**Guidelines for Sociology Internships**

**The purpose of the internship course is to allow students to\***

* explore a career field of interest through an internship experience
* apply sociological knowledge and research skills gained in the classroom in a real world setting
* enhance communication, problem solving, and networking skills in the workplace setting
* analyze organizational structures and cultures
* evaluate their internship experience/site for future sociology interns

**Internships will differ from volunteering. Internships\***

* Work 8-10 hrs. per week over 16-week semester.
* Can be paid or un-paid.
* Must be supervised – interns will have a designated supervisor who will meet with them on a regular basis.
* Must include a learning or training component – while everyone must contribute to “tedious” work in many organizations, it cannot be all that one does as an intern.
* Must include a project that the intern has responsibility for starting and finishing and adds value to the organization.
* Must further the intern’s understanding of a career/ field.
* Must increase the intern’s employability in a field of interest by enhancing skills and developing intern’s experience.

Interns must develop an **internship learning contract** with their site supervisor and course instructor which outlines the intern’s duties, responsibilities, and projects; the method of supervision and evaluation of the intern; and the learning objectives of the intern.

**Student Intern Expectations:**

1. Adhere to [American Sociological Association Code of Ethics](https://www.asanet.org/about/governance-and-leadership/ethics) at all times.

2. Attend all internship seminar meetings.

3. Prepare all required paperwork and assignments for instructor as described in the syllabus.

4. Be in attendance at the agency/department on days and at the times agreed on by the student and internship supervisor, and if unable to attend, notify internship supervisor and intern instructor prior to or at the start of the workday.

5. Behave, dress, and communicate in a professional manner at all times.

6. Carry out agency/department related assignments and tasks according to agency/departmental policies.

7. Devote the required hours and weeks to agency/department. (see below)

8. If you experience a problem with the internship placement, the internship instructor needs to be notified, if the issue cannot be handled on the telephone an appointment needs to be scheduled. If you experience an issue with law enforcement during your internship, the internship instructor needs to be notified immediately, before your return to your internship. You may not return to your internship until the intern instructor has discussed the situation with the placement supervisor.

**Internship Placement Supervisor Expectations:**

1. Describe and explain your expectations of student during internship period.

2. Provide student with orientation of agency placement, mission statement, organization, purpose of agency/department, policies and ethical standards.

3. Provide weekly supervision.

4. Include student in appropriate trainings and staff meetings.

5. Assign duties and responsibilities that are appropriate to student’s educational level and that are increasingly difficult and demanding.

6. Monitor the student’s work and progress regularly and provide constructive feedback (mid-semester site evaluation). (copy provided to course instructor)

7. End of semester evaluation with the student to provide formal student feedback (end-of semester site evaluation). (copy provided to course instructor)

8. Sign-off on the student time log. (copy provided to course instructor)

9. Contact the intern instructor (Morgan Smith, [morganks@illinois.edu](morganks%40illinois.edu)) if a problem cannot be resolved with the student intern.

*\*Adapted from Kennealy and Rooney: LAS 199: Connecting Work Experience and Your Education Syllabus*

**SOC 400: Internships:**

[**SOC 400   Internships   credit: 0 to 3 Hours.**](https://courses.illinois.edu/schedule/terms/SOC/400)

Selected internship opportunities in which student and faculty member develop a program of study and research related to internship. Consult departmental undergraduate advisor. 0 to 3 undergraduate hours. No graduate credit. Approved for Letter and S/U grading. May be repeated to a maximum of 6 hours. Prerequisite: Sophomore, Junior or senior standing; and [SOC 100](http://catalog.illinois.edu/search/?P=SOC%20100) or [SOC 101](http://catalog.illinois.edu/search/?P=SOC%20101) or [SOC 163](http://catalog.illinois.edu/search/?P=SOC%20163), and [SOC 200](http://catalog.illinois.edu/search/?P=soc+200+introduction); and three additional hours in Sociology or acceptance of faculty member and Director of Undergraduate Studies. (UIUC Course Catalog)

**What is this course?**

As one of the Capstone options for the major, this course is designed to bring together all the concepts learned throughout the student’s major course work and apply that knowledge in a work setting. The internship in Sociology is a learning opportunity in a supervised work setting where students will have the opportunity to apply sociological skills and concepts, as well as to learn to bridge that gap between the worlds of education and work. This experience is a chance for students to test sociological theory and to explore and experience life in ways not possible in the classroom.

**What will you learn?**

**By the conclusion of your internship, you will be able to:**

* Identify and summarize how sociological concepts and theories apply to your internship;
* Gain professional experience and contacts that will aid in your search for employment;
* Begin to see the institution of work as embedded in other institutions in society.

**Process:**

* **Students must secure their own internship opportunities. Internships must meet the guidelines above and, to receive 3 credit hours and satisfy SOC 400 Capstone requirement, students must:**
	+ **Obtain an internship placement and submit the** [**SOC 400 Internship Application**](https://forms.illinois.edu/sec/1571095095?referrer=https://shibboleth.illinois.edu/) **to the Undergraduate Academic Advisor.**
	+ **Work 8 – 10 hrs. per week over the 16-week semester**
	+ **Create a Learning Contract with Supervisor and Undergraduate Academic Advisor**
	+ **Enroll in SOC 400 and complete the academic portion of the course which includes 3 main papers (goals & objectives; midterm sociological theory analysis; final evaluation), activity reports and periodic group meetings**
	+ **Student must be able to articulate how the internship will relate back to sociology – how the student will apply/observe/analyze and synthesize sociological theory/concepts within the internship experience**
* **Students MUST submit the application to complete internship opportunity to the Undergraduate Academic Advisor for review and approval BEFORE registering for SOC 400. Permission is required for this course.**
* **If the student is terminated from the internship work experience, they must withdraw from SOC 400.**