

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. The course fulfills the “Experience and Application” General Education Requirement.

- 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.
- 2) **Responsibilities/Supervision:** Once students have found a good internship position, they will need to work with their future supervisor to establish responsibilities, including the number of hours worked per week. **Internships 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: 4 credit hours = 10 hours/week (130 hours total); and 8 credit hours = 20 hours per week (260 hours total). Consult with 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, and all applicants should have taken at least 2 sociology courses. **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
- Sociology background, unofficial transcript, and course to be dropped if adding Soc 494

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 drop/add/swap 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, 2-3 seminar meetings where all sociology interns come together during the semester, and 3 short (6-8 page) papers, which form the basis for seminar presentations.