



DEPARTMENT OF SOCIOLOGY

Sociology B.A. Program

MANUAL FOR INTERNSHIP IN SOCIOLOGY, SOC 42092

Course Catalog Description:

Application of sociological knowledge in the work setting. Assist professionals in sites including social services, hospitals, industry and government. Prerequisites: junior (or senior) standing and sociology (SOC) major, 2.50 GPA, and special approval. This course satisfies the University's Experiential Learning Requirement (ELR).

Course Objectives:

The student intern will translate (apply) his/her academic sociological knowledge to the internship experience, acquire and develop sociological knowledge through the internship, and have the opportunity to develop professional skills. This includes demonstration of effective communication and critical thinking skills and an understanding of the influence of sociological theories, concepts, and data (empirical evidence) in the 'real world.'

General Course Procedures and Requirements:

1. The student must meet the course prerequisites listed in the university catalog.
2. The course consists of three credit hours. The student is required to contribute 45 hours of field work for each one hour of academic credit. Thus, for three credit hours, the student-intern must engage in 135 hours of work with his/her sponsoring agency. The student should keep this time constraint in mind when registering for other courses during the placement period.
3. The student must meet with the Sociology department faculty member supervising the internship prior to the semester of desired enrollment in the internship to discuss course expectations as well as to receive approval for the internship site.
 - a. During this initial conference, the student's specific career goals and current academic progress will be discussed. The suitability of particular placement possibilities will also be discussed. If the student has an agency in mind, he/she should be prepared to furnish the faculty coordinator with sufficient details of the prospective placement so that some evaluation of its suitability can be determined.
 - b. The student should prepare a standard resume for review by the faculty member (including information such as professional objectives, educational background, appropriate field experience, other employment experience, extracurricular experiences and interests, and references; also include coursework relevant to the internship site/type of internship desired).
4. The student must register him/herself for the course (after receiving SOC department/faculty member/coordinator approval), with the understanding that there is a financial responsibility incurred by the student with the course.

5. The student must complete all forms and paperwork provided by the department (and the internship site as appropriate) *prior* to starting the internship, including the Internship Information Sheet (Form 1) and the Waiver of Liability form (Form 3). The work schedule (Form 2) is due no later than one week after starting the internship.
6. The student must keep a journal (daily log) (and be prepared to produce it periodically for review by the faculty supervisor, as well as turn it in at the end of the internship/last day of class for grading). This log is used to describe and analyze your experiences (and to make connections to your sociological/academic knowledge).
7. The student will meet periodically with his/her faculty sponsor and site supervisor for feedback and advice, as well as to take notes and ask questions. (These meetings are the responsibility of the student and should occur once a month (during the fall/spring semester.))
8. The student must write a final report, a 8-12 page paper (word-processed/typed) describing the connection between the student's academic (sociological) knowledge and his/her experiences and observations in the field. (A paper outline is provided.) It should be informed by assigned readings and the student log/journal. This paper must be turned in to the faculty member no later than the last day of class (prior to finals week). Drafts may be submitted a week or two earlier than the deadline if feedback is desired.
9. Completion of two evaluations (Form 4) by the field/site supervisor (once at the middle of the term, and again at the end of the term).
10. Reading assignment(s) may vary by the instructor, student, and the site chosen.
11. Under no circumstances will credit be given for work/professional experience obtained in the past. Credit is earned for experience obtained after course enrollment.

INTERNSHIP PAPER (REPORT) OUTLINE

- I. What is the name of the agency/organization, and where is it located?
How did you obtain the internship, and when was the internship done?
- II. Mission, goals, and objectives of the agency/organization
 - A. What are the purposes, mission, goals, and objectives as stated in public documents?
 - B. Who are the clients the agency is designed to serve, and what are their expectations for the agency?
 - C. Who defines the work demand/mission of the agency, and what do they want the agency to do?
- III. How does the agency/organization attempt to accomplish the missions, goals and objectives?
 - A. How is it organized?
 1. How does the organization interact with the community?
 2. How does the organization work with other organizations?
 3. How does it receive requests from clients?
 4. How does it deliver services to clients?
 5. How is the organization divided into units?
 - a. Functional organization?
 - b. Chain of command?
 - c. Organizational chart?
 - B. What are the job descriptions of the key positions?
 - C. To what extent does the agency/organization rely on volunteers/interns to fulfill its mission?
- IV. What did you do in the agency/organization during the internship (role and duties)?
 - A. In what unit(s) did you work?
 - B. What was your job description?
 - C. What work did you do?
 - D. How did this work contribute to the agency?
- IV. Profile/Summary statistical description of the program/organization
 - A. What are the resources of the agency? (i.e., budget).
 - B. How many people does it contain?
 - C. How much work does it engage in, and what type of work, e.g. clients receiving assistance, children/teens being mentored, probationers on supervision?
 - D. How does it measure success (its mission, goals, objectives are being achieved), e.g., number of clients served, number of clients employed, number earning GED, recidivism rates?
This information is to be based on objective and public information, not hearsay or anecdote.
- V. Think about the various courses you have taken in the Sociology Department. Then compare the experience of working in the agency/organization with the information you have learned in your college classes and that you have been exposed to in the readings. For example:
 - A. What was new and/or unexpected in the work environment/internship?
 - B. (How)/ Does the organization/agency apply theories, concepts, and (recommended) practices learned in course work or readings?

