**Department of Sociology – SOC 490**

**Student Internships**

The Sociology Internship (SOC 490) allows students to understand their real-life work experiences through a sociological perspective. It offers actual field experience in sociological observation and analysis, as well as valuable professional experience. You may choose to analyze a work experience, or participate in a formal internship as such.

Our Internship program allows you to draw from current or past work experience or other formal responsibilities. The exact type of position and responsibilities shape the academic work which you will conduct and turn in as a graded product. This very general framework allows you considerable freedom, in consultation with the Internship Coordinator, to develop your own plan of inquiry and outcomes. What will you do? What do you hope to learn? How will you document your work and analysis? These are the central questions that will shape your internship plan. The overall internship experience has four main components.

1. **Internship Plan**

The Internship Plan (developed with the Coordinator) specifies what you will do and what you expect to learn. It accompanies the internship agreement form.

1. Identify your work or formal internship organization.
2. Specify the timeframe in which the study will occur.
3. Develop learning goals.
4. Outline the analytical methods to achieve your learning goals.
5. Write a final report or series of reports to document your experience and findings.

**CREDIT HOURS**

The hours below indicate typical time expectations for the specified number of credit hours. In cases when the internship involves past work or other experience, the student and the Coordinator will agree on appropriate work to approximate the number of hours expected.

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| --- | --- | --- |
|  | **Fall/Winter Semester (15 Weeks)** | **Spring/Summer Semester (12 Weeks)** |
| ***# Credits*** | ***Time Required Per Week at Internship*** | ***Time Required Per Week at Internship*** |
| 3 | 9 hours | 12 hours |
| 4 | 10-11 hours | 16 hours |
| 5 | 12-13 hours | 20 hours |
| 6 | 14-15 hours | 24 hours |
| 7 | 16-17 hours | 28 hours |
| 8 | 18-19 hours | 32 hours |
| 9 | 20 hours + | 36 hours |

1. **Weekly Journal**

You must keep a journal about the work you are doing. The entries should include:

1. The exact dates and hours you worked and a summary of what work you did that week.
2. A brief statement about how things are going. This could include such comments as:
	1. How you felt about the work.
	2. What were the highlights?
	3. What did you wish was different?
	4. Ways to improve?
3. **Bi-Weekly meetings**

These meetings are intended to provide support and guidance as you go through your internship. It keeps the coordinator current on your progress, facilitates any changes that may be worthwhile, and ensures that you will maximize the learning experience and achieve a full Credit grade by the end.

1. **Reports**

You are required to submit an 6-8 page written work in which you reflect on your experience. In some cases, a series of shorter reports may be more appropriate (decided in collaboration with the Coordinator). This will document your experience and report specifically on the learning goals from your internship plan. It should follow the usual standards of academic scholarship, but should also represent your analysis and conclusions. Write in ***your*** voice and present ***your*** insight!

**Timeline**

1. **Due before the internship begins**
2. The internship agreement form
3. Your Internship Plan
4. **Bi-Weekly meetings** with the Coordinator (may be in-person or by Zoom).
5. **Due by the Start of Final Exam week**
6. A 6-8 page report as described above
7. Your weekly journal entries
8. **Final Grade.** You will be assigned a grade of Credit/No Credit.

For further information and to register for an internship, please contact the Internship Coordinator George Lundskow at the number listed below or call the Sociology Department at 331-3730 in the event you cannot reach the Coordinator.

George Lundskow

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