



## SOCIOLOGY INTERNSHIPS FOR CREDIT

Students majoring or minoring in Sociology have the option of completing an internship. Internships provide students with the chance to bridge practical experience and academic knowledge. Internships can involve work in social services, community development, education, advocacy, and so on. If you are interested in an internship, please meet with the Internship Director for information and ideas regarding possible internship placements. Your internship must be approved by the Internship Director prior to registration.

An internship has two components: SOC 410, which can involve from 2-12 credits, and SOC 406 for two credits of reading and writing. Both SOC 410 and SOC 406 must be completed in order to receive internship credit. A maximum of six credits of SOC 410 and 2 credits of SOC 406 may be applied to the SOC major; additional credits can apply toward general upper division requirements needed for graduation. Minors in Sociology can apply two credit hours of SOC 410 and 2 credit hours of SOC 406 toward their departmental requirements.

## THE INTERNSHIP PROCESS

1. Secure your internship and get the Internship Director's signature to sign up for course credits. Contact MUST be made with the Sociology Internship Director before approval will be granted for registration. The Undergraduate Coordinator for Sociology will then remove the registration block which will allow you to register for the internship credits. You must then register for these credits.
2. The Internship Director will serve as your instructor for both SOC 410 and SOC 406 and will provide you with your reading and writing assignment for SOC 406.
3. Students can receive one credit of SOC 410 for every 30 hours of work completed at the internship. Students should enroll in SOC 410 *and* PS 406 during the terms in which they have an internship. It may be the case that your internship work schedule does not correspond with the academic calendar or it may span more than one term. Don't worry about this; see the Internship Director about when to sign up for credits.

## RESPONSIBILITIES OF THE INTERN

- A. During the first week:  
Complete the *Intern/Sponsor Agreement* with your sponsor, and return it to the Internship Director.
- B. Journal:  
Throughout the internship you should keep a journal. It is a forum in which you can record your hours, your daily activities and accomplishments, and your reflections on the work you are doing. You should use the journal to discuss your ideas and insights, to elaborate on aspects of your internship experience, and to engage in critical reflection on your education by making connections between your coursework, your life experiences, and your internship

experience.

The journal is confidential and will not be shown to your sponsor. As the journal provides part of the basis of your final grade, you should pursue this task diligently, i.e., the journal must contain more than a list of daily activities.

C. Mid-Term Evaluations:

Complete an *Intern's Mid-Term Self-Evaluation*, compare it with your *Sponsor's Midterm Evaluation*, have the sponsor sign both forms, and return them to the Internship Director no later than halfway through the internship.

D. During your last week:

- Give the *Sponsor's Final Evaluation* form to your sponsor with a request to complete and return it back to the Sociology Internship Director.
- Complete the *Intern's Final Self-Evaluation*, and return it to the Internship Director no later than Monday of finals week.
- Turn in your journal.
- Turn in your paper for SOC 406.

DURING THE ENTIRE PROCESS PLEASE CONTACT THE INTERN DIRECTOR IF YOU HAVE QUESTIONS OR DIFFICULTIES.

### POLICY ON INCOMPLETES

1. Remember that no grade will be assigned in SOC 410 until you complete the requirements for SOC 406.
2. Incompletes are an option for students who make satisfactory progress but find themselves in circumstances that preclude them from finishing the work on time.
3. Incompletes are only given after consulting with the Internship Director. You must request the incomplete in writing and provide a time-table for completion of the work.
4. The student has one calendar year to finish the class. If the student fails to complete the work within one year, the grade will automatically become an "F."