



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 than 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.*