fully and authentically your own.

Types of Academic Misconduct:
1) Cheating. Receiving, attempting to receive, knowingly giving, or attempting to give unauthorized assistance in the preparation of any course work (including, but not limited to, examinations, laboratory reports, essays, themes, term papers) is considered cheating, as is engaging in any behavior that a professor prohibits as academic misconduct in the syllabus or class discussion.

Unless specifically authorized, using, and/or having access to electronic devices during an examination, quiz, test, or other assessment is automatically considered cheating, regardless of the student's reason for using/accessing the device. Additionally, unauthorized collaboration and sharing of materials in an electronic group chat is cheating and said participation shall be determined by an evaluation of all facts available regarding participation.

2) Plagiarism. Including direct quotations from other sources into work required to be submitted for credit without indicating them as such by quotation marks, block quotes or other appropriate formatting. Incorporating the work of someone (e.g., ideas, theories, data, figures, graphs, programs, electronic based information, illustrations, etc.) into a paper or project without due acknowledgement.

3) Self-Plagiarism. Submitting any work for credit which was not authored specifically and originally for the assignment in question without the prior permission of the professor receiving that assignment. Most commonly, this means submitting the same, or substantially the same, paper or other assignment for credit in more than one class

Please be aware that all written content on the course may be assessed for originality using Turnitin software. This could include paper parts, short-answer exam responses, and discussion boards.

If you wish to seek additional training, a great resource to learn and assess your understanding about plagiarism and citing is: Indiana University: How to Recognize Plagiarism

KSU Codes of Conduct: Ethics Statement, Sexual Harassment Statement

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. Kennesaw State University reserves the right to make

changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.

Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

Institutional Policies

KSU Reasonable Accommodations Policy

Students with qualifying disabilities under the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act who require "reasonable accommodation(s)" to complete the course may request those from Office of Student Disability Services. Students requiring such accommodation are required to work with the University's Office of Student Disability Services rather than engaging in this discussion with individual faculty members or academic departments. If, after reviewing the course syllabus, a student anticipates or should have anticipated a need for accommodation, he or she must submit documentation requesting an accommodation and permitting time for a determination prior to submitting assignments or taking course quizzes or exams. Students may not request retroactive accommodation for needs that were or should have been foreseeable. Students should contact the office as soon as possible in the term for which they are seeking accommodation. Student Disability Services is in Kennesaw Hall, Suite 1205 on the Kennesaw campus or Wilson Student Center, Suite 160 on the Marietta campus. Please visit the Student Disability Services (SDS) website for more information or call the office at 470-578-2666 (Kennesaw campus) or 470-578-9111 (Marietta campus).

KSU Enrollment Management/Course Attendance Policy

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

KSU Web Accessibility Policy Statement

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

University accessibility assistance is provided by several offices as noted below. Staff in these offices work to accommodate requests for access or assistance with access as soon as possible in order to either accommodate the request or identify an effective alternative for the requestor.

Request for:	Office:	Contact Number:	Contact email:
Student Support Services	Student Disability Services	470-578-2666	studentdisability@kennesaw.edu

Request for:	Office:	Contact Number:	Contact email:
Student Technology Assistance	University Information Technology Services	470-578-3555	studenthelpdesk@kennesaw.edu
Third Party Technology Assistance	University Information Technology Services	470-578-6999	service@kennesaw.edu

Protecting Student's Privacy (FERPA)

Students have certain rights to privacy. These rights are mandated by federal policy. Leaving their work in an unsecured area such as outside your office door (unless agreed upon with each student) means that the students' names and grades and possibly social security numbers are accessible to everyone. Additionally, research papers can be taken and used by other individuals. It is recommended that you permit students to retrieve their work from your office if you do not return it to them in class. Information should not be made public in any way in which a student's grades, social security number, or other personal information may be identified. Grade information may be shared with members of the KSU community who also have a legitimate educational interest in student success (e.g., academic advisors or members of the Behavioral Response Team). Faculty may be asked to provide early alert information if there is a concern that a student is at risk, academically or otherwise.

