

## Internships in Sociology (SOC 494R)

Internships provide sociology students with an opportunity to (a) apply sociological knowledge and skills in a practical setting involving face-to-face interaction and mentoring, and (b) obtain additional knowledge and skills in preparation for professional work or graduate school. The course number for our internship program is SOC 494R. The “R” means the course is repeatable (up to 12 credit hours, pending departmental approval). Regardless of the number of credit hours taken, the course counts as only one elective for the major/minor and fulfills only one writing requirement.

- 1) **To initiate:** While the internship coordinator will be able to supply contact names and phone numbers for several local agencies and organizations, prospective students are expected to contact workplace venues and establish the internship on their own.
- 2) **Responsibilities/Supervision:** Once a student has found a good internship position, he/she will need to set up your responsibilities, including the number of hours worked per week, and establish which person will be supervising you. **Your internship must be unpaid.** Subject to agency requirements, students should arrange to work **13 weeks** during the semester. Students typically choose one of the following two schedules: Four credit hours = 10 hours/week (130 hours total); and eight credit hours = 20 hours per week (260 hours total). Students taking the course for eight credit hours can earn those hours concurrently or spread them out over two semesters. See the internship coordinator for additional details about credit hour options.
- 3) **Enrolling in SOC 494R:** Contact the internship coordinator for permission to enroll. Priority is given to senior-level sociology majors and minors. **Students cannot enroll in the internship program during preregistration. Enrollment takes place during the Add/Drop/Swap at the beginning of the semester.**

To receive permission to enroll during Add/Drop/Swap, students must complete the “Application for Enrollment” form, which asks for the following information:

- The name and address of your internship site
- The name and email of your supervisor
- The schedule for your internship hours

In addition, students must **ask their supervisors to send an email confirming their internship responsibilities and hours** to the internship coordinator's email address.

Note that students **will NOT have a position in the course until the form is submitted and the supervisor has confirmed the internship.** With that information in hand, the internship coordinator will provide instructions on the next enrollment steps (*which must be completed before the end of the change period*). Students should plan their schedules for the possibility that they will not be able to enroll in Soc 494R.

- 4) **Requirements for SOC 494R:** Course requirements generally include individual monthly meetings with the internship coordinator, two seminar meetings where all sociology interns come together during the semester, and two research papers presented at the seminar meetings.