SOCIOLOGY INTERNSHIP GUIDELINES

THE UNIVERSITY OF NORTH CARLONIA AT CHARLOTTE
DEPARTMENT OF SOCIOLOGY

GOALS

1. Provide students with experience to expand their skills and knowledge in an applied setting.
2. Build bridges between UNC Charlotte and the larger community.
3. Contribute to the urban mission of UNC Charlotte.

GENERAL INFORMATION

1. Internships are offered under course number SOCY 4480, and are the responsibility of the student to locate the internship.
2. Internships carry 3 semester hours; other credit hours are not currently available.
3. Internships may <u>not</u> be repeated for credit toward the major for a grade replacement. However, the internship may be repeated once more for 3 elective credits toward graduation. No more than **6** credits of SOCY 4480 will be counted (3 credits toward the major and 3 credits as elective credits toward graduation outside of the 32 hours of Sociology coursework).
4. Internships are offered on a P/NC basis.
5. Internships are ordinarily unpaid, although unusual costs (such as work-related travel) may be reimbursed by the agency.
6. Interns are required to work at least 140 hours (i.e., approximately 10 hours per week for a semester) in an active position within the organization/agency. Schedules may be adjusted to fit the circumstances, as long as keeping within this requirement (e.g., 20 hr/week for 7 weeks). Students will document their work experiences in a daily log or journal.
7. All internships also have an academic component in which the student will be responsible for reading assigned scholarly materials relevant to the internship work and preparing a written document appropriate to the assignments (e.g., annotated bibliography, journal, term paper, agency report, etc.) that will be submitted to their sociology faculty supervisor at the end of the internship.
8. The expectations of the internship will be described in the internship contract, to be agreed upon mutually by the student, faculty advisor, and agency supervisor.

CRITERIA FOR STUDENTS TO BE ACCEPTED FOR INTERNSHIP

1. Overall GPA must be **2.75** or higher.
2. Sociology GPA must be **3.0** or higher.
3. Students must have completed 15 hours of sociology; either sociology majors or minors are eligible if they have sufficient hours.
4. Students must have junior standing (i.e., completed 60 hours before beginning the internship).

5. Students must fill out the "Application for Internship Placement" and meet with the Sociology Undergraduate Coordinator.
6. The student, faculty advisor, and agency supervisor will create a contract outlining the intern's responsibilities; this is signed by all parties and by the Undergraduate Coordinator.
7. Students may request internship placement at an agency/organization that they have contacted independently. However, each placement at an agency/organization must be approved by the Undergraduate Coordinator and placements may be rejected if, in the judgment of the Coordinator, the activities or supervision are inappropriate for an undergraduate internship.

CAVEATS

1. The Sociology Undergraduate Coordinator may waive any of the above criteria, but this will occur only under exceptional circumstances.
2. Neither the agency/organization nor the department assumes responsibility in the event of an accident or injury while the student is functioning within the internship.

GUIDELINES FOR INTERN BEHAVIOR

(Students should review these with the faculty advisor before beginning an internship.)

1. Student interns are expected to represent UNC Charlotte and their placement agency/organization in a professional and mature manner while participating in internship activities, whether at the agency location or in public settings. Unprofessional behavior is grounds for termination of the internship without credit.
2. Each intern should keep in mind that the agency/organization is doing her/him a favor by extending the internship opportunity. In return, we owe the agency/organization hard work, maturity, and courtesy.
3. Interns should dress appropriately for the internship tasks (e.g., business attire if appropriate; field work attire if appropriate, etc.).
4. Interns must be on time for all internship activities and must plan to be present for assigned hours, as decided with the agency supervisor. Lateness is adequate justification for terminating the internship without credit.
5. Interns should make the effort to learn the corporate culture of the agency/organization by thoughtful participant-observation (after all, you're a sociology student!). This learning process will allow the intern to fit in and serve the organization more effectively.
6. Interns must provide effective contact information to the agency/organization and her/his supervisor there. The supervisor should be able to contact the intern easily.
7. If something unexpected prevents an intern from arriving on time, he or she should contact the agency/organization promptly and professionally.
8. Interns should expect that assigned tasks may change during the internship and should be prepared to respond flexibly.
9. Interns should find out the lines of instruction and authority within the internship setting and always consult with agency personnel in appropriate lines of authority. Students should direct any questions or problems, first, to their direct agency supervisor, preferably in person (even if this means waiting a day or two to bring up a problem). Always use a courteous and mature manner.
10. If a problem arises during the internship that the student feels cannot be effectively resolved with the direct agency/organization supervisor, the intern should consult with the faculty advisor before taking any other steps. If the faculty advisor is not available, then the Undergraduate Coordinator or the chair of the department should be consulted.

