

Department of Sociology
SOC 491 Internship (3-6 credit hours)
Enrollment and Course Requirements

COURSE DESCRIPTION

The main goal of the Sociology Internship is to provide work experience that complements the theory-based academic program which will help the student identify future career paths, improve career skills, and develop a network of career professionals and mentors.

The internship provides students with a supervised field experience in a social agency or organization. The student is responsible for securing placement prior to course enrollment. Credit can be earned only for work completed during the semester in which the student is enrolled in the course. This course is graded on a Satisfactory/Unsatisfactory basis. Students must register for a minimum of 3 credit hours. Normally, a maximum of 6 credit hours is possible during one semester, but only 3 can be used toward the SOC major. Credit hours 4-6 will count as university electives toward the 120 hours needed to graduate.

PREREQUISITES

- You must be a SOC major or minor.
- You must have at least Junior standing (i.e., 60 semester hours) when your internship begins.
- You must have completed 12-15 credits of sociology coursework.
- A GPA of 2.4 or higher is preferred.
- You must have an agency signature.

HOW TO ENROLL

1. Students are responsible for securing their own internship placement and sociology academic advisor to be their assigned instructor for the internship.
 - Students are responsible for securing a sociology professor to work with them on the internship. This must be done prior to submitting this form.
 - Students may review listed agencies where previous students have interned on the UNC Sociology website (<http://www.unco.edu/hss/sociology/current-students/internships.aspx>) and contact the listed contact person to find out more about the internship experience they offer, and then schedule interviews with the agencies of interest to them. If they are interested in an agency that is not listed, please consult the sociology department chair for approval.
2. After an agency has accepted the student as an intern, this form must be completed and given to the sociology instructor that will be working with them on their internship. Make sure both the student as well as the field supervisor have signed the form.
3. After the student's internship form is received, with both signatures, the professor they are working with will fill out an online form to officially enroll the student in SOC 491.

NOTE: This process must be completed before the ADD date each semester (see the relevant calendar at <http://www.unco.edu/registrar/calendars>). Students will not be allowed in the Internship course after the ADD date.

COURSE REQUIREMENTS

- Complete 45 hours of agency contact for each credit hour enrolled (e.g., for 3 credits you must complete 135 contact hours).

Credits	Avg Hours per Week	Total Hours
3	9	135
4	12	180
5	15	225
6	18	270

- Summer semester is 12 weeks long and the average hours **per week** are 11.5 hours for a 3 credit class.
 - Submit weekly updates of your hours completed that week, and a description of your activities. This should be emailed to your advisor or submitted in a mutually acceptable way.
 - Submit a 2-4 page report no later than 5:00 p.m. on the Monday of finals week. The report should (1) identify your internship agency and your field supervisor, (2) provide an overview of the highlights of your experience, (3) indicate the similarities and differences between the internship experience and material from relevant sociology courses, then (5) conclude with lessons learned and how this experience has influenced your career goals and sociological insight.
 - Receive a satisfactory final evaluation by your field supervisor.
 - Students are expected to adhere to, and exemplify, the five components of the UNC Honor Code: Honesty, Trust, Respect, Fairness, and Responsibility.
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Student's Name: _____ Bear Number: _____

UNC Email: _____@bears.unco.edu Phone Number: _____

Semester in which you plan to do the internship (check one and indicate year):

Fall____ Spring____ Summer____ Year____

Are you a Sociology Major?

No ____ Yes ____

INTERNSHIP ASSIGNMENT AGENCY SECTION

The above named student is a Sociology major or minor at the University of Northern Colorado. She/he has accumulated at least 60 credit hours and is therefore in her/his junior or senior year. To verify the student's acceptance as an intern at your agency we would appreciate you completing the AGENCY SECTION of this form.

For successful completion of the Internship, the student is required to:

- Have this form submitted to the Sociology Department before the final day to add classes.
- Complete 45 hours of agency contact for each credit hour enrolled (e.g., for 3 credits the student must complete 135 work hours at the agency). The student normally enrolls for 3, 4, 5, or 6 credit hours.
- The student must log the completed work hours each week and provide a brief explanation of the duties/activities with the agency during the week. The agency may also require the student to complete an additional log of hours.
- At the conclusion of the Internship, the student must submit a 2-4 page report that provides an overview of the internship experience, indicates the similarities and differences between the internship experience and material from relevant sociology courses, then conclude with lessons learned and how this experience has influenced the student's career goals.
- The student must receive a satisfactory final evaluation from the field supervisor.

Agency / Field Supervisor Responsibilities

- Around mid-term the field supervisor will be asked via email to provide feedback regarding the student's progress thus far. Obviously, the field supervisor is welcome to contact the internship academic advisor or the department chair any time during the semester if questions or problems arise.
- Near the end of the term, the field supervisor will be asked to complete a one-page evaluation form (available at <https://www.unco.edu/hss/sociology/pdf/internships/soc-491-internship-evaluation.pdf>) that will be used to determine whether the student completed the internship in a satisfactory manner. The field supervisor will also be asked to sign the form as verification that the student completed the required number of work hours.

AGENCY SECTION

The above named student has been accepted by this agency as an intern for the (Fall/Spring/Summer) semester 20____. The student is scheduled to complete _____ work hours at the agency.

Agency Name: _____

Agency Address: _____

Agency Supervisor Phone Number: _____

Supervisor's Name and Title _____

Supervisor's Email: _____

Your signature(s) indicates your acceptance of this placement.

X

Agency Supervisor Signature & Date

X

UNC Intern Student Signature & Date

Please send this form to the assigned academic advisor at sociology@unco.edu

Student Internship Terms and Indication of Acceptance

I understand that SOC 491 is graded on a Satisfactory/Unsatisfactory basis. Receiving an Unsatisfactory grade in the internship would result from one or more of the following circumstances:

1. Failure to complete the required number of agency work hours per credit hour (45 hours per registered credit).
2. Failure to provide, in a timely manner, weekly logs that adequately describe duties/activities for the week and what was learned.
3. Failure to keep the assigned UNC internship academic supervisor advised of:
 - a. Any changes in agency field supervisor and supervisor's contact information.
 - b. My ability to work any of the weeks during the internship period or consistent errors in my weekly log reporting of hours worked and total hours completed.
4. Failure to submit a well written final report of the internship experience.
5. Failure to receive an acceptable final evaluation from the agency.
6. Violation of professional ethics.

I understand and accept the terms of my internship.

Student's Signature: _____ Date: _____

OFFICE USE ONLY:

Student enrolled in SOC 491 during _____ semester 20____

Student assigned to the 491 section taught by Professor _____

Agency assignment: _____

Academic Advisor or Academic Internship Advisor Signature: _____