

**SOCIOLOGY  
INTERNSHIP  
ORIENTATION**

**2016-2017**

# COURSE DESCRIPTION

- **SOC 497—Sociology Internship**

The internship is a basis for performing sociological research. Work assignment to a governmental or private agency and a related research project explicitly grounded in sociology. Joint supervision by agency representative and departmental faculty. Prerequisites: departmental permission, plus SOC 255 (FORMERLY 370) and 260 (FORMERLY 380). **3 credits.**

# PURPOSE & LEARNING GOALS/ OUTCOMES OF INTERNSHIP

## **Purpose**

- 3 credit internships fulfill the Sociology program **capstone requirement** for both B.A. Sociology and B.S Sociology with Criminology concentration.
- Internships provide students with an opportunity to make connections between their academic study in sociology/ criminology and potential career paths.

## **Learning Goals/Outcomes**

- Conduct sociological analysis of internship experience.
- Explore career opportunities related to professional goals.
- Develop/ enhance/ demonstrate marketable career skills (e.g. professional writing, collaboration, data management/ analysis, oral presentation, etc...)

# CONVERSION - CREDIT HOURS/INTERNSHIP HOURS

A three-semester hour internship fulfills the required capstone for the major. Additional hours may be taken in Sociology Electives and/or Free Electives. Discuss these options with your academic advisor.

- **3 semester credit hours** = 150 hours on site (equivalent to 10 hours per week for 15 weeks)
- **6 semester credit hours** = 300 hours on site (equivalent to 20 hours per week for 15 weeks)
  - *For feasibility, these internships are typically spread over 2 semesters – 150 hours/ semester*

# INTERNSHIP STUDENT STEPS

1. Attend the Internship Orientation session in term prior to desired internship.
2. Select a SOC faculty member to serve as your academic internship advisor.
3. Identify appropriate internship sites.
4. Contact internship sites and complete their application process. *Note that some sites require extensive background checks – begin early!*
5. Secure a written confirmation of acceptance at internship site as well as a list of tasks/ duties for the internship.
6. Complete SOC internship application form.
7. Write SOC internship proposal essay and attach to internship application form.
8. Submit SOC internship application
  - SOC/ A&S Internship Form
  - SOC Internship Proposal Essay
  - Internship Site Confirmation of Position signed letter
  - Internship Site List of Tasks/ Duties

# INTERNSHIP APPLICATION FLOW



# INTERNSHIP REQUIREMENTS

- Internship may not commence until:
  - student is officially registered for the course \*AND\*
  - the semester officially begins
- Meet with Faculty Advisor in first week of semester to identify appropriate meeting schedule and academic deadlines for assigned coursework/ tasks.
- Complete required hours at the internship site:
  - 150 hours (3 credit)
  - 300 hours (6 credit)
- Complete and submit the following to your Internship Faculty Advisor
  - All assigned academic requirements and tasks by assigned deadlines
  - Internship Hourly Log (signed by internship site supervisor)
  - Internship Student Evaluation
  - Internship Site Supervisor Evaluation (signed letter in a sealed/signed envelope)

# INTERNSHIP FACULTY ADVISOR

Students must secure a faculty advisor who will oversee their internship. Below is a list of eligible faculty and their areas of research/ teaching interest. **Note: Only SOC full-time faculty may serve in this role.**

- **Dr. Gregory Adams** (criminology/deviance, drug policy, statistics)
- **Dr. Alan Brown** (criminology/deviance, gender/ sexuality studies, qualitative methods)
- **Dr. Jessica Kenty-Drane** (social inequality, childhood studies, education, statistics)
- **Dr. Martin Laskin** (sociology of religion, Judaic studies, qualitative methods)
- **Dr. Cassi Meyerhoffer** (race & ethnicity, residential segregation, urban sociology, qualitative methods)



# HOW TO FIND AN INTERNSHIP

- Identify your personal, academic and professional goals for your internship (e.g. skills, certifications, credentials, graduate program requirements, etc...).
- Consult with your peers, internship faculty advisor and other faculty for potential internship sites ideas.
- Conduct a web search for potential internship sites using these relevant websites/ search engines/ documents:
  - Idealist.org: <http://www.idealist.org/>
  - New Haven area non profit groups: <http://www.cfgnh.org/>
  - State of CT non profit groups: <http://www.ct.gov/csec/site/default.asp>
  - Indeed.com: <http://www.indeed.com/>
  - State of Connecticut State Agencies: <http://portal.ct.gov/Department-and-Agencies/>

