INTERNSHIPS IN SOCIOLOGY
SOCY 491

Sociology Internship Advisor: Dr. Andrea Brenner (x2478)
Sociology Students’ Contact at The Career Center: Ms. Marie Spaulding (x1799)

SOCY 491, a 3-credit internship, is required for all Sociology Majors and may be used as an elective course for Sociology Minors. A second 3-credit internship may be fulfilled by SOCY students for elective credit toward the Major.

What Are the Steps I Need to Follow to Find and Sign Up for an Internship?

1.) Ideally, the semester BEFORE the one in which you wish to complete your internship, you should do two things:

a.) Conduct a little research on your own about organizations, programs and businesses in the area that interest you. Try to narrow down the population with whom you’d like to work. The career center website has many resources to get you started, and, of course, you can conduct your own internet search. **Keep in mind that the internship must be at least 14 hours per week for 14 weeks and it must not require more than 15% of your time to be clerical in nature. Internships may be paid or unpaid.** Ask Dr. Brenner for help. She has a listing of many successful SOCY internship sites and can help you establish if the experience offered through a particular internship is admissible for SOCY credit.

b.) Schedule a meeting with Ms. Marie Spaulding at the Career Center to discuss your ideas. Make an appointment through her online calendar. Plan ahead! She may not have an appointment immediately.

2.) Prepare for your meeting with Ms. Spaulding. You will need to bring an updated resume and any internship information that have gathered. You will work with Ms. Spaulding to draft a cover letter for the internship application process. Keep in mind that you might need to provide references and/or a writing sample.

3.) Interview with the employer in person or by phone.

4.) Once the internship offer comes through, contact Ms. Spaulding again. She will email the Job Form to the employer. When she receives it back, she will contact Dr. Brenner with the “go-ahead.” You will receive an email that all has been approved between the employer and the Career Center.

5.) Make an appointment with Dr. Brenner (sign ups are on her office door) so that she can fill out the Internship Consent and Release Form, register for the credits, and get the required signatures. At this point, Dr. Brenner will discuss the written requirements with you. These include:
a.) A weekly log describing your actual activities and work accomplishments, as well as your own commentary and insights regarding your work, the organization, the people with whom you have contact, knowledge and experience you are gaining etc.

b.) A final analytical paper that is 10 -15 pages and which draws from at least 5 sociological sources (academic books and articles) as well as from documents used by your organization (if applicable). Use the sociological readings as an analytical framework for critically engaging your experience and/or the role of your organization in a broader context (social, theoretical, or methodological). Due dates for the logs and final paper will be agreed-upon in your meeting with Dr. Brenner.

6.) Individual bi-weekly meeting with Dr. Brenner are required. Twice during the semester, all students enrolled in the internship course will meet as a group to discuss their progress and work through the paper requirements.

7.) At the conclusion of the Internship, your employer will be sent an Employer Evaluation of Intern form which will be returned directly to Dr. Brenner.

8.) A grade comprised of the grades for your journals (10%), the final paper (40%), and your supervisor’s evaluation (50%) will be submitted by Dr. Brenner at the conclusion of the semester.