

**PROFESSIONAL AND COMMUNITY INTERNSHIPS (194/197)  
FINAL PROJECTS**

Each student has the option of completing one of three assignments: (1) a literature review, (2) a book review, or (3) an organizational analysis. Final papers will be 5-6 (2 units) and 8-10 pages (4 units). Each paper is to follow APA style and is to be submitted in the portfolio 10<sup>th</sup> week of the summer session. A draft of your paper should be sent to your TA and a peer editor as detailed in lecture.

**OVERVIEW OF REQUIRMENTS FOR EACH ASSIGNMENT**

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**LITERATURE REVIEW**

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The purpose of the review of literature is to give students experience in (a) identifying, locating, and abstracting individual research related to the topic of interest, (b) describing results reported in the literature regarding the topic, (c) critiquing the quality of research studies on the topic, (d) suggesting syntheses across studies, and (e) summarizing findings within the selected field of study.

The literature review should be conducted on a topic related to the issues addressed by the agency of internship. For example, if you are working at a homeless shelter you can research “Homelessness and Latino Families.” The paper should be well written and include an introduction, problem statement, literature review, gaps in the literature, agency experience, recommendations for research, and recommendations for practice. The paper is to have a minimum of 3 (2 units) or 5 (4 units) journal articles and 1 book (2 and 4 units) as references.

**PAPER OUTLINE**

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| I. TITLE PAGE  | VI. GAPS IN THE LITERATURE               |
| II. INTRODUCTION<br>Thesis statement – THIS<br>PAPER WILL EXAMINE    | VII. AGENCY EXPERIENCE<br>(SIGNIFICANCE) |
| III. PROBLEM STATEMENT<br>Statistics                                 | VIII. RECOMMENDATIONS FOR<br>RESEARCH    |
| IV. PURPOSE OF THE LITERATURE<br>REVIEW                              | IX. SUGGESTIONS FOR THE FIELD            |
| V. LITERATURE REVIEW<br>(FINDINGS, PATTERNS, THEMES,<br>LIMITATIONS) | X. CONCLUSIONS                           |

## **TITLE PAGE**

Containing paper title, name and ID # of student, and course information. Page must not be numbered

## **I. INTRODUCTION**

The introduction provides a brief overview of the research topic (e.g., education or political participation).

You will address the following questions:

- (1) What is the general area of research?
- (2) What is representation of the studied population?
- (3) Why is the topic relevant to researchers, policymakers, and the community.

## **II. STATEMENT OF THE PROBLEM**

Describe the phenomena to the reader. Identify the problem, highlight the issues you wish to examine and build your case to conduct your literature review.

## **III. PURPOSE OF THE LITERATURE REVIEW**

Highlight what specifically you wish to examine. What are your research questions and what will the study contribute to the field. Furthermore, this section contains your thesis statement.

## **IV. Literature Review**

- Who are a few of the major researchers and studies in the general area of your research topic?
- What has been the nature of the research that has been conducted and what are the questions that these researchers are seeking to answer?
- What is the debate on the topic?
- What research methods have been implemented by previous researchers to examine the identified problem?
- Present both sides of the issue/literature
- Discuss the gaps in the literature
- Provide a summary of the literature, trends, major findings, gaps, and overall review.

## **VI. AGENCY EXPERIENCE**

- How did your experience relate to the literature?
- Where there any surprises?
- How did you grow professionally and personally?
- What were the challenges?

## **VI. IMPLICATIONS FOR PRACTICE AND RESEARCH – MINIMUM 2 PARAGRAPHS**

- What does the review say to practitioners, researchers, and policy makers?
- What insight have we gained and what needs to be considered for the future?
- Provide both practical (for policymakers and the real world) and research recommendations.

## **VII. CONCLUSIONS**

End your paper with some final conclusions of the topic under study. Bring it all together and make a final statement.

## **VIII. REFERENCE LIST**

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## **FINAL PROJECT- OPTION 2: ORGANIZATIONAL ANALYSIS**

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The assignment is a time to acquaint oneself with professionals in your field of interest. More specifically, it is an opportunity to acquaint oneself with one (2 units) or two (4 units) representatives from the agency. The purpose of the assignment is twofold. First, you will ask representatives general questions about the agency (i.e., its mission, goals, and purpose). Ask to copy any documents that may supplement your analysis. Second, you will ask the individual(s) questions about their career, career projections, and field related issues. This is an opportunity to explore your area of interest and how you can assist the field as a future professional.

Your final paper will be a synthesis of your interviews and your course work. It should begin with an introduction describing the interview, followed by an overview of the responses to your questions, and your conclusions. Please note that you should have a 1 to 2 page discussion of the ways in which this project enhanced your understanding of topics addressed in your major. Use the following questions as a guide:

### **PAPER OUTLINE**

#### **Section 1: Introduction (1-2 pages)**

This section should include a description of the agency, its history, and the ranking of the individuals who were interviewed. You are to describe the length of the interviews, the number of individuals interviewed, the location of the interview, and the individuals' positions in the agency. The student is to follow Roman Numeral I of the General Outline for the Organizational Analysis for this section. Highlight the main objectives, mission, goals, and visions of your agency.

