

**SOCIETY AND GENETICS 195CE:**  
**Community and Corporate Internships**  
FIRST QUARTER

Internship Coordinator: Robbin Jeffries Hein  
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Office Hours:  
T 12-3:30; W 10-3:00; R 10-1:30  
Course Website: Access via MyUCLA

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**COURSE DESCRIPTION**

Developed in collaboration with the UCLA Center for Community Learning, Society and Genetics 195CE provides a consecutive 2-quarter internship experience designed especially for HUMAN BIOLOGY AND SOCIETY majors. The aim is practical application – through advocacy, service, policy review, and/or research – of the ideas encountered by students in our major program. Ideally this internship is also a venue to link students’ interests in our major program with potential future career pathways and mentors.

Our community-based internships attempt to generate opportunities relevant to each of the specialization areas of our major program: Bioethics and Public Science Policy; Evolutionary Biology, Culture and Behavior; Historical and Social Studies of Science; Medicine and Public Health; and Population Genetics. Students in our major program may choose to enroll in any SOC GEN 195CE internship, regardless of whether or not it addresses their declared major specialization area. On completion of two consecutive quarters in the same internship position, students will have satisfied our major program’s internship requirement and will also receive credit for one of our major’s upper division elective course requirements in the specialization category of the student’s choice. Specifically, the first quarter of SOC GEN 195CE enrollment satisfies our major’s internship requirement, and the second quarter is applied toward our major’s elective course requirements. Note: SOC GEN 195CE, when credited as an elective course, will also satisfy our major’s requirement that one of your electives be in Society and Genetics.

Students will discuss with the Internship Coordinator a series of companion reading assignments that examine the issues related to internship duties, and craft a final paper topic that will link internship-related concepts with their personal experience in the workplace.

**ENROLLMENT REQUIREMENTS**

In order to enroll in SOC GEN 195CE, students must be Human Biology and Society majors, have at least a 3.0 GPA and complete a course contract. Follow the steps outlined in the enrollment procedure document (attached as the last page of this document). You must have completed your intake appointment before you fill out your course contract. You will not be enrolled in the class until your course contract has been signed by your internship supervisor, internship coordinator, and members of your department. After enrollment in the course, you must sign and turn in a Liability Waiver, available at CCL office.

**STUDENT LEARNING OUTCOMES**

Students enrolled in this independent study course will have the opportunity to:

- Define and apply the following core concepts: civic engagement, social responsibility, experiential learning, and inter-action or intra-action concepts drawn from interdisciplinary readings on topics of “nature” and “society”;

- Apply academic knowledge and critical thinking skills to address situations and challenges that arise in 21st-century work environments;
- Develop and execute a research paper integrating analysis inspired by experiential learning (i.e. an internship) with knowledge gained from an academic discipline;
- Explore how off-campus work experience contributes to an undergraduate's intellectual, personal, and professional development and informs future career choices.

### **GRADE BREAKDOWN**

1. 80-200 hours at an off-campus internship and signed timesheet: Required to pass course
2. Weekly Written Assignments: 40% of total grade
3. Five one-on-one meetings (intake meeting, plus four additional meetings): 20% total grade
4. Final Research Paper: 40% total grade

\*\* All work must be submitted to pass the course even if it is too late to receive any credit.

\*\* Failure to complete administrative course requirements in a timely manner (such as submitting your timesheet late or failing to provide your coordinator with contact information for your site supervisor) may also result in a reduction of your final grade by 1/3 of a letter grade or more.

### **MyUCLA Grading Scale**

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

NOTE: Be advised that your internship will be notified at any point in the quarter if you are in danger of not passing this course. You should also know that regardless of student performance, all site supervisors are contacted at least twice during the term for mandatory check-ins.

### **COURSE REQUIREMENTS**

1. Submit a timesheet with your final paper, signed by your supervisor and documenting the hours that you have worked this quarter. To pass the course, interns must work at least 8 weeks during the 10 week quarter AND work a minimum total of 80 hours (approximately 8-10 hours/week). **Failure to submit a signed timesheet documenting at least 80 hours will result in AUTOMATIC FAILURE.** If for any reason you find that you must miss more than the equivalent of one week's regular shift at your internship or if you must end your internship early, you MUST inform your coordinator IMMEDIATELY. Your coordinator will consult with your internship supervisor and Center administrators about appropriate steps and may advise you to drop the course if it is determined that you are not in a position to pass.

2. Weekly Written Assignments: You must **complete eight weekly written assignments** and submit them as a Word document on the course website by 5pm on Sundays. Late papers are accepted with points deducted. (Out of 10 pts., 2 pts. will be deducted every day that it is late.) Required format: Word

format, minimum 1 page single spaced, Times New Roman 12pt font, and 1” margins. All 8 papers must be submitted by the end of the quarter to receive a final grade.

Written assignments are designed to help you contextualize your internship experience and build your final research paper; therefore whenever possible you are encouraged not just to be descriptive, but also analytical. Think critically about your experience with the organization, the staff and community at large, as well as the assigned readings for the course. Think about how your experiences and observations are affecting your understanding of the organization and their work.

