

## **Sociology 494 D: Practicum in the Sociology of Organizations Spring 2012**

**Instructor:** Katie Corcoran

**Class Meeting:** Wednesday: 1:30pm-3:20pm in LOW 201

**Office hours:** Tuesdays 11:00am-noon and by appointment in **Savery 270**, appointments are made through email

**Email:**

**Course website:**

**Collect-It website:**

### **Course Description:**

The main objective of the course is to encourage you to experience sociology outside of the classroom and apply your sociological knowledge to the world around you. Your internship provides a practical forum for practicing the application of sociological ideas outside of the university setting. Although the internship is integral to the class, and will provide valuable work experience, it is not expected to be the most time-consuming portion of the course. You are expected to do weekly readings and assignments and come to class prepared for discussion of the material. Essentially, the readings and class time will provide the foundational ideas that you are expected to learn and apply to your internship experience.

### **Required Text:**

Course pack: Professional Copy 'n' Print, 4200 University Way NE, Seattle, Washington 98105

### **Course Requirements and Rules:**

- **24 internship hours** must be fulfilled in order to have the possibility of passing the course, some internships require more hours and you must fulfill all the hours your internship requires
- Bring your course pack to class every week
- Refrain from using laptops, cell phones, and PDAs during class time
- **Late penalty:** 10% for every day the assignment is late (the weekend counts as 2 days), turning in an assignment after class on the day it is due counts as one day late, unless a documented excuse is provided
- All writing assignments must be typed, double-spaced, stapled, in 12 point font, and black ink
- **Writing intensive course** (W credit)
- Analytical journal entries, the theory application paper, and the research paper must be submitted in hard copy form in order to be graded. **You must submit ALL course assignments/papers in order to have the possibility of passing the course.**

### **Internship:**

- Minimum of **three hours** per week (for a minimum of 24 hours for the quarter).
- **No** additional credit/grade for more time.

- This component of the class should be viewed as a second lecture, that is, you will set a time and commit to it for the duration of the quarter.
- **At the end of the quarter your internship supervisor will evaluate you and this will impact your grade.** If you are unable to commit to working hard at your internship, this is not the class for you. You are required to meet all requirements set forth by your internship supervisor.
- If by the 2nd week of class you cannot show that you are working at your internship a minimum of 3 hours/week, you must drop the class.
- You are required to keep a **log of your internship hours and submit it at the end of the quarter with your supervisor's signature.**

### **Class Participation:**

- Active participation is required, which entails doing the readings and coming to class prepared to discuss them. If you are not in class, you cannot participate. Just showing up to class, does not count as participating.
- Since class only meets once a week, it is very important to consistently come to class and stay for the whole class period. Missing one day of class is akin to missing (receiving a zero for) 11.1% of your participation grade. A **documented** excuse (*e.g.*, a note from your doctor) will not 'excuse' your lack of class participation but will give you the chance to make it up (within one week) without penalty. With a documented excuse, you can make up your participation through submitting (by the next class) typed answers to the reading/discussion questions listed in the course pack for that day and completing any other activities we did in class.
- **Because the course is a seminar based on class participation, if you end up missing several classes, I suggest requesting a hardship withdrawal and dropping the course.**
- Every week at the **beginning** of class there will be an **in-class writing assignment** based on the readings for that day. These will make up a significant portion of your participation grade.

### **Analytical Journal:**

- Four, 2 page analytical journal entries (see handout for further instructions), where you describe your internship experiences and analyze them based on the course material.

### **Portfolio:**

- At the end of the quarter you will **compile all of your written work into a course portfolio as well as a** letter to your internship supervisor on your experience (2-3 pages), a short reflective essay on your practicum experience (2-3 pages), and your internship log.
- You will have the opportunity to revise your work to improve (but not replace) your grade.

**Theory Application Paper:**

- 3-4 page paper where you will apply a theory from the readings to your internship experiences.

**Research Paper:**

- 10-12 page research paper that will require you to apply one or more theories or concepts from the course to your internship organization.
- The bulk of your grade in this course will be based on this paper.
- Students will be required to submit a paper proposal to receive approval for their topic.

**Assessment:**

- Less than the minimum requirements = D or lower grade
- Minimum requirements = C-range grade
- Above minimum requirements = B-range grade
- **Well ‘above-and-beyond’** the minimum requirements = A-range grade

**Grade Breakdown:**

Class Participation = 20 %

Analytical Journals & Portfolio = 30%

Theory Application Paper = 20 %

Research Paper = 30 %

<b>4.0 Scale</b>	<b>Letter Grade</b>	<b>Percent Scale</b>
3.9-4.0	A	94-100%
3.5-3.8	A-	90-93%
3.2-3.4	B+	88-89%
2.9-3.1	B	84-87%
2.5-2.8	B-	80-83%
2.2-2.4	C+	78-79%
1.9-2.1	C	74-77%
1.5-1.8	C-	70-73%
1.2-1.4	D+	68-69%
0.9-1.1	D	64-67%
0.7-0.8	D-	60-63%
0.0	F	Below 60%

