**SOC 490 Check-list**

The following is designed to help you, the student, obtain an internship placement.

* Contact internship coordinator to discuss interests and possibilities
* Collaborate with internship coordinator to find an internship
  + If the student has a place in mind, it must be approved by internship coordinator
* Receive internship packet including:
  + Code of Conduct
  + Internship agreement
  + Directions and responsibilities for internship
* Obtain an official, signed document from internship supervisor listing intern responsibilities
  + This should be on company letter head if available; if not, the student should obtain an officially signed document from supervisor
* Fill out and turn in internship agreement along with letter from supervisor
  + Internship coordinator **MUST** sign this before it is turned into the Sociology office
* Once agreement is turned in to the Sociology Office, wait for a confirmation email that it has been entered into Banner
* Log into Banner and **ADD** SOC 490
* Begin internship

The lengthiest portion of this process is searching for the internship. There are several venues available to help the student find an appropriate placement but it is the student’s responsibility to find one. If the student is in need of assistance, he or she should contact the internship coordinator as soon as possible.

**Available resources:**

The following are designed to help the student find an internship placement:

* Internship Coordinator
* Internship Binder
  + This includes a list of previous internships held by students and can be found in the Sociology Department Main Office (ASH 2170).
* Career Services [www.gvsu.edu/careers](http://www.gvsu.edu/careers)
* Laker Jobs [www.gvsu.edu/lakerjobs](http://www.gvsu.edu/lakerjobs)