

SOCL 492 – Internship in Sociology

Internship Manual for Sociology Majors Policies & Procedures for “Directed Internship Experience”

Department of Sociology, Anthropology & Criminal Justice Studies

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Guide for Completing this Manual

- A. Thoroughly read pages 2 through 5. Should you have questions about any aspect of your internship, please consult your Faculty Internship Coordinator, Academic Advisor or Department Chair.
- B. Complete the Application (page 6) and the Experiential Learning Letter of Understanding (page 7) and return to your Faculty Internship Coordinator.
- C. Deliver the Responsibilities of the Placement Organization/Agency (page 5) to your Agency Supervisor.
- D. Deliver the Evaluation of Student Intern form (page 8) to your Agency Supervisor

Finding an Internship

Students find internships in a number of ways. First, [the Center for Career Success](#) at Longwood is a great resource for you. Much of their information is available on-line, but students are also welcome to stop by the Career Center office in Maugans G05 to receive assistance from a Career Coach.

Second, students may find out about internship opportunities by talking to their advisor or other professors in the department. The most common way students find internships is by searching in their hometown for organizations, businesses, and/or agencies that perform the type of work they are interested in doing. Students then call the agency and ask if they accept interns. Once they find an agency that they are interested in working at and who is accepting interns, students then ask a sociology professor in the department if they would be willing to supervise the internship during the school year. Internships done over the summer will be assigned a faculty internship coordinator.

The ideal time to complete an internship is the summer between the Junior and Senior year. Students generally find that summer internships are more rewarding and easier to manage because they do not have to manage hours between classes. Additionally, students are able to live at home and also have an additional job if they so desire.

Internships may be paid or unpaid.

Eligibility Requirements

Students must have a cumulative Grade Point Average of at least 2.0 (except as noted below) and have completed 18 credit hours of courses in sociology to be eligible for internship. Students whose grade point average falls below 2.0 must: (1) repeat courses to bring the GPA up to 2.0 or (2) approach a professor to see if they will agree to conduct a directed independent study on a suggested topic (SOCL 490). Professors are under no obligation to conduct independent studies with students. For some agencies, the Grade Point Average requirement may be higher:

Academic Credit and Grading

Students must take a minimum of 3 credit hours of internship to fulfill the academic requirements. Students may take up to 15 credit hours of internship while enrolled at Longwood (either in one internship or multiple internships). However, only the first 6 credit hours of internship receive a letter grade to be calculated into the grade point average. Any hours above 6 credits will count as hours toward graduation but will not figure into the GPA calculation.

The number of hours students work at the internship site depends on the number of credit hours of internship for which they are registered. The general rule is that students must complete 40 clock hours of on-site activity for every one credit hour of internship in which they are enrolled. Students enrolled in 1 credit of internship complete 40 hours; 2 credit hours=80 hours, 3 credit hours=120 hours, etc. The number of hours per week a student spends on-site depends on how many weeks the internship lasts. The following chart is an example of how internship hours would be spread over 10 and 15 weeks.

Credit Hours Needed/Earned	Hours per SEMESTER (15 weeks)	Hours per WEEK (15 weeks)	Hours per WEEK (10 weeks)
4	160	10	16
3	120	8	12
2	80	5	8
1	40	2.5	4

Required Course Assignments

Students enrolled in 6 or fewer credits of internship must complete the following assignments:

1. Students submit goals prior to starting their internship that help align their internship with future career plans.
2. Keep a daily log of their internship work, describing what they did and analyzing their activities using concepts and theories from their sociology coursework whenever possible.
3. Write a 2–3-page typed paper in which they describe what they learned at the internship, how it related to their sociology coursework, what they liked most about the internship, and what they liked least.

Students enrolled in more than 6 credits may be asked to complete additional academic work. This must be worked out with the faculty internship coordinator.

Internship Course Registration

Students cannot register for the internship course (SOCL 492) on their own. The department chair must register students for the course. To be registered, students must have the following forms completed and presented to the department chair prior to the last day of add/drop for the respective semester:

1. Form A: Statement of Acceptance of Intern (page 6)
2. Form B: Student Intern Agreement (page 7)

Responsibilities of the Student Intern

Interns understand that they are participating in an internship sponsored by the Department of Sociology, Anthropology and Criminal Justice Studies and an off-campus organization or agency. They recognize that in the internship they are subject to the rules, regulations, and policies of Longwood University, as well as those that the field supervisor deems appropriate for the organization or agency.