**Extra Credit:**

- Weekly extra credit opportunity, where you will be able to do **a lot of extra work for a little credit**. Thus, extra credit is only for truly motivated students.
- Submit electronically through Collect-it, **before** the beginning of class, typed answers to the reading/discussion questions *for that day*.
- The extra credit is designed to increase your preparedness for class discussion. Thus, **late extra credit will not be accepted for any reason. Extra credit will not be accepted from students who will be unable to use their answers to participate in class discussion (e.g., if you miss class, leave early, or show up late)**.
- Just turning something in does not mean you will receive credit for it. The amount of credit will depend on the thoroughness, thoughtfulness, and completeness of responses.
- If you submit answers every week (or almost every week), this demonstrates a strong dedication to the course and your final GPA has the possibility of being raised from between .1 to .2 (again depending on the quality of the responses).
- Extra credit will not be graded individually. I will hold on to your extra credit and grade it as a whole at the end of the quarter.

**Academic Integrity:**

Students will be subject to the University of Washington Student Conduct code <http://depts.washington.edu/grading/issue1/honesty.htm>. Students may not copy, paraphrase, or quote any text without appropriate citation. This includes websites as well as other student papers. You may not reuse a paper or part of a paper from any other class you have taken. I take plagiarism and cheating very seriously, anyone caught doing either will receive a zero for the exam/paper/assignment.

**Students with Disabilities:**

If you require certain accommodations to make class accessible, please contact Disability Resources for Students (DRS) and I will work with them to accommodate your needs: they can be reached by phone or email (206-543-8925; [uwdss@u.washington.edu](mailto:uwdss@u.washington.edu)). If you have a letter indicating what accommodations you will need, please give it to me as soon as possible so I will be able to make the necessary accommodations.

**Reading Schedule**

<b>Week/Day</b>	<b>Topic</b>	<b>Readings FG = Field Guide</b>	<b>Assignments Due</b>
Week 1: 3/28	Introduction	FG: Purpose of the Field Guide FG: 1. Organizing Your Internship FG: 2. Observing and Recording FG: 4. Interviewing	First page of Learning Contract

Week 2: 4/4	Social Construction of Reality and Field Methods Ethnography	Berger, Peter and Thomas Luckman. "The Reality of Everyday Life." (5 pages)  Zerubavel, Eviatar. "Islands of Meaning." (5 pages)  Scott, W. Richard. "Field Methods in the Study of Organizations."	
Week 3: 4/11	Bureaucracy and Formal Organizations	FG: 3. Bureaucracy FG: 5. Formal Organizational Structure  "Organizations as Rational Systems." (5 pages)  Weber, Max. "Bureaucracy."	<b>Analytical Journal Entry 1</b>  The rest of the learning contract is due at the beginning of class. (Skip questions 5 and 6.)
Week 4: 4/18	Informal Organization	FG: 8. The Informal Organization  "Organizations as Natural Systems." (5 pages)  "Organizations as Human and Social Systems I: The Impulse to Reform Work." (7 pages). <b>Read carefully.</b>  Scheff, Thomas J. "Control over Policy by Attendants in a Mental Hospital."	<b>Internship log check:</b> Bring your internship log with hours and signatures for the time you have worked so far
Week 5: 4/25	Power and Authority, Part I	FG: 6. Position, Authority, and Power.  "Power and Conflict"	<b>Analytical Journal Entry 2</b>
Week 6 5/2	Power and Authority, Part II. Gender and Race	Kanter, Rosabeth Moss. "Men and Women of the Corporation."	<b>Theory Application paper</b>

Week 7 5/9	The Institutional Approach	FG: 10. The Institutional Approach.  Meyer, John W. and Brian Rowan. "Institutionalized Organizations: Formal Structure as Myth and Ceremony."	<b>Analytical Journal Entry 3</b>  <b>Research Paper Proposal Electronically Submit through Catalyst 'Collect-it' by Friday 5/11 at noon.</b>
Week 8 5/16	Organizations and their Environments	FG: 11. Organizations and Environments  "Chapter 11: The Environment."	<b>Internship log check:</b> Bring your internship log with hours and signatures for the time you have worked so far
Week 9 5/23	Organizational Culture	FG: 12. Organizational Culture  Schein, Edgar H. "What is Corporate Culture Anyway?"  Schein, Edgar H. "What is Corporate Culture Built On?"	<b>Analytical Journal Entry 4</b>
Week 10 5/30		No Readings. You should be working on your portfolio and research paper. There will still be an in-class writing exercise and also a group activity in class.	<b>Bring to class notes for your short reflective essay.</b>
Week 11 Monday, 6/4 (Finals Week)	No Class		<b>Research Paper (hardcopy)</b> due on Monday, June 4 by 4:00pm (Savery 203). No exceptions. Also, electronically submit through Catalyst 'Collect-it' by 10:00pm. <b>Portfolio due</b> Thursday, June 7 by 4:00pm (Savery 203). No exceptions.