SOC 415: Applied Research Internship  
Course Syllabus, WIN 2019  
University of Alberta

NOTE: Most of the SOC 415 course material was developed by Dr. Michelle Maroto and Dr. Erwin Selimos who co-taught this course (as SOC 403) in the Winter 2018 term. Their valuable work is acknowledged and greatly appreciated.

Instructor: Dr. Harvey Krahn  
Email: harvey.krahn@ualberta.ca  
Phone: (780)-492-3322  
Office: 6-24 Tory Building  
Office hours: E-mail to arrange a time to meet

Teaching Assistant: Angela Wilson, M.A.

Seminar Location and Time:  
- Tuesday, 9:00AM - 11:50AM  
- Tory 1-061 & Rutherford S 205A (depending on activity scheduled)

Course Texts and Readings:

For Required Reading List, see Course Schedule below; access readings through eClass.

This online resource may be useful for refreshing your statistical knowledge:


While it is not required, the following text may be useful for working with SPSS in this course:

- Aldrich, James O. 2018. Using IBM SPSS Statistics: An Interactive Hands-on Approach. (3rd ed.). California State University: Northridge, USA. [paperback or electronic versions can be purchased on line.]

Prerequisites:
SOC 315 or consent of the instructor.

Technology Requirements:  
Many meeting sessions will require independent work on the research project. I encourage you to bring personal laptops to each meeting. Please let me know if you do not have access to a laptop so we can try to make other arrangements. In addition, this semester's course project requires working with a large statistical data base, using both Excel and the statistical program SPSS. Software for these programs is installed on the computers in Rutherford S 205A. We will discuss the data based and how to use the software in several seminars early in the semester.

Policy about course outlines can be found in the section on Course Requirements, Evaluation Procedures, and Grading of the University Calendar.
Course Description

Students in this Applied Research Internship course work as a team to conduct research for a local non-profit, business, social service organization, or government agency. Although conducting supervised research activities for the organization will make up the largest component of the course, students will also participate in weekly seminar meetings and professionalization activities. These will include developing skill-based CVs/resumes, researching potential job opportunities, and meeting with social scientists working outside academia to discuss their employment pathways and the nature of their work. Seminar discussions will also be dedicated to discussing the challenges, opportunities, role, and promises of applied social science research in contemporary society.

Course Objectives

Through this course, students will
1. Develop professional skills and competencies as applied social researchers. This will include:
   a. Enhancing research and data analysis skills by applying them to a research project conducted in partnership with a local community housing agency.
   b. Developing team-work skills through participation in a team-based research project.
   c. Advancing written and oral communication skills through report writing and the delivery of research presentations to key stakeholders.
2. Develop a familiarity with housing issues in Canada and Edmonton.
3. Clarify the skills and competencies developed through training in the social sciences.
4. Explore professional opportunities in the social sciences.
5. Understand the issues, challenges, and possibilities of applied social science research in contemporary society.
6. Develop connections with the larger community through participation in a research partnership.

Nature of the Course

This course is not structured like a typical undergraduate class. We will be working as a team to conduct social research for a local organization. A core objective of the course is to create an environment that simulates the professional environments in which applied social researchers work. Thus, the course demands high levels of participation, professionalism, and collegiality. The course is not lecture-based. We will meet weekly to work on the project and to engage in discussions and workshops relevant to the course objectives. However, seminars, workshops, and discussions require prior preparation and some require completing out-of-class assignments. It is expected that team-members come to each seminar prepared.
**Course Project: Capital Region Housing**

For the Winter 2019 course, we will be partnering with Capital Region Housing (CRH), the largest provider of social and affordable housing in the Edmonton area. CRH manages over 4500 Community Housing units, 600 Near Market units, and 3000 rent subsidies. They are also developing new affordable housing properties, such as the recently approved Londonderry Development in the Kilkenny neighbourhood. As part of their commitment to becoming more than a landlord, and recognizing that a home is more than four walls and roof, CRH is seeking more ways to support their tenants. See [www.crhc.ca](http://www.crhc.ca) for more information on the organization.

