Syllabus – B.A. Sociology Internship

*Meetings with preceptor during weeks in bold type.

**Fall Quarter**

*Objective: Secure Internship + Reflection Memos + Annotated Bibliography*

Week 1 – 9/29: Internship application + figure out responsibilities

**Week 2** – 10/5: Submit preliminary (pre-work) reflection memo
10/6: Meeting with preceptor (discuss internship details)

Week 3 – 10/12: Submit internship confirmation letter

**Week 4** – 10/20: Meeting with preceptor to discuss responsibilities + annotated bibliography

Week 5 – 10/26: Submit Reflection 1 including two annotated journal articles

**Week 6** – 11/3: Meeting with preceptor to discuss internship progress + annotations

Week 7 – 11/9: <No assignment>

**Week 8** – 11/17: Meeting with preceptor to discuss quarterly reflection + next steps

Week 9 – 11/18: Submit Reflection 2 with internship work completed + sociological applications; quarterly final presentation

Week 10 – 11/26: <Thanksgiving break>

12/7: Submit Final Quarterly Reflection + next steps

**Winter Quarter**

*Objective: Literature Review*

*Students will be assigned reading materials and instructed on how to write a compelling literature review for their final report.*

Week 1: Compile annotations of articles reviewed in Fall Quarter

**Week 2:** Meeting with preceptor + discuss literature review

Week 3: Submit Reflection 3 with literature review intro

**Week 4:** Meeting with preceptor

Week 5: Continue literature review

**Week 6:** Meeting with preceptor

Week 7: Submit Reflection 4 with 4-page literature review

**Week 8:** Meeting with preceptor

Week 9: Submit Reflection 5 with 6-page literature review
**Week 10:** Meeting with preceptor; quarterly final presentation

Submit Literature Review (7-8 pages)

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**Spring Quarter**

*Objective:* Capstone Project Report

- **Week 1:** Outline final report
- **Week 2:** Meeting with preceptor to discuss outline of final report
- **Week 3:** Submit Reflection 6 with outline of final report
- **Week 4:** Meeting with preceptor
- **Week 5:** Submit Reflection 7 + Wrap up internship
- **Week 6:** Presentation with preceptor – literature overview, work completed, sociological applications/takeaways
- **Week 7:** Submit Reflection 8; final presentation
- **Week 8:** Submit Final Capstone Project Report to preceptor, host organization supervisor, and faculty supervisor for final review