



Bachelor of Science in Sociology Internship Manual

SOCI 3398

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GOALS AND PHILOSOPHY OF THE COURSE

The course provides structured and extended off-campus experience in a supervised Sociology setting which is related to the student's major and career interests. It is an opportunity for the student to apply the principles learned in the academic setting to a work situation, to explore a career area before graduation, to obtain work experience and contacts for future job seeking and/or graduate school application, and to develop knowledge and work skills through the combination of practical experience and scholarly research in the topical area of the internship. Usually students will register for internship during the senior year because the internship is intended to be a capstone experience and also because if a job opening occurs at the organization, the intern is near graduation and available for employment.

An interdisciplinary committee of three faculty members shares academic supervision of the intern. The committee consists of (1) the internship coordinator, (2) a faculty member in the department with appropriate expertise in the student's career path, and (3) a faculty member of the student's choice from another discipline of interest to the student.

The course is designed to meet the goals and interests of the individual student. Students arrange their own internship with the approval of the internship coordinator. The work should involve growth for the student and should be in the area of career or graduate school interest. The Office of Career Services (770-423-6555) may also be able to assist in finding an internship site.

Internships may be done at a student's regular job site only if internship hours are spent on new duties involving personal growth. The type of work experience and personal contacts are relevant to the student's career and/or graduate school goals.

CONVERSION – CREDIT HOURS/INTERNSHIP HOURS

A three-semester hour internship is required for the major. Additional hours may be taken in Related Studies and/or Free Electives. Discuss these options with your academic advisor.

3 semester credit hours = 150 hours on site (10 hours per week for 15 weeks)

6 semester credit hours = 300 hours on site (20 hours per week for 15 weeks)

9 semester credit hours = 450 hours on site (30 hours per week for 15 weeks)

Note: Co-op, Sociology 3396, is not the same as an Internship. Contact Career Services for possible career-related Co-op positions. Students already in a career position may be able to earn Co-op credit for their current job.

PREPARING FOR YOUR INTERNSHIP

- Students are encouraged to volunteer as early and as often as possible to test out their interests, to determine needed coursework, to enrich their academic experience, and to look into and make contacts for future possible internship sites. Courses with service-learning opportunities and field trips are a good means of discovering personal interests and preferences as well as networking.
- Attend a departmental orientation session.
- Check with Career Services for available internships as well as Governor's Internship opportunities (paid).



INTERNSHIP CHECKLIST

- By mid-semester of the term before the internship, contact one or more sites to find out whether they will need an intern during the coming semester. Find out the kind of work you will be doing. Be assertive about your own goals in discussing a plan of mutual benefit with an agency.
- Check with the Internship Coordinator about the acceptability of the site. You are responsible for obtaining the internship site and approval to work there.
- Invite one member of the SGA Department and a representative of another discipline to serve on your internship committee. Check on possible times and dates for the pre-internship committee meeting (about 20 minutes). A calendar of days and times is posted outside the department office. Sign up for a meeting time once you have talked with your committee members. You are responsible for setting up this meeting.
- Fill out the Abstract of Internship Form and give a typed copy to each of the three-faculty committee members 3 - 5 days before the scheduled day of the pre-internship committee meeting.
- The Field Placement Contract is to be filled out by the field supervisor and brought to the pre-internship committee meeting. The field supervisor is welcome, but not required to attend the meeting.
- Attend the pre-internship committee meeting and set a date for the final internship committee meeting within the last 2 weeks of the regular semester before final exams begin. Based on the Abstract of Internship, committee members discuss the intern's objectives and roles so that both the student's and the organization's needs are met, discuss issues and questions for the student to research and report on in the final paper, help the student achieve focus prior to the start of work, and recommend appropriate readings. This is an important meeting because the faculty members will provide guidelines for the paper that are tailored to the needs of the student and the worksite.
- Within one week after the meeting, the student either retypes the form, if there are many additions and changes, or simply submits a typed addendum detailing the topics agreed upon by the committee. Submit a copy to each of the faculty.
- Complete the Request for Internship Approval form so that you can register for the course.

DURING THE SEMESTER OF THE INTERNSHIP

Keep a journal each day you work. Include your activities, accomplishments, frustrations, feelings, and how they relate to the theory, research and practice that you have learned. This documentation will assist you tremendously in writing your final paper.

- Progress report/rough draft of final paper with citations is due by the date officially set as the last day to withdraw without academic penalty. A copy should be provided to each faculty committee member. Faculty committee members should return the paper to the student with feedback within one week of receiving it.



