

SOCIAL SCIENCE 199
INDEPENDENT RESEARCH MENTORSHIPS

*"There is nothing more noble or honorable
than a greenhorn.*

*The beginner sees more with her fresh eyes
than the old pro could possibly imagine."*

Walt Whitman

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Fall 2000

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Office Hours: Tuesday, 8-11, 3-5; Thursday 8-1

Reflection and reflexion are two of the most important elements of the learning process. Reflection involves serious consideration of experience; reflexion involves integrating reflection into lived moments. I am here to facilitate your efforts towards both these ends, in order to help you maximize the educational value of your internship.

Requirements

- 1) Junior/Senior status
- 2) Find an internship (8-10 hours per week)
- 3) Find a faculty sponsor (preferably someone you have worked with in the past)
- 4) Complete 199i paperwork (see undergraduate counselor)
- 5) View video, "Getting the Most out of Field Studies," located in the Media Lab, 270 Powell
- 6) Complete Learning Agreement (end of third week)
- 7) Weekly notes (minimum of 3 pages per set, 8 sets per quarter)
- 8) Bi-weekly meetings with me
- 9) Final 8-15 page paper, coordinated with faculty sponsor

Weekly Field Journals

Notes should not be a burden, although they may sometimes feel that way. If you work carefully, you will thank yourself at the end of the quarter, when such notes should prove useful for your paper, and help you remember what you learned about this experience. Use the prompts below to guide you in writing your weekly notes, which should be detailed and highly descriptive. Each week, your notes should contain the following elements:

- 1) Your name, date, and fieldsite at the top of the paper
- 2) A brief (one sentence) summary of what you learned that week.
- 3) The names and descriptions of all the people you met that week.
- 4) A response to the prompt
- 5) Further reflections and comments
- 6) Submit **two copies** of your journal each week.
- 7) Journals are **due** by **Thursday** of the following week.

I recommend that notes should be at least 3 double-spaced, typed pages (if you go over three pages, you may thank yourself later).

Week 1

Enroll with your **PTE form**.

Place a photocopy of your PTE form in my box at CCSL, then submit the original to the registrar.

Make sure you've completed your **Student Inventory Sheet**.

Begin to think about and fill out your **Learning Agreement**, in consultation with me and your field supervisor (the person in charge of your responsibilities at your job site).

Find your faculty advisor.

View video, "Getting the Most out of Field Studies," located in the Media Lab, 270 Powell.

Journal #1:

Write a description of what you hope to get out of this experience. What kind of person are you, and what have you been through in your life so far, which has led you to this place? Where do you hope to be when you are done?

Week 2

Submit journal #1 **in duplicate** by Thursday.

Submit final **Learning Agreement** with all signatures.

Final chance to submit a **PTE** to the registrar.

Schedule a bi-weekly meeting time to meet with me for the rest of the quarter.

Journal #2:

Provide a detailed description of your setting, using all five senses. What were your first thoughts as you saw the building where you will work, and met the people you'll be working with? "Walk" your reader from the entrance to the exit, or around the room. Try to capture a sense of who the people are who work there (names, gender, age, clothing), items on the walls, seating arrangements, and the *feeling* of the place. You will never have these first impressions again, so try to capture them in great detail. Draw maps and diagrams if necessary.

Week 3

Submit Journal #2.

Read chapter 4 of Writing Ethnographic Fieldnotes, on reserve in College Library, listed under the Center for Experiential Education and Service Learning.

Discussion sections begin. Try to arrive 5-10 minutes early.

Final change to submit a **learning agreement** without penalty.

Journal #3:

Write a history and profile of your organization. You should include: company motto, company philosophy, years in business, number of employees, annual revenues and expenses, scope (local, regional, national), and company "culture." Gather information from informal interviews with supervisors and co-workers, company documents, newspapers, the internet, and library documentation.

Week 4

Submit Journal #3.

Journal #4: Write about the social dynamics in the office. How do the powerful show their power (through command of personal space, demands, loud displays of emotion)? How have subordinates acquiesced, subtly undermined, or overtly rebelled against authorities? Is there racism in the office? Are their love affairs? What do people gossip about? Do they seem to love their work? Why or why not?

Week 5

Begin thinking about your final paper topic.

Submit Journal #4.

Journal #5: Mid-quarter self-evaluation. Reflect on the aims you expressed in journal #1. Are you benefitting from this internship in the ways you thought you would, or in other ways? What would you like to change about your internship? What more do you want to do here? What's your plan to make the most of the coming weeks?

Week 6

Meet with your faculty advisor to discuss your progress on your internship, and your final paper topic. Ask for suggestions for your literature search.
Submit Journal #5.

Journal #6: Discuss your meeting with your faculty advisor. What is your (tentative) term paper topic? What do you know already about this topic? What more would you like to learn? How can you find this information.

Week 7

Find 3-5 books and articles for your literature review.
Submit Journal #6.

Journal #7: Use your journal for collecting data in a focused way for your final paper. Review chapter 4 of Writing Ethnographic Fieldnotes, and try to write a *scene* that may prove useful for your paper. For instance, if you are analyzing gender in the office, describe a scene in detail in which this is manifest.

Week 8

Begin taking notes on books and articles.
Submit Journal #7.

Journal #8: Continue to write field notes which will contribute to your final paper. Conduct informal interviews with co-workers for additional information.

Week 9

Meet with faculty advisor to review progress on paper.
Submit Journal #8.

Journal #9: Continue to write field notes for your paper. You may wish to use a tape recorder to conduct a more formal interview with co-worker or supervisor, asking pre-prepared questions.

Week 10

Submit course evaluation.
Submit Journal #9.
Work on Final paper. You may bring me a draft if you wish.
Submit the **final paper** on the date set by your faculty advisor. Be sure to leave a copy for me in Powell.