As part of the research project responsibilities, students will review housing literature, analyze CRH applicant data, contribute to a larger report, and participate in presentations for CRH staff and (possibly) the broader community. We will use CRH data to create socio-demographic profiles of applicants and then compare them to available profiles of current clients. We will also try to answer a number of other research questions suggested by CRH. The project will assist CRH in reaching out to and better serve the populations in need of housing assistance.

---

**Course Policies**

**Contacting Instructor:**

Contact me by e-mail rather than by trying to find me in my office (you might be successful, but not necessarily). If I can answer your question by e-mail, I will. If not, I will either suggest you raise the question at our next seminar meeting, or arrange a time for us to meet and discuss the issue. I check my e-mail regularly and try to respond quickly.

**E-mail Etiquette:**

E-mail communication for all courses, but particularly this one which is focused on professional training, should be formal and professional. Use proper spelling, grammar, and punctuation.

**Absences:**

Your participation in weekly meetings, workshops, and discussions is essential. The success of the project depends on your professionalism and dedication. If you are going to be absent for a seminar session, please let me know.

**Disability Accommodations:**

Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, mental, or physical health are advised to discuss their needs with Accessibility Resources (AR), SUB 1-80, 492 3381 (phone) or 492 7269 (TTY). Students registered with AR who will be using accommodations in the classroom AR are required to provide a “Letter of Introduction.”
Electronic Recording of Seminars:

As per the University Calendar: Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the Instructor or as a part of an approved accommodation plan. Student or Instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

Plagiarism and Cheating:

Per GFC 24.3(2): The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (www.governance.ualberta.ca) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University. All students should consult the Academic Integrity website. If you have any questions, ask your instructor.

Course Requirements, Assessment, and Grading

Your grade for this course will be based on four components: applied research discussion seminars; professionalization workshops; the group research project; and overall participation.

Component 1: Understanding Housing Issues in Edmonton (20%)

1. Two memoranda (2 double-spaced pages each)
   You will be required to write two memos related to housing issues in Edmonton. They should be concise summaries of the material being reviewed, geared to a general audience. Pretend that you are writing for a work supervisor who wants to know as much about the issue as possible but does not want to read more than a few pages. Each memo will be graded on the thoroughness of its content and the clarity of writing. Collectively, your memos will then be used to prepare sections of our final report.

   a. Capital Region Housing Profile (10%) [due January 22, 2019]
      After reviewing the Capital Region Housing (CRH) website and hearing a presentation (January 18) about (CRH), its role in Edmonton, and the services it provides, write a two page memo that outlines important information about Capital Region Housing, including its size, vision and mandate, number of employees, services, and future goals.

   b. Housing Issues in Edmonton (10%) [due February 12, 2019]
      Based on guest presentations on, and required readings for, January 25, write a two page memo that summarizes major housing and homelessness issues in Edmonton, and the City’s plan to address them.
Component 2: Research project with Capital Region Housing (40%)

1. Data Brief (15%)
   You will be required to produce a 3-4 page data brief discussing your preliminary data analyses. The data brief will include an overview of the project data and a set of short summary statistics. A draft version of your data brief is due on February 26, 2019. The final revised version is due on March 5, 2019.

2. Contribution to Final Report (15%)
   One of your main responsibilities in this course is working together to produce a Final Report for Capital Region Housing. Throughout the semester, you will be responsible for writing sections of the report, conducting specific analyses, editing drafts, and creating charts, tables, and infographics.

3. Contribution to Final Presentation (10%)
   In addition to submitting a final report at the end of the semester, we will also present key findings to Capital Region Housing staff (Thursday, April 11, 10:30 AM). This represents the second major deliverable of our project. Thus, another priority in this course is working together to produce a final presentation. You will be responsible for creating parts of the presentation, as well as editing, practicing, and delivering it.