Please see below for weekly response prompt topics. Since these are designed to help you engage with and reflect on what you’re doing, if one week you would like to address something that isn’t encompassed within the journal topics, feel free to propose an alternate idea but be sure to get it approved by your coordinator before deviating from the assigned topic.

**Second**, write one sentence/comment/question that you want to raise in our next meeting. The question or comment can be about the reading, about your site, or both. Not including this element in your posting will result in a one-point deduction in your following meeting with me.

3. Meetings with Internship Coordinator: Schedule and attend biweekly discussion sessions with your coordinator (me) at the Center for Community Learning at least 5 times, including intake. Come to each 30-minute discussion session prepared to discuss your experiences at your internship, your weekly response papers, and your progress on your research paper. To receive full credit you must be prepared to have an engaged, interactive meeting. Appointments can be scheduled in person at CCL (Murphy A265); by calling CCL at 310-825-7865; or by emailing the front desk at [cclmeetings@college.ucla.edu](mailto:cclmeetings@college.ucla.edu). Since I am not at CCL every day I am unable to schedule appointments personally, and I cannot meet you outside my office hours. Plan accordingly.

You are responsible for making your own appointments and for scheduling your 5 meetings evenly throughout the quarter (biweekly – i.e. every other week). Each meeting is worth 4 points. Showing up late and/or unprepared for a meeting will result in the loss of at least one point. If you arrive more than 10 minutes late, you will be asked to reschedule and the meeting will be worth only half credit. You may schedule only one meeting per week and **MUST** complete your second meeting by the end of Week 4 or the meeting will be considered late and will be worth only half credit. Repeated cancellation same-day cancellations are unacceptable may also result in a penalty. Any request to schedule meetings in consecutive weeks must be approved by the coordinator **IN ADVANCE** and may not be granted. Attending regularly scheduled meetings THROUGHOUT THE ENTIRE QUARTER is required in order to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-. You may be advised to drop at any point in the quarter if you are no longer in a position to pass the course and your site will be notified.

4. Final Research Paper: Write an 8-10 page double-spaced **research paper** that integrates work at the site with assigned readings and outside research. During the first quarter of your internship, your research paper must integrate readings relevant to your work at your internship site and the study of human biology and society. For example, you could write an analysis of legislation that informs the work of the organization; legal/privacy rights and access; ethics; or other interdisciplinary contemporary issues. **This paper should review the existing literature in the field and should have a minimum of five reputable scholarly sources. A detailed prompt is available on the course website.** You will have many opportunities to meet with the Internship Coordinator to discuss the content and format of your paper and several of the written assignments will require you to begin developing your research paper. Proposals

will be discussed and approved by Week 7. Final paper is **due by 5 PM Friday of Week 10**. Email submissions are accepted in the case of website difficulties. Late papers will be docked 1/3 of a letter-grade for each day late.

It is our hope that your internship is a value and rigorous experience. However, please do remember that you will be graded based not on internship hours but the quality of the work done on 195CE assignments. Therefore, you are expected to complete high-quality and engaged writing and research, prompt and regular meetings with internship coordinator, and proper and complete paperwork.

## **COURSE POLICIES**

### **Academic Integrity**

All UCLA policies regarding academic integrity apply to 195CE internship courses, including policies regarding plagiarism. When warranted, infractions will be reported to the Dean of Students and may result in disciplinary action and/or expulsion from the university. UCLA's complete policy regarding academic dishonesty can be found at the following website: <http://www.deanofstudents.ucla.edu/>

### **Course Accommodations**

If you wish to request an academic accommodation, please contact the Office for Students with Disabilities as soon as possible at A255 Murphy Hall, 310-825-1501, or 310-206-6083 (telephone device for the deaf). Website: <http://www.osd.ucla.edu>. Students should also notify the internship coordinator about any issues at the start of the quarter so that appropriate accommodations can be arranged with OSD well in advance of assignments due dates.

## **PREVIEW OF SECOND QUARTER**

All students pursuing an internship for the Human Biology and Society major are strongly encouraged to continue at their internship site for two consecutive quarters and enroll in a second quarter of SOC GEN 195CE. During the second quarter, students reflect more deeply on their internship experience and develop a final research paper that is either 1) a modification of an existing program, policy, or research project related to human biology and society; or 2) a proposal for a brand new program, policy or research project. This two-quarter program is a unique opportunity for undergraduates to collaborate with community partners and apply their academic skills to address contemporary issues in the field of society and genetics.

## FIRST QUARTER WEEKLY SCHEDULE

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### Week 1: Situating yourself in your internship and community

No reading or response paper this week. Make sure you complete all enrollment paperwork by Friday of Week 2 to ensure enrollment and avoid late fees!

### Week 2: Situating yourself in your internship and community

READINGS: (1) Brief selection from *The Successful Internship* and (2) Hannah Landecker and Aaron Panofsky (2013), "From Social Structure to Gene Regulation, and Back: A Critical Introduction to Environmental Epigenetics for Sociology." *Annul. Rev. Sociol.* 2013. 39:333-57.