As a member of the Kennesaw State University community of scholars, I understand that my actions are not only a reflection on myself, but also a reflection on the University and the larger body of scholars of which it is a part. Acting unethically, no matter how minor the offense, will be detrimental to my academic progress and self-image. It will also adversely affect all students, faculty, staff, the reputation of this University, and the value of the degrees it awards. Whether on campus or online, I understand that it is not only my personal responsibility, but also a duty to the entire KSU community that I act in a manner consistent with the highest level of academic integrity. Therefore, I promise that as a member of the Kennesaw State University community, I will not participate in any form of academic misconduct.

The Student Handbook contains information regarding Rights Pertaining to Student Records, and FERPA specific details are available on the Registrar's website.

Privacy in the Education Process. A key requirement of the formal evaluation process is the protection of individual privacy rights concerning educational grading. The University's online learning system and email system is designed to prevent unauthorized individuals from gaining access to sensitive information or information protected by federal or state law. Consequently, faculty and students are strongly encouraged to only communicate regarding course matters through the University's designated technology learning system.

KSU Sexual Misconduct Policy

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw State University, prohibits discrimination based on sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, Kennesaw State University follows USG Board of Regents Policy Manual, Section 6.7. See https://equity.kennesaw.edu/titleix/title-ix.php.

Withdrawal from Classes

Students who withdraw from courses before the withdrawal deadline, as specified by the academic calendar will receive a grade of W. A student who officially withdraws from a course by the end of the last day to withdraw without academic penalty will receive a grade of "W" and receive no credit.

A student who officially withdraws from a course after the last day to withdraw without academic penalty and before the last week of classes during the semester will receive a grade of "WF," which will be counted as an "F" in the grade point average calculation.

Students may drop one, some, or all their classes during the drop/add period. Courses dropped in this manner do not appear on a student's transcript and are not considered as hours attempted for financial aid purposes. No grade is assigned for such courses. However, a student who wishes to withdraw from a course after the last day of the drop period for a term must withdraw through Owl Express. Students with an active registration hold on their record must clear that hold before being able to withdraw from their coursework.

If a student experiences significant personal hardship (e.g., medical or family emergency, prolonged illness), the Dean of Students can approve a hardship withdrawal from all courses in the term for which the student is currently registered. In the case of an approved hardship withdrawal from all courses, the Registrar will assign grades of "W" for those classes. The deadline for final approval of a hardship withdrawal by the Dean of Students is the last day of class for which the hardship withdrawal is sought. If the hardship withdrawal process is not complete by the last day of class for which the hardship withdrawal is sought, a student must appeal for a retroactive hardship withdrawal from the Academic Appeals Committee.

Appeals for retroactive hardship withdrawals must be directed to the Academic Standing Committee. Retroactive hardship withdrawals are rarely granted if it has been more than one year since the last day of class for which the withdrawal is sought. Extraordinary justification must be shown. In the case of approved retroactive hardship withdrawals, the Registrar will assign a grade of "W."

If a student is suspended by the Office of Student Conduct following a violation of the University's Code of Conduct not related to academic dishonesty, the Office of Student Conduct may facilitate a university-initiated withdrawal from courses for which a student is registered for the term. The Registrar will assign grades of "W" for those classes.

A student will receive a refund only when the student withdraws from ALL courses for the applicable semester and only by the schedule outlined in the University refund policy.

Students should be aware that a reduction in their hours might result in the loss of full-time student status and thus affect their financial aid, scholarships, athletic and ticket eligibility, University housing accommodations, use of university resources and access to University facilities, immigration status for international students, and Veterans Educational Benefits. Students should contact the appropriate office and their academic advisor with questions about the impact of their withdrawal from a course before initiating a withdrawal. Veterans and dependents of veterans who receive educational benefits must notify the Veterans Education Benefits Area in the Office of the Registrar of any course load reductions.

Military Withdrawals

A student will receive a "WM" symbol for all courses and a full refund of tuition and mandatory fees and a pro rata refund of other fees for military and other service, as defined by BOR Policy Manual, Section

7.3.5.3. To request a military withdrawal, the student must submit a copy of official orders to the Office of the Registrar.

Course Delivery

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

KSU Disruption of Campus Life Policy

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. Student Conduct and Academic Integrity (SCAI) includes: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity.

