

INTERNSHIP
SOCI 495
(4/09)

I. Description

Internship credit is available to students who wish to gain vocational experience in a placement related to their academic discipline. Placements are usually arranged by the student and may include the public school system, private and public social service organizations, criminal justice system agencies, local and state governmental agencies, and businesses. Students interested in careers as professional sociologists may complete internships with Sociology faculty, working as teaching and/or research assistants. Students may register for one to four Internship credits, depending on the number of hours they spend in their placement. Students may only register for Internship credit for a letter grade (not Pass/Fail).

II. Procedure

A. The student contacts the faculty member scheduled to instruct Internship students. SOCI 495 is offered every semester and is part of the Department chair's regular teaching load (.25 FTE per semester).

B. In determining credits, the following formula is used:

4 credits=160 hours in placement (or 12 hours per week)

3 credits=120 hours in placement (or 9 hours per week)

2 credits=80 hours in placement (or 6 hours per week)

1 credit = 40 hours in placement (or 3 hours per week)

C. The student researches and selects an internship placement, with help from the SOCI Internship instructor, the Office of Cooperative Education, and their own personal contacts.

D. The student completes an "Internship Agreement Form," listing their contact information, name of placement, and name and contact information for a supervisor at their placement. This form is submitted to the Internship instructor.

E. The student collaborates with her/his Internship supervisor to complete an "Internship Goals and Learning Activities" contract. The contract is signed by student and supervisor, and submitted to the Internship instructor. The document shall include:

1. Skills to be learned or developed.

2. Resources and methods to be used.

3. Academic projects to be completed.

E. The student and Internship instructor work together to make any changes the instructor deems necessary.

G. The faculty instructor signs an Independent Study card allowing the student to

register for SOCI 495.

- H. The student and Internship instructor plan to meet regularly (e.g. weekly) during the semester.
- I. The student will complete academic assignments as indicated in the “Internship Goals and Learning Activities” contract. These assignments may include:
 - 1. An ongoing collection of field notes (i.e. journal).
 - 2. A paper providing a general overview of the Internship placement, including a description of the setting and duties, relevant sociological concepts and ideas, and/or related research.
 - 3. A review of relevant literature supporting an original research question.
 - 4. A formal research paper with a literature review, description of methods, presentation of original data, and sociological conclusions.
- J. Two weeks before the semester ends, the Internship supervisor will complete an evaluation of the student. This evaluation will be mailed to the Internship instructor.
- K. At the conclusion of the semester, the faculty supervisor will evaluate the student’s coursework (including the supervisor’s evaluation) and submit a grade to the Registrar.