

**SOCIOLOGY  
INTERNSHIP  
ORIENTATION**

**2023-2024**

# 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.

Special Information: Course may be repeated up to 6 credits total.

Prerequisites: departmental permission, plus SOC 255 (FORMERLY 370) and 260 (FORMERLY 380). **3-6 credits.**

[See Inside Sociology/ Internship for more information!](#)

# 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 & PAY

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** = 135 hours on site (equivalent to 9 hours per week for 15 weeks)
  - You may complete up to two unique internships (6 credits) prior to graduation for both BA-SOC & BA-SOC/CRIM majors
- **6 semester credit hours** = 270 hours on site (equivalent to 18 hours per week for 15 weeks)
  - *For feasibility, 6 cr internships are often spread over 2 semesters – 135 hours/ semester*

*Internships may be paid or unpaid.*

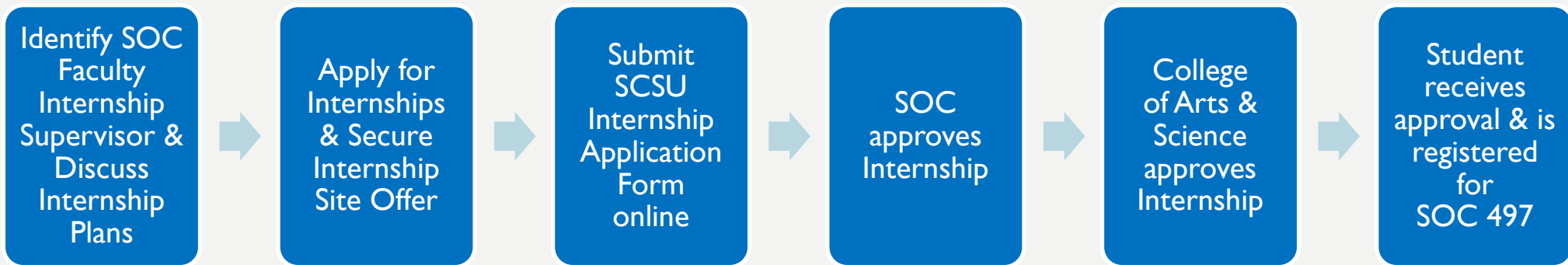
# INTERNSHIP ELIGIBILITY

- As representatives of the Department of Sociology at SCSU, internship students must demonstrate capability, maturity and integrity. Students on academic probation are not eligible for internship. Evidence of past [academic misconduct](#) or violations of the [BOR/CSCU Student Code of Conduct](#) may result in the Department of Sociology rejecting a student's request to register for SOC 497. All students in SOC 497 are expected to adhere to the [BOR/CSCU Code of Conduct](#) as described in the Student Handbook, and all work submitted must be the student's own.
- Internship students must meet all prerequisites including departmental permission \*and\* successful completion of both SOC 255 and SOC 260 with a "C" or better.

# INTERNSHIP STUDENT STEPS

1. Attend the Internship Orientation session in term prior to desired internship.
2. Request 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 the A&S internship application form.](#)
7. Write internship proposal essay (one page)
8. Submit A&S internship application:
  - A&S Internship Form (signed by student)
  - Internship Proposal Essay
  - Internship Site Confirmation of Position signed letter/ email
  - Internship Site List of Tasks/ Duties

# INTERNSHIP APPLICATION STEPS



**SCSU**  
**Department**  
**of Sociology**

[SOCIOLOGY@SOUTHERNCT.EDU](mailto:SOCIOLOGY@SOUTHERNCT.EDU)  
203-392-7500  
EN C011

INTERNSHIP  
INFORMATION



# 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:
  - 135 hours (3 credit) + portfolio
  - 270 hours (6 credit) + portfolio
- Complete and submit the following to your Internship Faculty Advisor
  - All assigned academic requirements and tasks by assigned deadlines
  - Internship Hourly Log (confirmation by internship site supervisor via email to internship faculty advisor)
  - Internship Student Evaluation (online form)
  - Internship Site Supervisor Evaluation (online form)



# INTERNSHIP FACULTY ADVISOR

Students must request a faculty advisor who will oversee their internship. Below is a list of eligible faculty and their areas of research/ teaching interest. Please arrange a meeting with any of these faculty to discuss your internship plans. **Note: Only SOC full-time faculty may serve in this role.**