# SUGGESTED INTERNSHIP SITES:

- **Law enforcement agencies** (e.g. police departments, Connecticut Judicial Branch (probation), DoC (parole), juvenile detention centers, DCF, district courts)
- **State agencies** (e.g. Department of Children & Family services, Division of Criminal Justice, Emergency Management & Homeland Security)
- **Educational Organizations** (e.g. public/ private k-12 schools, alternative education programs, adult education programs, literacy programs, ESL programs, tutoring/ mentoring programs)
- **Non-profit organizations** (e.g. soup kitchen, homeless shelter, domestic violence organizations/ shelters, immigrant services, halfway home, alcohol/ drug addiction programs, alternative education program)
- **For-profit organizations** (e.g. research/ consulting firms, law office, marketing/advertising firms, human resource departments)

# A&S APPLICATION FORM



## INTERNSHIP APPLICATION FORM WITH INTERNAL OR EXTERNAL AGENCY

**INSTRUCTIONS:** This document is to be filled out online by the faculty advisor/coordinator with the student. Handwritten forms will not be accepted. Simply fill in the appropriate information wherever there is a red box. Please attach department requirements. Signature page must have all signatures before being presented to the Dean for approval.

Choose one subj:  UG 497  GR 597  
Number of credits:

Contact Hours:   
(University Policy requires 45 contact hours for 1 credit)

Semester/Session that you are requesting your Internship Study:   
Session:  Fall  Spring  Summer  
If Summer Session:  A  B  C  None

**STUDENT INFORMATION**

Name:  Student ID:   
SCSU Username:  Phone:   
Class (Check one):  Freshman  Sophomore  Junior  Senior  Graduate

**INTERNSHIP COORDINATOR/ACADEMIC ADVISOR/FACULTY SUPERVISOR INFORMATION**

Name:  Department:   
SCSU Username:  Phone:

**EXTERNAL AGENCY SUPERVISOR INFORMATION**

Name of Supervisor:  E-mail:   
Name of Agency:  Phone:   
Address:

**DESCRIPTION OF DUTIES (not to exceed 300 words)**

## SIGNATURE PAGE

This Internship/Contractual Agreement is accepted by the following:

Student:  Date:   
SCSU Supervisor:  Date:   
Internship Coordinator/Academic Advisor/Faculty Supervisor  
External Agency Supervisor:  Date:   
(or attach letter)  
Department Chairperson:  Date:   
Please print chairperson name  
Department Chairperson:  Date:   
Chairperson signature  
Dean of Arts & Sciences:  Date:

**NOTE:** It is the responsibility of the student, faculty supervisor, and department chairperson to make a file copy of this proposal for their records. The Dean's Office will send a copy of page 1 to the Internship Coordinator (or Academic Advisor) if the Dean approves the proposal. If the Dean cannot approve the proposal as submitted, the Dean will return the application to the coordinator/advisor with a written explanation. The coordinator/advisor should notify the student of the need for revisions.

# INTERNSHIP APPLICATION ESSAY

## **SUMMARY AND EXPLANATION OF INTERNSHIP SITE**

- Identify the organization, division within the organization, the organization's purpose/goal.
- Present a summary of the internship duties you will be expected to perform.

## **RELATIONSHIP TO YOUR CAREER PATH & SOCIOLOGY**

- Explain why you selected this internship site.
- Describe the internship's relevance to your personal and professional goals.
- Describe the internship's relevance to the discipline of sociology.

# EVALUATION FORMS

Southern Connecticut State University  
Department of Sociology

## INTERNSHIP SUPERVISOR EVALUATION FORM

We appreciate your willingness to supervise \_\_\_\_\_ during the \_\_\_\_\_ semester(s). Please respond to the following questions regarding the student's performance, so that we may learn more about the placement of future interns.

How strong or weak is your agreement with each of the following statements? (5=Strongest, 0=Weakest)  
(n/a=Not Applicable)

	5	4	3	2	1	0	n/a
1. The student showed an interest in learning about our program/agency.							
2. The student was enthusiastic in the execution of duties.							
3. The student was punctual.							
4. The student was never absent.							
5. If the student had to miss work, we were notified beforehand.							
6. The student's attire was appropriate.							
7. The student followed written rules and procedures.							
8. The student followed verbal instructions.							
9. The student understood our mission and functions.							
10. The student understood our administrative structure.							
11. The student knew what resources we could provide.							
12. The student adhered to our professional ethics.							
13. The student participated in formal training sessions.							
14. The student was able to learn new tasks.							
15. The student fulfilled all tasks given to him/her.							
16. The student met deadlines.							
17. The student asked for help when needed.							
18. The student could be trusted to work independently.							
19. The student accepted critical feedback.							
20. The student was respectful toward others.							
21. The student cooperated with co-workers.							
22. The student made a positive impression on clients.							
23. The student showed leadership ability.							
21. The student had good verbal skills.							
22. The student had good written skills.							
23. I would rate the student's performance as excellent.							
24. If a position were available, I would recommend that the student apply.							

The student's greatest strengths are:

The student's greatest weaknesses are:

Southern Connecticut State University  
Department of Sociology

## STUDENT EVALUATION FORM

Do not put your name on this form. Your answers will not be shared with your Agency Supervisor. We appreciate your taking the time to answer these questions, so that we learn more about the internship experience. Please return this form to your internship faculty supervisor.

