

INTERNSHIPS IN SOCIOLOGY

The Sociology Internship program offers students the opportunity to earn academic credit for new learning gained through pre-arranged and structured work experience in community organizations and in business settings. The experiential learning program is designed to provide:

1. an opportunity to apply academic knowledge and skills in a work setting
2. development of work-related knowledge and skills
3. exploration of career opportunities
4. personal development and self assessment

A sociology internship can be completed in a wide variety of settings ranging from business settings, government organizations, nonprofit agencies, educational institutions, treatment facilities and research groups. Final selection of the internship site depends on the learning goals of the student, appropriateness of the site for meeting student goals and availability of field supervision at the work site.

Internships in sociology are available for 6 to 15 credits. The credit earned is based on the time spent and the kinds of activities and learning undertaken. A 15-credit internship requires 562.5 work hours (usually 40 hours a week over 14 weeks). 37.5 hours of work are required for each academic credit earned.

APPLICATION FOR SOCIOLOGY INTERNSHIP

A. Before Applying for a sociology internship, students must have:

1. officially declared their major/minor programs
2. discussed their career interests and internship possibilities with their advisor
3. completed or planned relevant course work

B. At the beginning of their senior year, majors/minors must apply for their internship by completing the form below.

C. 1-2 semesters before the internship, students must:

1. You must attend any **informational meetings** held by the faculty supervisor one to two semesters before the internship begins.
2. **complete** Sociology 480 (for applied majors) or 488 (for all other sociology majors) or obtain waiver from internship advisor
3. prepare a **resume**
4. prepare a **writing sample** or other product (if applicable), demonstrating knowledge and skills relevant to the internship
5. **meet with the internship faculty supervisor** to choose placement possibilities
6. **interview** with 2-3 internship possibilities

To Formally Apply you will meet with the faculty supervisor:

1. Email Dr. Elizabeth Scheel edscheel@stcloudstate.edu and set up an appointment to apply.
2. Bring your resume and transcript to the meeting.
3. Come with a list of possible placements or ideas and a list of questions you have about the internship program.

PREPARATION GUIDELINES

1. **Apply** for internship at least **two semesters** before you plan on interning (Can be done later, but much more difficult).
2. It is best to **start investigating** the internship placements one or two semesters before the internship semester begins. Give yourself enough time to examine a number of placements to find the one most appropriate for you and your interests.
3. **Discuss possible placements** with your major/minor advisor and other faculty members. The department has developed a file of placements, but don't count on us to do the looking. You know best what you want to do and where. A sociological internship can be done in a school, governmental or business organization, or in your community. Normally, you will not be given internship credit for a regular job which you already have.
4. Become **familiar with the area** in which you want to work. It is preferable that you have classes, specific interests, or experience in the area. You might think in terms of future job possibilities or graduate study.
5. Consider any **special skill** that you have (e.g. research, language skills, etc.). Writing, research, statistics, problem solving, word processing are important skills in many settings. Knowledge of basic accounting, budgets, marketing, community organizing also be useful. Consider any difficulty, such as scheduling conflicts or limitations in transportation, when deciding on a placement. A car is often necessary to travel to and from an internship site but not always
6. An **initial interview with the field supervisor** is required before placement will be made. Each student should personally investigate and interview with at least two organizations, preferably more than two, before seeking approval of a placement. *The faculty internship advisor must give final approval for the internship placement.*
7. You must have a **resume prepared** to mail to potential work sites and to take to interviews.
8. You may want to prepare a **writing sample** as part of applying for an internship. You will also want to keep a portfolio of work which you produce during the internship
9. To **register** for internship credits, see the faculty advisor for internships, Dr. Elizabeth Scheel.

BEFORE BEGINNING

1. The department requires the completion of a **learning contract** for all student internships. The contract clarifies exactly what you will be doing. It is an agreement among the student, faculty, internship advisor and field supervisor outlining: tasks and responsibilities, evaluation criteria, credits, learning objectives and methods, and the sociological aspects of the project. You must be very clear about internship tasks and responsibilities **before starting**.
2. You will complete the learning goals portion of the **contract twice**: A) After you complete the arrangements for the internship, but before it starts, you must write the first draft of the contract in consultation with the field supervisor and faculty advisor. B) During the third or fourth week of the internship, you will rewrite the contract, elaborating on the first one and specifically outlining the sociological aspects of the project.
3. The internship **grade** will be based on: A) completion of class requirements, B) conversations and consultations between/among the student, faculty advisor and field supervisor, C) an evaluation by the field supervisor, and D) an evaluation by the student, E) final project.