- C. What is different about this organization compared with those learned about in your coursework?

VI. Conclusions and Recommendations

- A. Summarize key points and observations regarding your experience. (Back up assertions with evidence/examples/data.)
- B. Would you recommend this agency/organization to future Sociology interns? (Why or why not?)
 - 1. Was this a good learning experience?
 - a. What skills and abilities were acquired (analytical/critical thinking, writing, computer/technical, interviewing, other)?
 - b. What knowledge did you acquire?
 - 2. Were you able to make a useful contribution to the agency, or were you merely doing observation and busy-work?

FORM 1

SOCIOLOGY INTERNSHIP INFORMATION SHEET, PAGE 1

STUDENT INFORMATION

Name _____
Last First Middle

KSU ID# _____ Semester and year of placement _____

Academic Standing _____ (Junior or Senior) GPA _____

KSU (local) address _____
Street City State Zip

Permanent address _____
Street City State Zip

Local phone (____) _____ Home phone (____) _____

KSU (official) E-mail Address _____

Beginning and closing dates of internship site placement:

From _____ To _____

Internship site supervisor's name, title, agency/organization, and phone number

Specific duties to be performed and/or observed during the internship as agreed upon by
your faculty coordinator and agency supervisor:

FORM 1

SOCIOLOGY INTERNSHIP INFORMATION SHEET, PAGE 2

Major learning objectives for the internship:

Assigned readings for the internship:

SPONSORING AGENCY INFORMATION

Name of Agency _____

Address _____

(Room, Building, Street, City, State, Zip code)

Agency hours of operation _____

Web address (/URL) (if available) _____

STUDENT AFFIDAVIT *(read the following statement and sign to acknowledge)*

I have read the Manual outlining the Rules and Procedures for the Sociology Internship (SOC 42092). I am fully aware of, and agree to meet, all of the course requirements as outlined in the manual.

Signature: _____ Date: _____

FORM 2

INTERN WORK SCHEDULE

Student's Name, E-mail, & Phone Number _____

After consultation with my on-site supervisor, I have arranged the following work schedule:

<u>Day</u>	<u>Hours</u>	Total Hours
Sunday	From _____ To _____	_____
Monday	From _____ To _____	_____
Tuesday	From _____ To _____	_____
Wednesday	From _____ To _____	_____
Thursday	From _____ To _____	_____
Friday	From _____ To _____	_____
Saturday	From _____ To _____	_____
Total Hours Each Week		_____

Comments (exceptions, etc.): _____

Beginning Date of Internship _____

Last Date of Internship _____

Student: I agree to work the hours stated above.

Signed _____ Date _____

Internship site Supervisor: I agree that the student intern assigned to me shall perform the duties and work the hours stated above.

Signed _____ Date _____

**This form must be returned to the faculty coordinator/supervisor no later than the
FIRST WEEK of placement.**

Submission of this form is the student's responsibility.

FORM 3

WAIVER OF LIABILITY FOR SOCIOLOGY INTERNSHIP

This form MUST be submitted to the faculty internship coordinator prior to beginning placement.

I, _____, the undersigned, a student enrolled at Kent State

(Print name)

University (KSU), in consideration of certain opportunities given to me in completing an internship (SOC 42092), do hereby release KSU, its employees, the State of Ohio, and its representatives and employees, and any private or governmental agency or organization, federal, state, or local, to which I am assigned as an intern in said SOC internship course, from any and every liability of whatever nature for any and every injury, physical and/or mental, that I may suffer while pursuing my studies as a student enrolled in Internship, on- or off-campus.

Student's signature: _____ **Date** _____

Student Name (print) _____

Student KSU ID number _____

Address _____

Phone # _____

E-mail _____

Whom to notify in the case of an emergency:

Name: _____ Relationship: _____

Phone # : _____

Return to the appropriate faculty member at:

Department of Sociology
Kent State University
Merrill Hall
Kent, OH 44242
Phone: (330) 672-2562
Fax: (330) 672-4724

FORM 4

STUDENT INTERN EVALUATION FORM FOR FIELD SUPERVISOR

Student's name: _____

Supervisor's name: _____ Title: _____

Date of evaluation: _____ Type of evaluation: Midterm _____ Final _____

Cumulative contact/work hours the intern has completed with the sponsoring agency: _____

Total hours required for internship: _____

Instructions for evaluator: Please evaluate the intern's performance in light of the established duties and expectations, where 1 is the lowest rating and 4 is the best. Indicate "N.O." (Not Observed) if you have no basis for judging the intern in that area. There will be opportunity to elaborate on your rankings in the Comments section.

Rate the intern in the space provided as follows:

1. Clearly below satisfactory level (unacceptable performance)
2. At satisfactory level (acceptable)
3. Clearly above satisfactory level (good)
4. Superior performance (excellent)
5. N.O.-Not Observed/Cannot evaluate

AREA OF EVALUATION

RATING

Punctual (keeps scheduled work hours)

Presents a professional demeanor

Works cooperatively with professional staff

Works cooperatively with non-professional (e.g., clerical) staff

Responds positively to supervisor's directions and correction

Understands and applies agency/organization policies and procedures

Uses agency/organization knowledge and resources appropriately

Completes tasks in a timely manner

Able to collect and organize information

Able to communicate effectively by conducting interviews

Able to make oral and/or written reports

Able to translate academic coursework into practice

Exercises good judgment

Comments (and suggestions for the intern for improvement)