Internship Agency: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_ Faculty Supervisor: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

How strong or weak is your agreement with each of the following statements? (5=Strongest, 0=Weakest)

	5	4	3	2	1	0
1. I felt I was a productive member of my agency.						
2. My internship helped me to clarify my career goals.						
3. I have been able to identify specific career opportunities.						
4. My agency supervisor communicated expectations clearly.						
5. My faculty supervisor communicated expectations clearly.						
6. I received adequate guidance from my agency supervisor.						
7. I received adequate guidance from my faculty supervisor.						
8. I was able to apply sociology to my internship.						
9. My internship improved my writing skills.						
10. My internship improved my verbal communication skills.						
11. My internship improved my problem-solving skills.						
12. My internship improved my analytic skills.						
13. My internship improved my ability to work with others.						
14. My internship improved my respect for diversity.						
15. My internship improved my leadership skills.						
16. My internship improved my self-confidence.						
17. My internship improved my self-esteem.						
18. I would recommend my agency to other students.						
19. I would recommend my agency supervisor to other students.						
20. My internship required just the right amount of work.						
21. My sociology training helped me understand my internship.						
22. Writing about my internship helped me to understand it better.						
23. I enjoyed my internship experience.						
24. My internship led directly into getting a job.						

Additional comments:



# EXAMPLE: ACADEMIC OUTCOME - PORTFOLIO

## SOC 497 Sociology Internship

### Internship Portfolio Guidelines

Any portfolio is a creative product, but these guidelines should spark your imagination and help you develop a complete and user-friendly final product. Think about your internship portfolio as a collection of artifacts that thoroughly document the work you have done and the knowledge and skills you have acquired as an intern. It should also help you:

- Assess your learning
- Connect your work experiences with your knowledge
- Reflect on your personal, academic, and career goals
- Provide evidence of your performance
- Document your acquisition of specific skills or knowledge
- Record your intellectual and personal growth

Your portfolio can also provide potential employers with evidence of your work experience. Although not all employers want to take the time to review an entire portfolio, you may have an opportunity to refer to items in your portfolio during interviews and will probably find yourself mining your portfolio for material to incorporate into cover letters.

#### Portfolio Content

1. Collect your materials in a **loose-leaf 1" binder**. You may want to use plastic sheet protectors for some of the items, especially original documents. You should also use **tabbed dividers** where appropriate.
2. On the **outside front cover** and on the spine, display your name, semester, and internship site.
3. The **first page** should be a **title page** including the same information as noted above as well as the course number (SOC 397), number of credits, and faculty sponsor.
4. The **second page** should be a **table of contents** with page or section numbers.
5. The **third page** should be a **letter/form from your internship site supervisor**, verifying that you completed the contracted hours and evaluating your performance
6. The **fourth page** begins your **introductory essay** which should:
  - Explain why you planned this particular internship
  - Describe the job or internship duties \* Describe the organization, agency, or internship site
  - Include your internship contract
  - Comment on your internship contract, explaining any ways that your work diverged from your plan as outlined in the original contract
  - Include your revised resume, reflecting your newly completed internship

7. The next section should document your learning with the following:

- **Internship log**—list of dates and times worked and tasks engaged in
- **Samples of internship work**—each of these should be preceded by a summary sheet that explains the activity the item documents

#### Examples:

Reports  
Brochures  
Agendas  
Databases  
Proposals  
Photographs  
Memos  
~~email~~ messages

#### Other forms of documentation:

Newsletters  
Certificates  
Newspaper articles  
Thank-You notes...

#### 8. Reflective Essay

In this "well-edited" 5-7 page essay, you should reflect on the meaning of the internship experience for your intellectual development and career planning. You might consider the following questions (But do not simply provide answers to each one. Rather, let them spur your thinking.):

In what ways did I meet my learning objectives? In what ways did I fall short?  
How can I interpret these successes and failures?  
How did this experience influence the way I understand the world?  
What new insights did I gain into the practices and problems in this line of work?  
What contributions did I make to this site?  
**What classroom experiences prepared me well for this internship?**  
What coursework or experiences do I need to continue my career preparation?  
What were the best aspects of this experience? What were the worst aspects of this experience?  
What do I intend to do differently as a result of this experience?

#### 9. Sample Cover Letter

This letter should model how you would present yourself for another internship or a job.

#### 10. Internship Placement Site Assessment

Provide a candid evaluation of the internship experience as it relates to the site and the site supervisor. Would you recommend this internship to another student? (This is a document that the Sociology Department will keep in SOC files for assessment purposes. Your identity will be kept confidential.)

Source: This document was adapted from Bowling Green State University, Department of History. See: <https://www.bgsu.edu/content/dam/BGSU/college-of-arts-and-sciences/history/documents/history-portfolio.pdf>