

Hello All Sociology and Criminology and Justice Studies Majors:

We are writing to provide information to those of you who need to take **SOC 495 in the Spring 2012 semester**. These instructions are intended to help you get into the course and facilitate your graduation, so please pay careful attention and follow these instructions **exactly**.

In addition to following these instructions, we recommend that you attend one of our orientation sessions for Soc. 495 to find out more about the class and the academic nature of the internship experience. We will be holding two orientation sessions:

Tuesday, November 1st, 12:00-1:00 in UNIV 441

Tuesday, November 8th, 5:00-6:00 in UNIV 237

I. What are the goals of Soc. 495?

Soc. 495-Capstone Seminar in Community Service is a culminating experience for Sociology and Criminology and Justice Studies majors. The purpose of the course is to enable you to apply classroom concepts and theories to achieve a deepened understanding of community efforts to prevent or solve society's social problems. Since we will be using the community as a learning laboratory, another goal of the course will be to give service to the community. And finally, we hope that you will use the internship to explore your own interests, for example, in a future career or other pursuits in which you are interested.

II. How will you reach these goals?

Spend 6-8 hours per week for 15 weeks in a community organization or agency and draw from your first-hand experiences to apply a sociological perspective as you reflect upon the agency's efforts to effectively prevent or respond to social problems.

III. What preparation will you need for enrolling in Soc. 495?

Plan ahead—Obtain an Internship and **enroll in SOC 495 early**. We attempt to offer enough sections to accommodate graduating seniors, but because we are in the midst of a budget crisis, and our funding from the College is limited, **WE CANNOT GUARANTEE YOU A SEAT, AND YOUR GRADUATION COULD BE DELAYED.**

Also, it is important for you to note that because Soc. 495 is a capstone course for both Sociology and Criminology and Justice Studies majors, background preparation is important to fulfilling the goals of Soc. 495. The Department will be **enforcing prerequisite requirements** for enrollment in the course. Sociology majors **must** have completed Soc. 320 and **either** Soc. 311 or Soc. 313 or Soc. 315 prior to the semester in which you take Soc. 495. Criminology and Justice Studies majors **must** have completed Soc. 325 and **either** Soc. 311 or Soc. 313 or Soc. 315 prior to the semester that you enroll in Soc. 495.

IV. Follow the instructions below (What Do You Do to Set Up an Internship? What Do YOU Do Enroll?) for **securing an internship** and **enrolling** in this course.

Follow the steps EXACTLY. Enrollment (i.e., Permission Numbers) in this course is suppressed until you have received **permission from the instructor** to enroll.

YOU WILL NOT BE ABLE TO GET A PERMISSION NUMBER AND ENROLL IN THE COURSE UNTIL YOU HAVE COMPLETED THE STEPS LISTED BELOW FOR ACQUIRING AN INTERNSHIP.

Our best advice is to **start the process for securing an internship early (I know I am repeating myself—it tells you how important this is!)**. Just like any other section of a course, once Permission Numbers have been given out for every seat in the section, the section is full and will not be overenrolled.

V. Deadline for Getting Your Internship Approved and Your Paperwork Submitted (see below for instructions):

You **MUST** have your **internship approved by both the course instructor and your site supervisor**, your **paperwork submitted**, and be **enrolled** in the course by **Thursday, December 22, 2011**. I'll say it again: **We strongly advise you not to wait until this deadline, since it is likely that the course will fill and be closed by the deadline date, and you will have to wait until the following semester to take the course.**

VI. What if the Course is Closed?

If the course is closed when you submit your paperwork, Professor Roche will add you to her waitlist. Please note: You can only be added to Professor Roche's waitlist if you have completed all of the necessary steps and submitted your paperwork.

If seats open up for the course, Prof. Roche will contact you and provide you with a permission number that will allow you to enroll in the course. **Once the course is full, ONLY those who are on Professor Roche's waitlist will be admitted to the course if seats become available.** You will be notified by e-mail if it becomes possible for you to enroll.

A word of caution: The course may have fewer seats left that PeopleSoft shows, since there is often lag time between when other students receive permission numbers and when they actually use them. So, don't think it is okay to wait to start the process of getting your internship and filing your paperwork simply because PeopleSoft shows that seats are open.

We wish you the best in fulfilling graduation requirements and hope that these steps will be helpful in assisting you to enroll in Soc. 495. If you have questions about the enrollment process, please feel free to e-mail Professor Roche at: mroche@csusm.edu.

What do YOU Do to Set Up an Internship?

1. Think about an area or topic that interests you (e.g., criminal justice, child welfare, teaching, etc.).

2. Choose an Internship Site: Review the list of recommended agencies listed below. While it is not required, we highly recommend choosing your internship from this list, since not all internship placements are conducive to the kind of learning experience we encourage in Soc. 495. **You may have your heart set on an internship placement, but it will not be approved unless the activities you will engage in are conducive to an academic learning experience.** We recommend these agencies because students enrolled in Soc. 495 in the past have found them to be very productive internship sites. Look for one or more agencies in your area of interest. Some sites require the additional steps described below in #2.

1. Call and/or visit the agency: Once you have selected an internship that interests you, call and/or visit the agency. Tell them about your interest in an internship and the goals of the course (described above). Remember to emphasize that this is an academic course, and you will be expected to fulfill assignments based on your experiences and observations in the internship.