It is the intern's responsibility to provide Form C: Evaluation of Student Intern Form (page 8) to their agency supervisor at the conclusion of the internship. It is also the intern's responsibility to ensure this form is completed and returned to the faculty internship coordinator.

Interns understand that they are not covered by the agency's fringe benefits and it is their responsibility to make arrangements for their own insurance, including accident, health, and hospitalization coverage. The intern will not hold the agency, organization, or Longwood University, nor any of the personnel employed by these organizations, liable for injury or death as a result of this internship.

Interns understand they will be representing Longwood University and the Department of Sociology, Anthropology and Criminal Justice Studies. As such, they will do nothing that would adversely affect the image of either unit. Interns agree that if any of their behavior is deemed improper (detrimental to the intern organization or Longwood University) they will withdraw from the internship and accept a failing grade. Interns further understand that failure to abide by the policies and procedures of the internship program will result in termination of the internship with a grade of "F." Interns agree that they will:

- A. Deliver the Responsibilities of the Placement Agency/Organization to Agency Supervisor.
- B. Always dress appropriately for the internship. Longwood maintains a Career Closet to help students with professional dress, free of charge.
- C. Notify their agency supervisor and faculty internship coordinator as soon as possible should they be unable to report to work for any reason.
- D. Avoid becoming involved in office politics and/or ideological disputes.
- E. Maintain the confidentiality of agency/organizational records and internal matters at all times.
- F. Obtain prior approval from their faculty internship coordinator and agency supervisor before circulating any written work outside of the internship organization or the Department of Sociology, Anthropology and Criminal Justice Studies.
- G. Not be in possession of or use firearms or other weapons during their internship unless permission is obtained from their internship coordinator and agency supervisor.

Responsibilities of the Department of Sociology, Anthropology & Criminal Justice Studies

The Sociology, Anthropology & Criminal Justice Studies Department agrees that it will:

- A. Fully cooperate with organizations and agencies participating in the internship program, and to provide a faculty internship coordinator to coordinate activities.
- B. Encourage each organization and agency to interview the prospective intern before making the decision to accept or reject the applicant.
- C. Determine the intern's final grade.
- D. Notify the student if it becomes necessary to terminate the placement, and to explain why termination was necessary.
- E. Discuss termination with the agency supervisor.

Responsibilities of the Placement Organization/Agency

The placement Organization/Agency agrees that it will:

- A. Assign a supervisor to direct and coordinate the student's internship and to evaluate the intern's performance upon completion of the internship. (Evaluation of Student Intern Form C– page 8).
- B. Provide the intern with meaningful tasks and try to expose the intern to as many operational aspects as possible.
- C. Provide the facilities, supplies, space, etc. necessary for the intern to adequately perform their assigned duties.
- D. Offer constructive criticism directly to the intern when needed.
- E. Alert the faculty internship coordinator about any problems relating to the intern's job performance.
- F. Request that the intern be withdrawn when personal conduct or educational progress is such that additional time and effort on the part of the agency would not be worthwhile.
- G. Terminate an intern only with just cause and prior notice to the faculty internship coordinator.
- H. Assure that the intern is never alone with clients (in clinical settings).
- I. Meet with and provide constructive feedback with the intern on a regular basis.

FORM A - Statement of Acceptance of Intern

Longwood University (SOCL 492 – Internship in Sociology)

Intern's Name: _____ Date: _____

Host Organization/Agency: _____

Name & Job Title of Site Supervisor at Organization/Agency: _____

Phone Number & Email of Site Supervisor at Organization/Agency: _____

Summary of Duties/Tasks to be Performed for the Internship: _____

The Department of Sociology, Anthropology, and Criminal Justice Studies asks that host organizations/agencies try to follow some "best practices" for internship host sites, adapted from the National Association of Colleges and Employers:

- Provide some type of orientation for the intern and employees so that everyone is familiar with their roles and responsibilities
- Provide the intern with information on the organization's history, mission, vision, values, rules, and other relevant details
- Provide the intern with work assignments that are valuable to the organization and that allow the intern to develop workplace skills and interpersonal skills
- Provide the intern with opportunities to meet professionals in the field, both within and outside the organization

Estimated **START** Date of Internship: _____ Estimated **END** Date of Internship: _____

Estimated Total Number of **HOURS** the Intern Will Work: _____

I verify that this student has been accepted as an intern at my organization/agency, and I agree that my organization/agency will do its best to follow some of the "best practices" listed above.