#### **I. Organization**

- A. Brief history of the cooperating organization.
- B. The organization's mission statement.
- C. The organization's stated philosophy and objectives.
- D. An organizational chart of the organization, which clearly shows the designated lines of authority (if the cooperating organization does not have a formal chart, then the intern should draw one).
- E. The facilities operated by the organization and who has the responsibility for each.
- F. A list of jointly-operated facilities, if any, and the cooperating organizations for each.

## Section 2: Organizational Analysis (2-3 pages)

This section should provide specific information on the operation of the organization. This section should be thorough but not the focal point of your report. A general outline for the type of information is provided. Keep in mind this is a general outline and not all things apply to all internships.

Students interning for 2 units select 1 sub-section under the administration section. Students interning for 4 units select 1 sub-section under the administration section, and choose an additional topic from one of the following sections: Planning, Programming, or Maintenance.

**TIP: BE SURE TO READ OVER THE OUTLINE SEVERAL TIMES BEFORE YOU BEGIN YOUR INTERNSHIP AND REFER TO IT DURING YOUR INTERNSHIP.** Many past interns did not bother to gather this information during their internship and they had a much more difficult time writing their paper.

### II. Administration

#### A. Funding

1. What is the source of funding for the organization's operation?
2. How, when, and by whom is the budget prepared, reviewed, and approved?
3. What are the established procedures for purchasing equipment or supplies?
4. Who approves invoices and requisitions, and who signs checks for purchases?

#### B. Is there a "Policy and Procedures Manual"?

1. How is policy established?
2. Who makes changes in policy or procedures?
3. How are new policies communicated to the staff?
4. How strictly are policies and procedures followed?

#### C. Public Relations

1. What emphasis is placed on public relations?
2. What is the attitude of the staff toward the public?
3. What is the attitude of the public toward the organization?
4. What specific methods are used to promote good public relations?
5. Who within the organization is responsible for public relations?

#### D. Publicity

1. Who is responsible for publicity?
2. What news media are used for publicity?
3. Who writes news releases and how are they distributed to the media?
4. What kind of cooperation exists between the organization and the news media?

#### E. Personnel

1. Is there a job classification system? If so, describe the job titles and responsibilities.
2. Is there an organization or departmental library or reference center? If so, is it considered adequate?
3. What is the organization's policy concerning staff attendance at conferences and workshops? Who selects or approves participants and are expenses paid by the organization?
4. What report forms are used by the organization? Provide examples such as accident reports, sick leave, inventory, budget preparation forms, etc.
5. What is the organization's full-time staff benefits program, salary range, employment and procedure?

#### F. Careers

1. What was your path to this position?
2. What specific skills are required to be effective in your position?
3. What type of experiences should a person have when applying to the position?
4. What are the personal rewards gained in the job?
5. What are some professional challenges encountered in the field?
6. Where do you see yourself in five years?

### **III. Planning**

- A. Who is responsible for the planning function? Is it in-house or is the responsibility placed with another organization or division?
- B. What recent studies of the organization's operation have been performed and by whom?
- C. Does a comprehensive, long-range master plan exist for the organization or for the facility? If so, when was it originally prepared, by whom, how often is it revised, what portion has been completed, is development proceeding as planned, and what limitations have been encountered?
- D. Is program planning and facility development coordinated with other organizations, including public agencies, schools, youth-serving agencies, and private or commercial organizations?

### **IV. Programs**

- A. What programs (or functions) are provided by the organization? Who do they serve?
- B. How is program information presented to the organization's clientele?
- C. Who determines which programs are offered and the times at which they are scheduled?
- D. Who is responsible for program implementation?
- E. Are volunteers utilized? If so, how are they recruited and who is responsible for their training and retention?
- F. How are programs evaluated as to their effectiveness? Do the participants have formal input to the evaluation?

### **V. Maintenance and Security**

- A. Who is responsible for facility maintenance? Is there a planned maintenance program, including "preventive" maintenance? Is the maintenance program computerized?
- B. Is maintenance equipment owned by the organization or available from other sources (such as another department)? Who maintains the equipment? Is it adequate and available when needed and in good condition?
- C. Is the maintenance staff of sufficient size to perform the assigned tasks?
- D. Are regular health, fire, and safety inspections performed? How often and by whom?
- E. Who is responsible for law enforcement within the organization? How rapidly can they respond in case of an emergency?

- F. Are any of the organization staff members trained to assist in medical emergencies? If so, is this a job requirement or an individual skill? If not, is medical assistance readily available?
- G. Are accidents regularly reported and their causes evaluated? Are these causes communicated to the staff and visitors?
- H. Does the organization have a visitor information or education program designed for both visitor and facility (or resource) protection?
- I. Does the organization have a risk-management plan or does it conduct periodic risk-management training?

