INTERNSHIPS IN SOCI OLOGY
SOCY 491
(updated August, 2010)

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.

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 15 hours per week for 12 weeks and
it must not require more than 15% of your time to be clerical in nature.
Internships may be paid or unpaid.

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. If you cannot find a suitable time
to meet with her, drop by TDR any Tuesday between 1:30 and 2:30 for drop-by
advising hours.

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.”

5.) Make an appointment with Dr. Brenner (sign ups are on her office door, Battelle
T-12) 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.) 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. A grade will be submitted by Dr. Brenner at the conclusion of the semester.

***Sociology Internships abroad that are not a part of an AU Abroad program must be coordinated with John Charles in the Career Center.***