Component 3: Participation (20%)

1. Work sessions, professionalization workshops, and seminar discussions (20%)
   The course is structured around regularly scheduled work sessions, professionalization workshops, and seminar discussions. Your participation in these activities is critical to the success of the project, and will be graded. You should be mentally and physically present, and participate in each work session, workshop, and seminar. This includes speaking up in class, asking and answering questions, and working collaboratively as a group. As members of a research team, you are expected to be respectful and courteous. Disruptive and disrespectful behavior, such as talking out of turn, listening to music, using electronic devices for non-class purposes, sleeping through class, and leaving early without first notifying the instructor, will negatively affect your grade.

Component 4: Mock Interview and Revised Resume (20%)

1. Mock Interview (10%)
   During final exam week, you will participate in a 20-minute mock interview conducted by the instructor and teaching assistant. The purpose of this exercise is to help you practice interviewing, an important and essential skill for today's job market. As part of the interview, you will be asked to discuss how your involvement in this seminar helped you develop skills and experience appropriate to a hypothetical job posting. Interview times (and location) will be scheduled during the last week of classes.
2. *Revised Resume (10%)*
One professionalization workshop will be dedicated to writing effective resumes. At the
time of that workshop, you will be required to bring in a copy of your resume. When you
conduct your Exit Interview you will be required to submit a revised resume that has
been enhanced based on your participation in the various professionalization workshops.
The two drafts of your resume will be compared, and a grade assigned to revision.