- **Dr. Gregory Adams** (criminology/deviance, drug policy, economic sociology, statistics)
- **Dr. Amanda Bertana** (environmental sociology, gender, qualitative methods)
- **Dr. Jessica Kenty-Drane** (social inequality, childhood studies, education, statistics)
- **Dr. Cassi Meyerhoffer** (race & ethnicity, residential segregation, urban sociology, qualitative methods)
- **Dr. Venezia Michaelson** (criminology, penology, gender)
- **Dr. Daniela Pila** (race, ethnicity, immigration/ migration, social justice)

# 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. research organizations including advocacy groups and think tanks, 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)


# INTERNSHIP SITES 2015-2023

- **SCSU Campus:** Violence Prevention Victim Advocacy & Support (VPAS), Information Technology (IT), Community Alliance for Research & Engagement (CARE), Women's & Gender Studies Program, Department of Athletics, Track & Field Program
- **State Agencies:** Judicial Branch (Probation, Juvenile Probation, Bail Services), Department of Children & Family Services, Parole & Community Services
- **Federal Agencies:** United States District Court (Probation)
- **Police Departments:** New Haven, Seymour, Hamden, SCSU Campus Police, Cambridge (MA), Bristol, Derby, Connecticut State Police, Yale University Campus Police
- **Non-profit Organizations:** Women & Families Sexual Assault Crisis Center in Meriden, Project More (Walter Moore Halfway House) in New Haven, CT Boys & Girls Village, Connecticut Community for Addiction Recovery (CCAR), New Haven Pride Center, Columbus House, Permanent Supportive Housing, Goodwill Western & Northern Connecticut - Transitional Services Program, Chapel Haven, Planned Parenthood of Southern New England, Integrated Refugee & Immigrant Services (IRIS), The Multiple Myeloma Research Foundation (MMRF), Project Fresh Start, Emerge, St. Agnes Home, The Kennedy Center CT
- **Addiction and Recovery:** Connecticut Community for Addiction Recovery (CCAR), New Haven Aware Recovery Care
- **Schools & Youth Organizations:** Norwalk H.S., guidance department, Loomis Chaffee School (Windsor), Clintonville Elementary School (North Haven), Carver Foundation, SCSU Wellness Center, New Haven Youth Services Department, Adelbrook Behavioral & Developmental Services, Inc., Children's and Community Programs CT,
- **Private Employers:** CT Psychiatric & Wellness, DiMauro Law, LLC, AFLAC Insurance

# 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](https://www.idealist.org) or [Indeed.com](https://www.indeed.com) (Search: Sociology \*or\* Criminal Justice \*or\* Social Justice)
  - [New Haven area non profit groups](#) and [State of CT non profit groups](#) (2020)
  - [State of Connecticut List of State Agencies](#) (Click for Full List; Examples below)
    - [Department of Children & Family Services \(DCF\)](#)
    - [Judicial Branch Experiential Learning Program](#) (e.g. Probation, Victim Advocate, Courts)
    - [Department of Emergency Services and Public Protection](#) (e.g. CT State Police)
    - [CT Department of Housing](#) \*or\* municipal housing authority agencies in local towns and cities

# A&S APPLICATION FORM: [CLICK HERE](#)



**Southern Connecticut State University**  
SCHOOL OF ARTS AND SCIENCES

Engleman Hall A112  
501 Crescent Street  
New Haven, CT 06515-1355  
voice: (203) 392-5468  
fax: (203) 392-6807

## Internship Application Form

**INSTRUCTIONS:** This document is to be filled out online by the faculty advisor/coordinator together with the student. Hand-written forms will not be accepted. Simply fill in the appropriate information wherever there is a red box. Please download the forms completely and open in Adobe Reader or Acrobat before filling them out, and save as a .pdf. A hard copy of this complete application must be submitted to the Dean for approval.

**Department & Credits**

Choose  Internal Internship  External Agency Internship

Course:	Credit(s):	Contact Hours:
Choose One	1	45

*University Policy requires 45 contact hours for every 1 credit*

Semester/Session that you are requesting your internship study

Semester/Session: Choose One Semester Year: \_\_\_\_\_

**Student Information**

Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 SCSU username: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Student Status: Choose One Choose One

**SCSU Faculty Supervisor Information**


Full Name: \_\_\_\_\_ Department: Choose One  
 SCSU username: \_\_\_\_\_ Phone: \_\_\_\_\_

**External Agency I - Headquarters Location Information**

Name of Agency: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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## Internship Application Form

**External Agency II - Working Location Information (if different from headquarters)**

Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**External Agency III - Working Location Supervisor Information**

Location Supervisor Name: \_\_\_\_\_  
 Location Supervisor Position: \_\_\_\_\_  
 email: \_\_\_\_\_ phone: \_\_\_\_\_