Application for Sociology Internship – (SOCY 4480)

Date: _____

Student's Name: _____

SID#: _____ **Email:** _____

Semester Hours Completed (must have completed 60+ hours)**:** _____

Semester Hours Currently in Progress: _____

Overall GPA (must be 2.75 or higher)**:** _____

Sociology GPA (must be 3.0 or higher)**:** _____

Sociology Courses Completed (must have completed 15+hours—please list)**:**

Course Number	*Semester Taken*	*Grade*

(over please)

1. **Where do you plan to do your internship?**

_____

2. **What skills do you bring to the internship (for example, skills in basic statistics, interviewing, library research, web/internet research, word processing, computer spreadsheet/databases [specify], oral presentation/teaching, or other)?**

_____

_____

_____

_____

3. **Why do you want to participate in an internship? What skills and knowledge to you wish to develop?**

_____

_____

_____

_____

4. **What strengths do you feel you can bring to this experience?**

_____

_____

_____

_____

5. **What is the academic component of your internship? For example, will you be assembling an annotated bibliography, writing a report, keeping a journal? Describe your plan in detail (include dates you will submit assignments, etc.).**

_____

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_____

The University of North Carolina at Charlotte
Department of Sociology

Contract for Sociology Internship SOCY 4480 (3.0 credits)

Date: _____

Student's Name: _____ **ID#:** _____

Address: _____

Phone(s): _____ **Email:** _____

Agency: _____

_____

Agency Supervisor for Internship: _____

Faculty Advisor (*Faculty cannot oversee more than 3 students in one semester)**:** _____

Scheduled Meeting Times with Faculty Advisor: _____
(ex: First and third Monday of each Month)

Semester of Internship Credit: _____

AGREEMENT

_____
Student Signature **Date**

_____
Faculty Advisor **Date**

_____
Agency Supervisor **Date**

_____
Sociology Undergraduate Coordinator **Date**

Neither the agency/organization nor the department can assume responsibility in the event of an accident or injury while the student is functioning within the agency/organization capacity. The department cannot be held responsible should an accident occur while a student is off campus even though the activity is sponsored by the department. The department screens all agency/organizations, but the department cannot be held responsible for any inappropriate behavior on the part of any agency/organization employee or client. ***By signing above, the student acknowledges reading and understanding this statement.***

The University of North Carolina at Charlotte
Department of Sociology

Internship Evaluation Form

To be completed by the agency supervisor of internship.

The department appreciates your supervision of our students. In order to establish this student's grade for the internship, we ask for your evaluation of her/his work. Please take a moment to complete this form and return to the address on the back. Thank you again for your participation and assistance.

Student:_____

Agency: _____

Agency Supervisor: _____

Faculty Advisor: _____

Semester: _____

A. **Please answer the following questions using the following scale:**

5 – **excellent**
4 – **good**
3 – **satisfactory**
2 – **unsatisfactory**
1 – **poor**
0 – **not relevant/unable to evaluate**

1. **Student was on time and prepared for duty**. _____
2. **Student worked well with others in the project/agency**. _____
3. **Student's written materials were well-organized, thoughtful, and useful to the project/agency.** _____
4. **Student's oral communication was clear and relevant.** _____
5. **Please rate the overall quality of the student's work.** _____

(over please)

B. **Please use the space below to evaluate the student's performance during the internship. Include whatever comments you think are relevant (e.g., student's participation, ability to communicate, willingness to learn, adaptation to problems, etc.).**

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C. **Please use the space below to comment on the contribution the internship made to your agency/organization/project. We would also appreciate any comments about the overall organization of the internship; if you think the internship can be approved, we are eager to have your input.**

_____

_____

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_____ _____

Signature of Agency Supervisor **Date**

Please return to:

Elizabeth Stearns, Undergraduate Coordinator
Department of Sociology, UNC Charlotte
9201 University City Blvd
Charlotte, NC 28223-0001

The University of North Carolina at Charlotte
Department of Sociology

Student Evaluation Form for Internships

Agency: _____

Agency Supervisor: _____

Faculty Supervisor: _____

Semester: _____

A. **Please answer questions 1-8 using the following scale:**

5 – **strongly agree**
4 – **agree**
3 – **neutral**
2 – **disagree**
1 – **strongly disagree**
0 – **not relevant/cannot judge**

1. **The field supervisor was well prepared.** _____
2. **The field supervisor was accessible for advice and guidance.** _____
3. **Overall, the field supervisor was a good instructor.** _____
4. **This internship effectively challenged me to think.** _____
5. **I learned sociological skills in this internship.** _____
6. **The faculty advisor was accessible for advice and guidance.** _____
7. **The reading and writing assignments contributed positively to the internship experience.** _____
8. **Overall, this internship was valuable.** _____
9. **Would you recommend an internship in this agency/organization/project to another UNCC student?**

   yes _____ no _____

(over please)

B. **Please answer the following questions in the space provided. Feel free to attach pages if you care to elaborate.**

10. **What were the positive aspects of this internship? Please comment on such things as skills or information you learned, experience gained, collaboration, quality of supervision and teaching, etc.**

_____

_____

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11. **What were the negative aspects of this internship, if any? You may comment on assignments, the faculty supervisor, the agency supervisor, or any other aspects as you see fit.**

_____

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_____ _____

Student Signature **Date**