This one credit course (which requires about 30 hours of coursework), will introduce Sociology and Social Services majors to information about program requirements, build knowledge about resources and skills that they need to be successful, and develop a plan to graduate.

*Students must declare as a Sociology or Social Services major to enroll in this course.*

**COURSE DESCRIPTION**

This course will guide Sociology and Social Services majors to explore the knowledge and tools that they will need to get the most out of the major and assist them in making informed decisions about career choices in Sociology and Social Services. The purpose of this class is to assist majors in determining if the Sociology or Social Services majors are the most viable option to assist them in achieving their career goals. During the course of the quarter, we will also discuss career options with varying levels of education. Students will learn about Sociology and Social Services at CWU, including course requirements and opportunities that are available outside the classroom. Additionally, students will learn about writing in American Sociological Association (ASA) format and have opportunities to practice writing in this format.

Overall, there are two main goals for this course. The first is to give you some helpful tools and resources to enhance your experience as a Sociology or Social Services major, and the second is to give you a clearer sense of the knowledge and skills you will acquire with a Sociology or Social Services degree and how you can apply them upon graduation.

**COURSE OBJECTIVES**

Upon successful completion of this course, students should:

- Become knowledgeable about the fields of Sociology and Social Services
- Become familiar with the requirements of the Sociology and Social Services majors and opportunities available at CWU.
- Develop an understanding of the career opportunities available to individuals with varying levels of education in Sociology and Social Services and related fields (e.g. BA, MA, MSW, PhD, etc.)
- Develop an understanding of and strategies for success in a job search or graduate school application
• Begin to develop information literacy skills and knowledge of research ethics (e.g. literature searching, use of ASA format) that will facilitate success in future Sociology courses
• Understand some of your own strengths and weaknesses as a student and have specific strategies for improvement. Students will have the opportunity to demonstrate that they have met these course objectives in a variety of ways, including self-assessments, class discussion, and the final reflection.

COURSE REQUIREMENTS

Canvas competency – As this is an online course, it is expected that students know how to use Canvas, including uploading assignments and using discussion boards. If you are unfamiliar with using Canvas, there are tutorials available to you on the CWU Online Learning website: http://www.cwu.edu/online-learning/canvas-help-and-support-students. If you have technical difficulties, try using an alternate browser (e.g. Firefox). If problems persist, you will need to contact IT to get additional training or find out how to change your settings; the instructor is not in a position to resolve your technical problems: http://www.cwu.edu/its/

Timely completion of assignments – Due dates for all assignments can be found in the announcements, on the assignments, and in the weekly learning modules on Canvas. It is the student’s responsibility to keep on top of when things are due and to submit them on time and properly. Please post assignments prior to 11:59 p.m. on the due date and confirm that it has uploaded; it is not the instructor’s responsibility to excuse assignments for last minute problems that may have occurred with being able to access the internet or to confirm whether assignments have posted or not. Having said that, things do occasionally happen that prevent on-time submissions – however, it is the students’ responsibility to contact the instructor as soon as possible. While an unfortunate event can happen to anyone, being consistently late indicates a larger issue.

GRADING SCALE
The grade distribution approximates: 94-100% = A, 90-93% = A- (Excellent; over/beyond expectation), 86-89% = B+, 83-85% = B, 80-82% = B-, (Above Average), 76-79% = C+, 73-75% = C, 70-72% = C- (Good/Average), 60-69% = D (Below Average); 59% and under is failing.

It is possible to fail this class if you do not check in regularly or complete your work.

ACADEMIC INTEGRITY
Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Therefore, academic integrity is a basic guiding principle for all academic activity at CWU and we expect that all members of the community act in accordance with this principle. The expectation is that students understand and abide by the University’s Code of Conduct; all students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all of us can succeed.
Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception; this includes plagiarism (e.g. citing text without attributing or quoting source), using unauthorized materials, and “collusion” which means unauthorized collaboration with another student. The work that students submit must be their own; otherwise, they will receive a failing grade for the assignment. Academic dishonesty, in any form, will not be tolerated and will be reported according to University policy: http://www.cwu.edu/resources-reports/cwup-5-90-0104-academic-dishonesty

**BEHAVIORAL EXPECTATIONS**

Behavior in this class and beyond should model what is appreciated in kind from others and what ultimately is expected from professionals out in the world. Therefore, regularly checking in and active participation are expected. Experience has shown that students who do not check in to Canvas regularly tend to do poorly as you will fall behind, as there are weekly assignments. The instructor will post announcements reminding students of upcoming deadlines, but it is ultimately the student’s responsibility to submit their work on time and be proactive if there are problems or difficulties.