**External Agency IV - Information for Direct Supervisor of Student (if different than location)**

Direct Supervisor Name: \_\_\_\_\_  
 Direct Supervisor Position: \_\_\_\_\_  
 email: \_\_\_\_\_ phone: \_\_\_\_\_

**Description of Duties (Including how contact hours will be met. 300 word limit)**

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## Internship Application Form

**INSTRUCTIONS:** Signatures must be in pen ink, or completed digitally. If you choose to sign digitally, it must be certified through your SCSU account *with the exception of external agencies*. If you do not have a digital ID, please refer to the [How To Set Up a New Digital ID/Signature](#) document and follow the instructions Adobe provides.

**Signatures**

This Agreement is accepted by the following:

Student: _____	Date: _____	Optional Digital Signature
SCSU Supervisor: _____	Date: _____	Optional Digital Signature
External Agency Supervisor: _____	Date: _____	Optional Digital Signature
Program Director: _____	Date: _____	Optional Digital Signature
Sign only if Applicable		
Dept. Chairperson: _____	Date: _____	Optional Digital Signature
Dean of Arts & Sciences: _____	Date: _____	Optional Digital Signature

**NOTE:** It is the responsibility of the student, faculty supervisor, and department chairperson to make a file copy of this proposal for their records. If the Dean (or designee) cannot approve the proposal as submitted, the proposal will be returned to the coordinator/advisor.

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# **INTERNSHIP APPLICATION ESSAY: 250-500 WORDS**

## **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.

# INTERNSHIP APPLICATION DEADLINES

## For a Spring Internship

Please submit all signed internship application materials to your faculty internship advisor by the conclusion of the Fall semester.

## For a Fall Internship

Please submit all signed internship applications to your faculty internship advisor by August 1st.

Fall interns may need to use summer to secure an internship/ submit paperwork, but they **should consult with faculty advisor in spring** before proceeding.

## For a Summer Internship

Please submit all signed internship application materials to your faculty internship advisor by the conclusion of the Spring semester.

# EXAMPLE: ACADEMIC OUTCOME - PORTFOLIO

**SOC 497 Sociology Internship  
Digital 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 digital format. The portfolio will be created using the Blackboard digital portfolio tool. You can find step-by-step instructions on creating a digital portfolio posted on our BlackBoard classroom site, go to "Portfolio Instructions."
2. Below is a template for the Portfolio. The Table of Contents on the left menu identify the required content. Please use these headings in your own table of contents when creating the portfolio and adding artifacts to your digital portfolio. You can access this template on BB on the Portfolio page by selecting "Portfolios Shared With Me."

**Portfolio Template**  
Your Name, # credits, Name of Internship Site

<p>Hourly log and Letter from your internship site supervisor</p> <p>Introductory Essay</p> <p>Exercises (i.e. samples) of Internship Work</p> <p>Reflective Essay</p> <p>Sample Cover Letter</p> <p>Updated Resume</p> <p>Internship Site Evaluation</p>	<p><b>Hourly log and Letter from your internship site supervisor</b></p> <p>Hourly Log Select "Add Artifact" to submit your hourly log.</p> <p>Select "Add Artifact" to upload letter here.</p> <p>Submit a reflection from your internship site supervisor, verifying that you completed the contracted hours and evaluating your performance.</p>
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SOC 497 (cont.)

3. The portfolio must include the following sections (i.e. TOC headings) and include the content described for each section:
  - a. A letter/form from your internship site supervisor, verifying that you completed the contracted hours and evaluating your performance.
  - b. Internship log—list of dates and times worked and tasks engaged in during internship hours
  - c. Internship journal— weekly summary of internship activities and sociological reflection of the events. Journal entries must be submitted weekly within your portfolio (one entry per week). Please set up the portfolio in the first week of the semester so you can post your journal entries in the first week on.
  - d. An 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
  - e. Samples of internship work—each of these should be preceded by a summary sheet that explains the activity the item documents
 

<p><u>Examples:</u> Reports Brochures Agendas Databases Proposals Photographs Memos e-mail messages</p>	<p><u>Other forms of documentation:</u> Newsletters Certificates Newspaper articles Thank-You notes...</p>
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  - f. 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?

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Revised August 2021



# EVALUATION FORMS (ONLINE FORMS – SEE EMAIL)

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:



# Q&A: WHAT ELSE WOULD YOU LIKE TO KNOW?

Please contact your assigned academic advisor with any questions. You may also email [sociology@southernct.edu](mailto:sociology@southernct.edu) for assistance.