Either by phone or in a visit, tell the agency representative that you will need an internship in which the **majority of your time will be spent involved with the services the agency delivers**. Activities that satisfy this requirement could range from tutoring a child or having your own client caseload to “shadowing” and assisting a social worker, parole officer, etc. The important thing to remember is that to make this a significant learning experience, **you will need to be in the “thick of the action,”** to be able to observe and/or participate in the primary work of the agency, and to interact with the target population/community. This means that you **should not** spend the bulk of your time involved in activities such as filing or answering the phone, etc.

2. E-mail Professor Roche (mroche@csusm.edu) for approval of internship: E-mail Professor Roche with the name of your potential site, a brief description of what the agency/organization does, and a description of what your duties will be as an intern. **You MUST have approval of BOTH your internship site and the activities you will be involved in at the site before your internship will be approved.** Once approved and your paperwork is submitted, you will be e-mailed a Permission Number that

enables you to enroll in the class.

What Do You Do to Enroll?

1. Signature of Internship Representative: Once Professor Roche has approved **both your internship site and your internship activities**, you need to get the signature of an agency representative on the Agency Signature Form. (use this link: [Agency Signature Form, http://www.csusm.edu/sociology/docsimages/agencysignatureform_spring_2012.pdf](http://www.csusm.edu/sociology/docsimages/agencysignatureform_spring_2012.pdf))
2. Fill out the Risk Management Form for agencies not on the Office of Community Service Learning approved list: Some agencies have a contract with the University (for risk management purposes) through the Office of Community Service Learning (go to this link: www.csusm.edu/ocsl/agency.html) to obtain the full list of OCSL contract agencies. To secure an internship site that is not on the OCSL approved list (this could include a recommended agency on our list below with an asterisk next to it or an agency of your own choosing that is not on the Office of Community Service Learning Agency list), you will need to fill out an Informed Consent form (use this link: [Informed Consent Form http://www.csusm.edu/sociology/docsimages/informedconsentweb.pdf](http://www.csusm.edu/sociology/docsimages/informedconsentweb.pdf)) and turn it into your instructor with your internship paperwork. **You should do this after your instructor has approved your internship site.**
3. **Submit your completed paperwork (Agency Signature Form and Informed Consent Form, if required, to Professor Roche's office in SBSB 2238 by December 22, 2011.** If Professor Roche is not in her office, you may slide the paperwork under her office door. DO NOT turn your forms into the Sociology Department office. If you miss the deadline but still intend to enroll in the course, contact your professor about your intention to enroll.
4. Once the instructor has your paperwork, you will receive an e-mail with the Permission Number for enrollment in the course. As noted above, if the course is full when you submit your paperwork, Prof. Roche will instruct you to sign up on her waitlist. Only students who are on the waitlist and who have filed their paperwork will be considered for admission to the course if seats should open up. If/when seats open up, Prof. Roche will e-mail you a permission number.
5. Set a start date: Once your internship has been approved and you have enrolled in the course, arrange a start date for the internship that coincides with the **first week of classes**. If the internship requires training or an orientation, it is

important that you complete this prior to the beginning of the semester.

Recommended Internship Placements

These internships (**) require that you fill out the Informed Consent paperwork described above (use this link: [Informed Consent Form](http://www.csusm.edu/sociology/docsimages/informedconsentweb.pdf) <http://www.csusm.edu/sociology/docsimages/informedconsentweb.pdf>):

**International Rescue Committee

**Oak Grove Institute – Temecula

**Ecumenical Migrant Outreach

**Any Humane Society

**Most School Sites and After School Programs

**Most Senior Centers

**Most Homeless Shelters and Support Services

**Most Youth Programs

**Some Criminal Justice Settings (depends largely on intern tasks)

The internship placements below have contracts with the University and DO NOT require a Risk an Informed Consent form (Note: for a fuller description of these internship sites, their locations, and contact information, go to the Office of Community Service Learning website by clicking on this link: [Office of Community Service Learning](http://www.csusm.edu/ocsl) <http://www.csusm.edu/ocsl>)

- Girls Club – any location
- Ecumenical Migrant Outreach
- Phoenix House Teen Recovery Center
- Casa de Amistad
- Community Resource Center
- George C. Glenners Alzheimer’s Association

- Rancho Coastal Humane Society
- San Diego County Office of Ed – Migrant Education
- Center for Community Solutions
- Community Housing Works
- Fraternity House
- Michelle House
- Interfaith Community Services
- Brother Benno
- Casa de Amparo
- McAllister Institute
- Meals on Wheels
- Mental Health Systems
- TERI (Training Education Research Institute)
- Women’s Resource Center (multiple locations)
- Alzheimer’s Association
- County of San Diego Alternate Public Defender
- County of San Diego Public Defender/ Child Advocacy Division
- Mama’s Kitchen
- San Diego Youth and Community Services
- Supportive Parent Information Network (SPIN)
- CSUSM Peer Health Education
- Hope Through Housing
- Panorama Teen and Family Resource Center
- Twin Oaks Continuation High School
- New Haven Youth and Family Services

- North County Lifeline
- Vista Townsite Community Partnership
- Camp Pendleton Marine and Family Services

Notes from Course Professor:

-If you are interested in a site that is not listed, be sure to **seek approval from the course instructor prior to submitting paperwork**. Feel free to explore opportunities that are interesting to you, but bear in mind that internships that do not offer regular opportunities for engaging with the community served are NOT acceptable placements. If you wish to intern at a site that is not on this list, you will need to seek instructor approval AND submit additional paperwork.

-Some of these sites have opportunities in several cities