



INTERNSHIP SPONSOR REQUIREMENTS

The Sociology Internship Program provides students with the opportunity to bridge the gap between practical experience and formal education and to use skills they have acquired in the classroom. Interns should be looked upon as contributing staff members and given appropriate responsibilities and assignments in such areas as research, report writing, planning, administration, and public contact. Most interns serve for 10 weeks, although some students may be able to serve for a longer period. They may earn a maximum of 12 credits for the internship, and two credits for a required reading and writing class.

These guidelines have been written to clarify the relationship among interns, sponsoring organizations, and the Sociology Program at Oregon State University. Throughout the process, please feel free to contact the Internship Director with questions and/or problems.

In addition to daily supervision, internship sponsors have three specific tasks so that students may receive internship credits:

1. By the first week of internship, decide with the intern what his/her responsibilities will be and complete the *Intern/Sponsor Agreement*. Keep a copy, give the intern a copy, and have the intern return the original to the Sociology Internship Director at OSU.
2. Halfway through the internship, complete the *Mid-Term Evaluation*, discuss it with the intern (see the last question on the form), sign it, and return it to the Sociology Internship Director at OSU.
3. At the end of the internship, please fill out the *Sponsor's Final Evaluation* form. All your comments are totally confidential; the intern will not see them. Your written evaluation should address the following:
 - A. The intern's strengths and weaknesses in the internship (be as specific as possible);
 - B. Any other comments you care to make about the intern or the internship.

Please send all correspondence to the Internship Director, Department of Sociology, Oregon State University, 307 Fairbanks Hall, Corvallis, OR 97331-3703.

Many students want a letter of reference for future use. Because the *Sponsor's Final Evaluation* form you send is confidential and not intended as a letter of reference, you may want to talk to the intern about your preferred method of handling a letter of reference should you agree to write one for the student.