COVID-19 Illness

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID19 illness include, but are not limited to, the following:

- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

COVID-19 vaccines are a critical tool in "Protecting the Nest." If you have not already, you are strongly encouraged to be vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics. For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU's official Covid-19 website.

Face Coverings

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face-covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

Copyright Law

It is the responsibility of KSU faculty and students to respect the rights of copyright holders and comply with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works during face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. The University System of Georgia ensure compliance with copyright law in the following ways.

A. The USG informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
B. The USG develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law.
C. The USG facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
D. The USG identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

Inclement Weather Policy

During the year, Kennesaw State University may decide to close campus or operate on a delayed schedule in cases of inclement weather. The University will announce campus closures and delayed schedules in several ways. The cell phone number on file with the university will automatically receive KSU Alerts, so make sure your information in Owl Express is accurate at all times. An email will also be sent to your university account. In addition, announcements will be made by a notice on the Kennesaw State University home page.

Institutional Policies

Federal, BOR, & KSU Required Syllabus Policies

Information contained in the links below constitutes the Federal, BOR, and KSU course syllabuspolicies. These policies are updated on the Academic Affairs Website annually.
https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php

KSU Student Resources

Student Disability Services
Kennesaw State University welcomes all students, recognizing that variations of abilities contribute to a richly diverse campus life. Prospective students are encouraged to visit the university -- explore the campus and talk with faculty, staff, and current students.
  Kennesaw Campus: 470-578-2666; Marietta Campus: 678-915-7244

KSU's Cultural and Community Centers: The Cultural Community Centers (Carmichael Student Center, Suite 269) provides information of particular interest to adult learners, minority students, multicultural and international students, and disabled students; and provides links to opportunities for student community service and a peer mentor program.

Writing Center: "The KSU Writing Center helps students in all majors improve their writing. Experienced, friendly writing assistants help with topic development, revision, research, documentation, grammar, and more. For more information or to make an appointment, visit writingcenter.kennesaw.edu or stop by English Building, Room 242 (Kennesaw campus) or Johnson Library, Room 237 (Marietta campus)." Online options are also available!

Useful links: RCHSS Office of Digital Education

Internship Course Schedule

Fall 2024:

Deadlines: *Deadlines are always on a Thursday at 11:59pm on the indicated dates; please be sure to be proactive to ask your professor questions ahead of time!*

Dates	Assignments
Start Here Module Open 08/12 Close 08/29	Discussion Post Introduction Getting Familiar with Course Syllabus D2L Course Content Section, Modules & Assignments
Module One Open 08/16 Close 08/29	Professional Resume Professional Head Shot Information Power Point Quiz
Module Two Open 08/30 Close 09/12	Part 1 of Final Paper
Module Three Open 09/13 Close 09/26	Part 2 of Final Paper

Module Four Open 09/27 Close 10/10	Part 3 of Final Paper
Module Five Open 10/11 Close 10/24	Part 4 of Final Paper
Module Six Open 10/25 Close 11/07	Part 5 of Final Paper
Module Seven Open 11/08 Close 11/21	Part 6 of Final Paper
11/25 – 12/01	*THANKSGIVING HOLIDAY*
Module Eight Open 08/12 Close 12/02	Mid-Term Evaluation
Module Nine Open 08/12 Close 12/02	Final Site Evaluation
Module Ten Open 08/12 Close 12/02	PowerPoint Slides (Non-Narrative) ***Submitted through Assignment Section*
Module Eleven Open 08/12 Close 12/02	Final Paper
Module Twelve Open 08/12 Close 12/02	Oral Presentation Narrative Discussion Post ***Submitted through Discussion Post*

Important Dates to Remember

Event	Date
First Day of Classes	08/12/2024
Start Here Module & Getting to know course	8/12/24 through 8/22/24
Holidays/Breaks	09/02/2024 – LABOR DAY 11/25/2024 – 12/01 FALL BREAK
Last Day to Withdraw W/O Academic Penalty	10/25/2024 before 5:00 pm
Time Sheet Logs Due	**December 2nd 2024**
Final Paper & Oral Presentation	**December 2nd, 2024**
Last Day of Class	12/02/2024

For further questions about the Academic calendar, please visit:
https://www.kennesaw.edu/registrar/academic-calendars/academic-calendar-fall-2024.php