WRITTEN ASSIGNMENT (Due Sunday, 1/18, at 5pm): Describe your internship site and specific role as an intern. How is civic professionalism relevant to your internship? At this early stage, what connections (empirical, conceptual) can you make between your major, the reading by Landecker and Panofsky (faculty in your major) and the work accomplished at your internship site? Please identify one or two specific points that Landecker and Panofsky make about the relevance of conceptual shifts in genomics, or collaboration between the sciences, or what is variously meant by the term "environment" in their article. What intellectual interests have sociologists historically been concerned with that we can now see being made "biologically meaningful" in epigenetic research? How does their argument influence how you might see your future work, that is at the intersection of biological happenings and the social world?

### Week 3: Biosocial interactions

READING: Fausto-Sterling, Anne. 2000. *Sexing the Body*. Chapter 9.

WRITTEN ASSIGNMENT (Due Sunday, 1/25, at 5pm): Fausto-Sterling's book focuses on sex/gender, but her arguments can be applied more broadly to the "social nature of physiological function" (235). Describe how this reading is relevant to a phenomenon relevant to your internship. On page 253, she suggests the metaphor of the Russian doll to analyze biosocial interactions. Apply this metaphor to a fictional person relevant to your internship (i.e., a cancer patient, child with autism, undocumented immigrant, music executive, bride, etc.) within your internship. Specifically the presence of each of the layers she describes—they will be relevant, even if your internship does not directly deal with all of these layers. What connections does the metaphor draw your attention to? What might it lead you to overlook?

### Week 4: Exploring societally-relevant aspects of your internship

READING: Choose a **scholarly** article or book chapter about a **societal issue or process** related to your internship site. The article should be related to a topic you are considering for your final research paper. Most relevant research can be found in journals related to disciplines in the UCLA Division of Social Sciences: <http://socialsciences.ucla.edu/departments>; however, use your judgment—just because it is by someone in the social sciences does not mean that it is a societally-relevant article. For example, an article in archeology is more likely to be biologically-relevant.

WRITTEN ASSIGNMENT (Due Sunday, 2/1, at 5pm): Provide a summary and analysis of the article you have chosen. How it is relevant to your internship site? What aspects of this phenomenon have you encountered during your internship? Make sure you include a citation in APA format.

Week 5: Exploring biologically-relevant aspects of your internship

READING: Find a **scholarly** article or book chapter about a **biological component** related to your internship site. Choose an article related to a topic that you may be interested in writing about for your final research paper. Most relevant research can be found in journals related to disciplines in the UCLA Division of Life Sciences: <http://lifesciences.ucla.edu/departments.html>; however, use your judgment—just because it is by someone in the life sciences does not mean that it is a biologically-relevant article.

WRITTEN ASSIGNMENT (Due Sunday, 2/8, at 5pm): Provide a summary and analysis of the article you have chosen. How it is relevant to your internship site? What aspects of this issue have you encountered during your internship? How is biological topic you read about related to the societal issue you discussed the week before? Draw out as many connections as you can. Make sure you include a citation in APA format.

Week 6: Introduction and outline of final research paper

WRITTEN ASSIGNMENT (Due Sunday, 2/15, at 5pm): Submit a plan for your research paper. You should 1) describe the topic, 2) state a thesis statement for your argument, 3) lay out the organization of your paper, 4) explain how the topic is relevant to your internship and major, and 5) include a bibliography of five scholarly articles, each with a brief (one to two sentences) annotations about how you think each article will support your paper's argument.

Week 7: Developing your final research paper

WRITTEN ASSIGNMENT (Due Sunday, 2/22, at 5pm): Submit a full single-spaced page of your research paper, fleshing out at least one main point of your paper. This can be any part of your paper, not necessarily the first page. Include the point you are making as your topic sentence(s) and follow with supporting evidence. Cite at least one source.

\*\*You may also submit a revision of the material you turned in the week prior, but this material does not count toward your written assignment page limit.

Week 8: Further developing your final research paper

WRITTEN ASSIGNMENT (Due Sunday, 3/1, at 5pm): Submit a *second* full single-spaced page of your research paper, fleshing out at least one main point of your paper. Include the point you are making as your topic sentence(s) and follow with supporting evidence. Cite at least one source.

\*\*You may also submit a revision of the material you turned in the week prior, but this material does not count toward your written assignment page limit.

### Week 9: Reflection on personal development

WRITTEN ASSIGNMENT (Due Sunday, 3/8, at 5pm): Discuss what you have learned from your internship and the course work you have completed this quarter. How has your internship reflected the concerns of your major? *If you plan to continue next quarter*, how will your internship be different? What are your goals (cognitive, practical and/or interpersonal) for your next quarter? *If you are not continuing next quarter*: How well has your internship reflected concerns of your major? How has your internship helped inform your career goals? Did you learn whether or not you would like to do something in your future that is related to the internship work completed now?

### Week 10: Conclusion

You may choose to schedule an appointment (beyond the required 5<sup>th</sup> meeting) with me during office hours this week to discuss your final paper. Appointments will be limited by other students finishing their required fifth meeting.

FINAL RESEARCH PAPER AND SIGNED TIMESHEET DUE **FRIDAY, 13<sup>th</sup>, AT 5PM**