Signature of Site Supervisor at Organization/Agency: _____

* At the conclusion of the internship, we ask that the site supervisor provide an evaluation of the intern (Form C).

Office use only					
Graduation Date:	Degree App Filed:	Y N	Major Hours:	Course Section:	Date Registered:

FORM B - Student Intern Agreement

Longwood University (SOCL 492 – Internship in Sociology)

I understand that I am participating in an internship sponsored by The Department of Sociology, Anthropology, and Criminal Justice Studies and an off-campus organization/agency. I recognize that in the internship I am subject to the rules, regulations, and policies of Longwood University, as well as those that the field supervisor deems appropriate for the organization/agency.

I understand that I am not covered by the agency's fringe benefits program and that it is my responsibility to make arrangements for my own insurance, including accident, health, and hospitalization coverage. I will not hold the internship organization or agency, or Longwood University, or any of the personnel employed by these organizations liable for injury or death as a result of this internship.

I understand that in the internship I will be representing both Longwood University and the Department of Sociology, Anthropology, and Criminal Justice Studies. I will do nothing that would adversely affect the image of either unit. I agree that if any of my behavior is deemed inappropriate (detrimental to the intern, the organization/agency, or Longwood University), I will be withdrawn from the internship and accept a grade of "F".

I understand that my failure to abide by the policies and procedures of the internship program may result in termination of the internship with a grade of "F."

I further agree that I will:

- A. Always dress appropriately for the internship.
- B. Notify my organization/agency supervisor as soon as possible should I be unable to attend on a given day.
- C. Avoid becoming involved in office politics and/or ideological disputes.
- D. Maintain confidentiality of records and internal matters at all times.
- E. Obtain prior approval from the department faculty internship coordinator and organization/agency supervisor before circulating any written work I do as part of the internship.
- F. Never drive any organization/agency vehicle.
- G. Never be in possession of or use any firearms or other weapons during the internship.
- H. Never be alone with patients without a supervisor being present (for internships in mental health organizations).

Depending on the organization where you are doing your internship, you may be subject to background investigations, which could include driving history, criminal background check, and/or drug testing. Arrangements for such investigations should be made sufficiently in advance to avoid becoming a barrier to completing your internship. Also, note that the time required to complete such an investigation does not apply toward the internship.

I have read this agreement and will abide by these policies and stipulations. I understand that failure to abide by these policies and stipulations will result in a reduction of my final grade.

Your Name (Print): _____ **Your Signature:** _____

Your Longwood ID Number: _____ **Date:** _____

Faculty Internship Coordinator Signature _____ **Department Chair Signature** _____

FORM C – Supervisor Evaluation of Student Intern

Longwood University Department of Sociology, Anthropology, and Criminal Justice Studies Supervisor Evaluation of Student Intern

Student Name: _____

Host Organization/Company: _____

Internship Supervisor Name: _____

Internship Supervisor Title: _____

Internship Supervisor Email: _____

Faculty Internship Coordinator: _____

Dates of Internship: _____

Date of Evaluation: _____

Please use the table below in evaluating the performance of the student who has interned in your agency. Please check the appropriate box for each item using the following code: EE=Exceeds Expectations; ME=Meets Expectations; NI=Needs Improvement; NA=Not Applicable/Unable to Evaluate.

	EE	ME	NI	NA
Punctuality				
Attendance				
Dependability				
Response to Supervision				
Effectively solves problems				
Demonstrates Willingness to Lead Others				
Works Effectively with Others				
Demonstrates Good Judgement				
Communicates Task Work Effectively				
Manages Workload/Completes Tasks				
Writes Clearly and Effectively				
Takes Initiative/Shows Motivation				
Works Well with a Diverse Workforce				
Demonstrates Desire to Improve				
Ability to Organize and Complete Assignments				
Demonstrates active listening				
Ability to Follow Written Directions				

Comments:

Overall Performance Evaluation of Student Intern (Circle One)			
Exceeds Expectations	Meets Expectations	Needs Improvement	Unable to Evaluate
Comments:			

Would you recommend this student for a professional position in your organization if a vacancy occurred for which the student was qualified? Yes ☐ No ☐

Please feel free to comment on other aspects of the student’s performance about which the Department of Sociology, Anthropology and Criminal Justice Studies should be aware.

Please give a brief description of the main internship assignments.

Agency Supervisor Signature: _____ Date: _____

Please return this evaluation after student has completed internship hours to: Faculty internship coordinator, Department of Sociology, Anthropology & Criminal Justice Studies, Longwood University, 201 High St., Farmville, VA 239