Please note: If you are having issues keeping up with course work for any reason, notify me as
soon as you start to have a problem. We will be more likely to come to an acceptable
arrangement if we can attack the problem sooner rather than later. Counseling and Clinical
Services are also available on campus. Please see the following website for more details:
https://www.ualberta.ca/current-students/counselling
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Agenda *</th>
<th>Reading</th>
<th>Assignments Due &amp; Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 8, 2019</td>
<td>Introduction and Overview</td>
<td>• Introductions &lt;br&gt; • Syllabus and expectations &lt;br&gt; • Introduction to project and research questions</td>
<td><strong>Required Reading:</strong> [available on eClass]&lt;br&gt;SOC403 Final Report: An Analysis of Capital Region Housing Client Profiles and Services, April 2018</td>
<td>See required reading for next week.</td>
</tr>
<tr>
<td>Jan 15, 2019</td>
<td>Housing and Housing Inequality</td>
<td>• Discussion seminar: Housing inequality issues / Canada’s National Housing Strategy &lt;br&gt; • Capital Region Housing presentation &lt;br&gt; o Guest speakers: Meryn Severson, Jalene Anderson-Baron and Esther de Vos, Capital Region Housing &lt;br&gt; • Introduction to data set and FOIP issues &lt;br&gt; • Preparations for next meeting</td>
<td><strong>Required Reading:</strong> [available on eClass]&lt;br&gt;Suttor (2016). Still Renovating. Introduction &amp; Conclusion.&lt;br&gt;Capital Region Housing 2018 Strategic Plan [available on eClass]</td>
<td>See required readings for next week. Memo 1 (Capital Region Housing Profile) due in class next week (January 22).</td>
</tr>
<tr>
<td>Jan. 22, 2019</td>
<td>Housing and Housing Inequality</td>
<td>• Discussion seminar: Housing issues in Edmonton &lt;br&gt; • Guest speakers: John Kolkman (Edmonton Social Planning Council) and Jim Gurnett (Edmonton Coalition on Housing and Homelessness) &lt;br&gt; • Plan data analysis and final report &lt;br&gt; • Preparations for next meeting</td>
<td><strong>Required Readings:</strong> [available on eClass]&lt;br&gt;A Place to Call Home: Edmonton’s Updated Plan to Prevent and End Homelessness&lt;br&gt;City of Edmonton’s Affordable Housing Strategy, 2016-2025</td>
<td>Memo 1 (Capital Region Housing profile) due in class today.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Required Reading</td>
<td>Suggested Reading</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Jan. 29, 2019</td>
<td>Resume workshop / Work session</td>
<td><strong>Professionalization workshop: Creating an effective resume</strong>&lt;br&gt;  o Guest speakers: <strong>U of A Career Services</strong>&lt;br&gt;  o Work on Resumes</td>
<td><strong>Suggested Reading:</strong>&lt;br&gt;  University of Alberta Career Centre, Career Resources: <a href="https://www.ualberta.ca/career-centre/resources">https://www.ualberta.ca/career-centre/resources</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Please bring two copies of your current resume: one for the instructor to keep, and one for you to work on during the workshop.</td>
<td></td>
</tr>
<tr>
<td>Feb 5, 2019</td>
<td>Employment pathways / Work session</td>
<td><strong>Professionalization workshop: Employment pathways in government, industry, and the non-profit sector</strong>&lt;br&gt;  o Guest speakers (recent undergrads): <strong>Mackenzie Cook, Jackson Mirasty, Richelle Volk</strong></td>
<td><strong>Required Reading:</strong> [available on eClass]&lt;br&gt;  Ross Finnie (2016): Barista or Better? [on eClass]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Suggested Reading:</strong>&lt;br&gt;  Blumenstyk, G. Liberal-Arts Majors Have Plenty of Job Prospects, if they Have Some Specific Skills, Too. <a href="https://www.chronicle.com/article/Liberal-Arts-Majors-Have/236749">https://www.chronicle.com/article/Liberal-Arts-Majors-Have/236749</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Memo 2 (Housing Issues in Edmonton) due in class next week (February 12)</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Session</td>
<td>Topics</td>
<td>Suggested Reading</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
</tbody>
</table>
| Feb 12, 2019 | Research ethics / Work session | - Discussion seminar: Research Ethics in Applied Social Research  
- Guest speakers: Charmaine Kabatoff, U of A Research Ethics Board (REB)  
- Data analysis work session  
| Feb 18 – 22, 2019 | Reading Week - No Classes | | | |
| Feb. 26, 2019 | Graduate & law school / Work session | - Professionalization workshop: Graduate school & law School  
  - Guest presenters (graduate and law students): Emily Gerbrandt, Alex Skilling, and Harleen Padda  
- Peer review of data brief  
- Data analysis work session  
- Preparation for next meeting | | |
| Mar 5, 2019  | Work session             | - Data analysis / report writing session  
- Preparation for next meeting | Is Graduate School the Right Choice for You?  
https://www.universityaffairs.ca/career-advice/graduate-matters/graduate-studies-right-choice/  
The Best Practices of Graduate Students:  
https://www.universityaffairs.ca/career-advice/career-advice-article/best-practices-of-graduate-students/ | Revised Data Brief due in class today |
| Mar 12, 2019 | Work session             | - Data analysis / report writing session  
- Brainstorm structure of final report  
- Preparation for next meeting | | |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
</table>
| Mar 19, 2019 | **Work session**      | - Data analysis / report writing session  
- Assignment of revision tasks  
- Preparation for next meeting  
Submit your sections electronically the day before class (March 18) |
| Mar 26, 2019 | **Work session**      | - Revisions to Report (Draft 1)  
- Preparation for next meeting  
Submit your revised sections electronically the day before class (March 25)  
Draft report will be submitted to CRH for review and comments following this session |
| Apr 2, 2019  | **Work session**      | - Revisions to Report (Draft 2)  
- Plan presentation  
Submit final revised sections electronically on the day before class (April 1, 2019) |
| Apr. 9, 2019 | **Work session**      | - Finalize report and presentation  
Submission of Final Report to CRH following this session  
Make sure you sign up for interview slots during final exam weeks |
| Apr. 11, 2019 | **Presentation; Thursday, April 11, 10:30 AM** | **Presentation of Final Report**  
Capital Region Housing  
10160 - 112 Street NW  |
| Apr 12-Apr 27, 2019 | **Final exam weeks** | Exit Interviews and Revised Resume submission |

*The course Agenda is subject to change based on unanticipated demands of the research project.*