



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Course Prefix, Number and Title: CRIM/SOC 450, Internship

Course CRN # and Section: CRIM 20349/SOC 20348-30

Semester Taught (including year): Spring 2019

Professor: Lori Pace

Credit Hours: 3-6

Office Location: Admin 121

Prerequisites: Students must be sociology majors who have demonstrated proficiency in their coursework in order to be considered for an internship. Students must have completed at least **12 hours of sociology and/or criminology coursework at the time of application, and must have a minimum 2.5 cumulative GPA and a 2.75 GPA in their sociology courses.**

Office Hours: Erma Byrd HEC THUR 5:30-7:00 and can schedule appointments other days, Athens TUE 2:00-4:00 & THUR 11:00-12:00 and 2:00-4:00 other times available by appointment. On Athens campus, instructor may also be found at the Crime Scene Apartments. Text to find.

Email: lpace@concord.edu

Office Phone: 304-384-6054

Cell Phone: 304-763-5396

Office Fax: 304-384-6091

Division/Department Website: <http://www.concord.edu/sociology/>

Course Description/Rationale: The Department of Sociology at Concord University offers internship opportunities to eligible sociology majors. The objective of the internship program is to provide students with both observational and hands-on work experiences designed to enhance their academic preparation and ability to perform at a professional level in social service and non-profit organizations after graduation. The internship program requires the student to write sociologically about their experience as they integrate knowledge from their academic experiences with practical information gained in the professional setting. Under the direction of the Sociology Internship Coordinator, students can receive academic credit toward their degree.

Course Management System (Blackboard/Moodle or other systems): NA

Hardware/Software Needed (include privacy policies, if applicable): NA

Text requirements: NA

Concord University Educational Goal(s)

Skill 6: An ability to apply and to transfer academic and experiential learning appropriately from one context to another

Skill 7: An ability to learn and work effectively both independently and collaboratively.

Knowledge 1: An ability to discern the reciprocal influences of environments, cultural beliefs and attitudes, and societal institutions and practices.

Attitude 2: Exercise of responsible leadership, including leadership by example, and of responsible followership.

Specific Learning Outcomes:

- Upon completion of a Criminology/Sociology 450 Internship, students will have performed field placement of 108 practical hours for each 3 credit hours allowing real world experience from their chosen site(s).
- Students should exhibit an understanding of the placement site's policies, procedures, dynamics, and possibly cultivate an opportunity for employment through the placement.
- Students should represent themselves, the Sociology Department, and Concord University in a professional, hardworking, ethical manner developing an understanding of workplace conduct.
- Networking opportunities will arise as an outcome of the internship.

Course Requirements:

There are no superior requirements for CRIM/SOC 450. The Athens campus and HEC have multiple computers and printers available for students to use. Current building hours can be found at <http://www.concord.edu/>

Grading Policy and Scale, Make-up Policy, Late Work:

In addition to the completion of internship hours, course grades will be based on the following:

1. A weekly journal, submitted via email to the Internship Coordinator each week of your internship from beginning date to completion. In each journal entry include your name & student ID #, the site of the internship, the date and hours actually completed within this week, a description of your activities and work accomplishments. Additionally provide your own insights regarding your work, the organization, people with whom you have contact, and the knowledge and experience you are gaining. Your site supervisor will need to sign the Time Sheet log each time you work.
2. A final paper (5-10 pages in length double-spaced) that applies sociological readings as an analytical framework that critically engages your experience and-or the role of your organization in a broader context (social, theoretical, or methodological). You may use MLA or APA style and need to incorporate no less than 3 professional journals or respected texts. This paper is due no later than the last week of classes for the semester you are enrolled

Course Timeline (Schedule of Assignments/Assessments/Presentations): Internship hours must be completed by the last week of the semester in which student is enrolled in CRIM/SOC 450. There are no formal class meetings.

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus

Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy: There are no formal class meetings for Internship, students must communicate regularly with Ms. Pace through email, text, or phone

Emergency Alert System: In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information: Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:
<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy: As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the

Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer "This syllabus is subject to change based on the needs of the class. Please check it regularly."