Disrespectful behavior (e.g. displays of rudeness or harassment) will not be tolerated; this includes ill-mannered correspondence or interaction with the instructor. At the discretion of the instructor, depending on frequency or intensity of events, displays of this type of behavior may result in a student being removed from the class. If a student wishes to contest a grade on any assignment, the student must write up an explanation and schedule an appointment to talk with the instructor. There is a 24-hour “cooling-off” in effect after posting grades; *I will not debate with students about their grades over email.*

_Please be advised:_ Students are expected to engage with the materials in a thoughtful manner to offer insights, questions and critiques regarding them. We are free to disagree with one another, even intensely, so long as we do so respectfully. Central Washington University believes that diversity of peoples, cultures, and ideas is essential to learning, discovery, and creative expression. CWU believes that all faculty, staff, and students must be and must feel physically, professionally, and emotionally safe in order to fully engage in and benefit from the university experience.

**ADA/DISABILITY SUPPORT**

CWU encourages persons with disabilities to participate in its programs and activities and welcomes students into the University’s educational programs. Any student who feels that they may need accommodations based on a disability should make an appointment to see me and be sure to have a copy of the *Confirmation of Eligibility for Academic Adjustments* from Disability Services (DS): https://www.cwu.edu/disability-support/. If you have a disability-related need for modifications or reasonable accommodations in this course, please call for an appointment with DS (963-2214) (if in Ellensburg, visit Hogue 126) as early in the quarter as possible.
WAYS TO REACH ME
Email is usually the best way to get a hold of me and I typically respond within 24 hours. Please be sure to indicate in your message that this is about SOC 300. You can leave a message on my office phone – the voicemail is forwarded to me – but please be sure to mention the day and time that you called. If you need to speak to me, please email me and we can schedule a time to talk via telephone or skype.

CURRICULAR OBJECTIVES
The Fields of Sociology and Social Services
- What is Sociology? What is Social Services? Is Sociology or Social Services for You?
- Degree Requirements and Opportunities
- Building a Portfolio and Final Assessment

Outside the Classroom
- Taking an Active Role in Your Education and Tools for Academic Success
- Sociology and Social Services Major Requirements
- Getting Involved: Opportunities for Sociology Majors

Locating, Understanding, and Communicating Sociological Research Findings
- Writing a Literature Review
- Research Ethics
- Writing in ASA Format

Beyond the Undergraduate Degree:
- Career Opportunities with a Bachelor’s Degree
- Finding a Job with your Bachelor’s Degree
- Graduate School in Sociology and Social Work - Applying to Graduate School

ASSIGNMENTS:
Academic plan (20%):
- Review the Sociology course offerings in the CWU Undergraduate Catalogue and the Course of Study forms (this is on the Sociology home page for both the Sociology and Social Services majors – under Student Resources).
- Map out your schedule for the remainder of your undergraduate career, indicating on the Course of Study form when you will take each course.
- Meet with your Sociology faculty advisor to review your course plan and then describe the adjustments you’ve made to your plan based on the meeting with your advisor (see the detailed directions in the Student Handbook)

Evaluate sources of research (20%)
- Group activity to evaluate online sources of research
- Students will be able to determine categories of peer reviewed research
Explore career and educational goals (20%):

- Students will develop a resume
- Students will make presentations on possible career interests and future educational options.

Literature search and ASA-style reference page (20%)

- Locate empirical, peer-reviewed journal articles on a topic assigned. Write an ASA-style reference page using these articles. This assignment will introduce you to ASA format, which you will use extensively in your other Sociology courses.

Final reflection due during final exam week (20%):

- Using the assignments and activities completed this quarter, students will reflect on what they have learned about themselves and the fields of Sociology and Social Services.

COURSE SCHEDULE:

Unless otherwise noted, the assignment is due Sunday of the assigned week at 11:59 pm. Precise dates are available in Canvas.

Changes to the syllabus and due dates may occur during the quarter; students are responsible for any changes communicated via email or posted on Canvas.

Module 1 - Introduction to the Major - Developing your academic plan

- Week 1: Introduction to Sociology and Social Services
- Week 2: Worksheet for Planning the Major
  - Discussion Board on Worksheet
- Week 3: Revised Worksheet and Meet with Advisor

Module 2 - Introduction to Categories of Research – Evaluating sources of research

- Week 4: Which Category of Research is It?
- Week 5: Feedback on Category of Research Due
- Week 6: Revised: Categories of Research Paper

Module 3 - Introduction to Careers - Exploring career and educational goals:

- Week 7: Resume
- Week 8: Career Presentation
  - Discussion Board on Career Presentations due

Module 4 - Introduction to Writing Papers - Writing papers - literature search and ASA-style

- Week 9: Empirical Paper
- Week 10: Feedback on Empirical Paper
  - Revised: Empirical Paper

Final Assessment/Reflection Assignment is due Friday, March 15, 2019 at 11:59 am