Internships in Sociology (SOC 494R, fall and spring semesters)

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. Internships are typically and preferably "in-person," but in some cases they may be remote/virtual. The course number for our internship program is SOC 494R; the "R" indicates that it is repeatable for up to 8 credit hours, pending department approval (see section on *Credit Hours*). Moreover, the course fulfills the General Educational Requirement of "Experience and Application" or "XA."

1) *To initiate*: Prospective students are expected to contact workplace venues and establish the internship on their own. The Emory College Pathways Center may help identify potential internship sites. The Anthropology Department also provides internship guide that lists many organizations that may be appropriate sites for Sociology students as well.

2) *Academic work:* Students meet as a group 4 times during the semester: 1) 1 zoom meeting at beginning of semester; and 2) 3 in-person meetings (dates/time to be determined). Students also meet with the internship coordinator monthly. Assignments include 3 short papers: brief description of the internship organization (up to 5 pages); research into a sociological issue relevant to internship activities (up to 8 pages); reflection on internship experiences (3-5 pages). Students present each paper during the internship class meetings. Internship supervisors provide an assessment.

3) *Internship Appropriateness:* Although internships may be paid or unpaid, not every paid job will qualify as an internship. Appropriate internships are those that allow students to apply their sociological knowledge and to gain knowledge and skills relevant to future professional endeavors. Such experiences may unfold in for-profit, non-profit, and government agencies. The goal is to acquire hands-on, practical experience in a domain of potential future employment. Preferably, the internship will be unassociated with Emory and its organizations. The internship coordinator, in consultation with the Director of Undergraduate Studies, if necessary, determines whether a proposed internship meets these criteria for appropriateness.

4) *Responsibilities/Supervision:* Once students have found a good internship position and received approval of the internship as appropriate, they will need to work with their future supervisor to establish responsibilities, including the number of hours worked per week. The supervisor must provide an email confirming the internship and general range of tasks and provide an end-of-semester assessment.

5) *Credit Hours:* Students may count 4 credits of SOC 494 toward their Sociology major. Credit hours per semester are based on hours per week (for 13 weeks) and academic work. Students may take up to 6 credit hours of internship during one semester. Students who do 4-credit internship may repeat SOC 494 but only in a different internship location. Internship credits greater than 4 count toward graduation requirements.
    4 credits: 10 hours/week for 13 weeks, plus academic work
    6 credits: 15 hours/week for 13 weeks, plus academic work

4) ***Enrolling in SOC 494R***: Contact the internship coordinator for both approval of the internship site (via email correspondence) and for the application form to facilitate the enrollment process. Because class size is limited to 10 students a semester, priority goes to (senior-level) sociology majors and minors, and all applicants should have taken at least 2 sociology courses. **Students cannot enroll in the internship course 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
- Sociology background, unofficial transcript, course to be dropped if SOC 494 added

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

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 to the Sociology undergraduate program coordinator to enroll the student. Thus complete information must be submitted prior to the end of the drop/add/swap period). Students should plan their schedules for the possibility that they will not be able to enroll in SOC 494R.