### **Section 3: Analysis of the Experience (2-3 pages)**

This section is, by far, the most important and should be given much thought. It includes a brief record of significant activities--again DO NOT make it a "What I did on my Internship" essay. Process these activities into what you learned--include not only physical skills (such as operating equipment) but also organizational and interpersonal skills that might be developed in planning and conducting a special event, dealing with the public, dealing with supervisors, etc. Discuss concepts learned in class and how they applied to your experience. Discuss how the reality of the experience differed from your expectations and classroom theory. Reflect on how this work experience has affected or modified your career decisions. Did the internship reinforce or help develop your career goals or did it convince you that this career path is not what you want to pursue upon graduation? Did it highlight any additional academic preparation needed to pursue a successful career? Are there other skills or abilities you will need to develop—perhaps from a non-university training source? Did it help you identify professional organizations that you may consider becoming a member?

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## **FINAL PROJECT--OPTION 3: BOOK REVIEW**

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The review should be 5-6 pages (2 units) or 8-10 pages (4 units), typed, double-spaced, with adequate margins on all sides. The review should identify the central or essential aspects of the story-line or argument and explain its importance to the topic of investigation. Social importance should be evaluated on the basis of an analysis of the work's understanding of the social science process and its ability to convey some insights about that process. This review should be both analytical and critical, that is, it should examine whether the book being reviewed adequately develops its themes and arguments, and whether the work as a whole is persuasive and/or informative.

The review should also include a Bibliography or list of citations, which should be in a standard format. The list or bibliography should include the citation of at least two reviews (4 units) and 1 review (2 units) of the chosen book, which have been published elsewhere and are available to the public. There are many journals and magazines which include book and movie reviews. However, the reviews to be included in your citations should be "scholarly" reviews, which examine the issues raised in the work, not simply an expression of like, or dislike of the work. You may also find reviews on the Internet, but the reviews found there should only be cited if they meet generally accepted intellectual and publishing standards. All review copies are to be included in the portfolio.

### **Choice of Book:**

Students should choose a book from the following list of topics by the end of the third week of the quarter. Approval should be obtained from the course instructor prior to completing this project. Book reviews will not be accepted if approval is not obtained by the third week of the quarter.

*Book Topics may include (but not limited to):*

1. Leadership
2. Organizational Behavior and Development
3. Investment Management
4. Professional Development and Communication
5. Marketing and Media Strategies
6. Social Entrepreneurialship
7. Human Behavior and Social Development

### **Development:**

The challenge is to carefully read the book, identify its key themes and arguments, and weigh their plausibility in interpreting what happened and why. Please note that this is not a "book report", in which you simply describe the contents in order to prove that you have read it. A "book review" requires that you also evaluate the main arguments and explanations.

This sort of project differs from the classic research paper. Instead of basing your inquiry upon a variety of sources, the Review involves writing an essay about a single book. Think of your task as two-fold. First you must carefully read the book and grasp the author's line of argument.

What are the major contentions? How do they fit together to make up the whole? One way to sort out the author's line of argument is to locate the major claim (or claims) made in each chapter, as you work your way through the book. By the end of your reading, you will have produced a summary outline of all the major arguments. This should help in weighing the coherence (or lack of coherence)

of the total presentation. If you adopt this approach, remember that you should not leave a chapter before you have identified its major claims. This may involve a second or third reading of the chapter.

The second stage involves your assessment of the quality of the arguments presented. This is where the "critical" perspective comes in. Which contentions seem plausible to you, and which are less plausible? Are there any gaps in the sequence of argument, which need to be filled before the overall analysis can hold up? Does the author make contradictory claims at different points in the book? Is sufficient evidence provided to support the points that are claimed? Are there other possible interpretations of the data? Does the author neglect any questions that you think are necessary for her purpose?

When you have posed these sorts of questions regarding the book, you have begun to evaluate it, to place it under critical scrutiny. No longer are you at the mercy of the author, passively accepting the material presented on the page. Instead you must insist that the argument is only valid when the sequence of argument is logical and consistent, and when the supporting evidence is sufficient. Clearly the results of a critical review are not entirely negative. If you find that the argument (or certain parts of it) holds up under scrutiny, positive judgments should follow.

## OUTLINE

- I. Introduction
  - a. Introduce the book and author
  - b. Give thesis – main argument
  - c. Provide an overview of the rest of the paper
  
- II. Brief Summary
  
- III. Critique
  - a. Present your argument
  - b. Support your argument with evidence
    - i. Back this up with book and book review material
  - c. Identify gaps, contradictions, biases
  
- IV. Evaluation of Experience
  - a. How does the book relate to your experience
  - b. After reading the book, what would you do differently?
  - c. What perspectives changes and which were reaffirmed?
  
- V. Conclusion