WHAT IS REQUIRED OF INTERNS

For your information, in order to receive credit for internships, students must:

A. Work at least 60 hours in total at your internship for a minimum of two SOC 410 credits.  
   (In rare circumstances, students may receive one credit of SOC 410).

B. Submit Mid-Term and Final Self-Evaluation forms and a Journal.

C. Complete reading and writing assignments for SOC 406 (this must be taken with SOC 410).

D. Internship paperwork graded by the Internship Director based on the Mid-Term and Final Evaluation forms, journal, and all requirements for SOC 406. All internship requirements for SOC 406 and SOC 410 must be met before the grade is assigned for the internship.

TIME LINE CHECK LIST

① Prior to registration:
   - Meet with Internship Director
   - Obtain signatures and turn in Contract forms for SOC 406 and SOC 410
   - Obtain registration clearance from SOC undergraduate coordinator
   - Register for SOC 406 and SOC 410 online

② First week of internship:
   - Turn in Intern/Sponsor Agreement
   - Start Journal
   - Get Paper Assignment for SOC 406 from Internship Director

③ Half-way through internship, turn in:
   - Mid-term Intern’s Mid-Term Self-Evaluation
   - Mid-term Sponsor’s Mid-term Evaluation

④ Finals week of internship, turn in:
   - Journal
   - Intern’s Final Self-Evaluation
   - Sponsor’s Final Evaluation
   - Student Evaluation of Internship and Political Science Program
   - Final SOC 406 assignments

⑤ Internship for more then one quarter:

Students doing an internship that extends beyond one quarter need to register for additional SOC 410 credits, but not for additional SOC 406 credits. **NOTE: No grades will be given unless all SOC 406 and SOC 410 assignments are submitted in entirety.**