- The Mid-semester Field Placement Evaluation Report is due from the field supervisor at about the same time as the rough draft.
- The Internship coordinator will conduct a field visit to your site by invitation from you. You will act as host in introducing the coordinator to your supervisor and on-site colleagues.
- Revise and complete the final paper. Provide a copy to each committee member no later than one week before the final committee meeting.
- The Final Site Evaluation of Student Intern is due from the field supervisor at the same time as the final paper.
- The final committee meeting will last approximately 1 hour. At this meeting the student defends the formal, analytical report on the internship and shows the ability to apply academic principles and scholarly research to the experience, answering questions and demonstrating learning and personal growth.

EXPECTATIONS FOR FACULTY COMMITTEE MEMBERS

- Attend pre- and post-internship committee meetings.
- Give feedback on rough draft paper within one week of receipt.
- Grade final paper and student's performance in the internship.

EXPECTATIONS FOR THE FIELD SUPERVISOR

- Design an internship experience that allows student growth and a variety of experiences, providing at least an introduction to the full range of work accomplished by the organization.
- Complete the field placement contract, indicating the Intern's work, hours, and job responsibilities.
- Train and supervise the Intern in his/her work roles. (*Clerical work should not be the main work of the student. Agencies vary in specialization of workers, and students must expect to help when needed, along with everyone else. However, students should not be used routinely as a means of catching up on backed up paperwork.*)
- Provide a reading list for the student, as appropriate for the work experience.
- Evaluate student's performance on site, at midterm and at the end of the internship.
- If possible, attend the student intern's pre- and post-internship committee meetings.
- Monitor the student's work and notify the Internship Coordinator if the intern fails to complete the promised hours or if there are any problems.

THE FINAL PAPER

- The minimum number of pages required is 15, not including the list of references. The minimum number of references is 10 scholarly sources.
- Give an overview of the agency, its purpose, staff, clientele, effectiveness, and the student's roles and responsibilities over the course of the semester. Was this a good site for internship in terms of potential for individual learning? Would you recommend the site for future interns?



- Report on the extent to which personal objectives have been accomplished, and possibly changed, as well as the extent to which individual skills and knowledge have developed. Provide evidence of increasing responsibility, initiative and reliability during the internship.
- Address the analytical issues and questions posed by the committee at the pre-internship meeting, as well as any additional analytical insights arrived at by the student. It is important to relate the experience to academic coursework, which may be validated, reinforced or refuted.
- Cite relevant scholarly research so as to place the experience in broader perspective, and provide a proper bibliography of references using ASA or APA format.
- Demonstrate an ability to write in an academically acceptable manner in terms of style and grammar.
- Write a summary. This summary will explain your experience in this internship (a minimum of two pages). For example, discuss your ability to now evaluate current issues in law enforcement, or your understanding of the complexity of the Sociology system.

GRADING

Each faculty member will contribute equally to assessing your internship grade. Final grade determination will be based on (1) your performance at the site, (2) the final paper, and (3) your performance at the final internship meeting. Each factor contributes to 1/3 of the internship course grade.



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ABSTRACT OF INTERNSHIP

Student's Name: _____

Email Address: _____

Credit Hours Applied For: _____

Internship Site: _____

Phone Number: HM _____ CL _____

Roles, Duties and Responsibilities While on the Job:

Personal Objectives of the Internship:



Activities you will carry out to attain your objectives: List readings, seminars, manual, interviews, etc.):



Committee Approval

Dr. Judy Brown Allen, Internship Coordinator

Date

Faculty Member

Date

Faculty Member

Date

Host Agency

Field Supervisor / Date

Field Supervisor Title



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MID-SEMESTER FIELD PLACEMENT EVALUATION REPORT

Student's Name: _____

Field Placement Site: _____

Site Supervisor: _____

Evaluation Date: _____ Please Return By: _____

Please evaluate the following areas and indicate the level of student performance, AS AN INTERN (not as a full-time employee) in each area by means of the following 5-point scale:

I. The Student's relationship to the Field Placement:					
	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Understands the structure and function of the site					
Understands the goals of the site					
Understands and adheres to policies and procedures					
Functions cooperatively with professionals, clients and others					
Understands the population that the agency serves:					
Average Level of Performance on Item "I":					
II. Self development of the student in regard to the Site setting:					
	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Asks questions and seeks answers					
Functions as a team player					
Relates theoretical knowledge to practice					
Appropriately applies knowledge of Sociology system					
Assesses his/her strengths and weaknesses					
Is motivated to learn and develop skills					
Average Level of Performance on Item "II":					



III. Professional development of the student:					
	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Effectively uses time					
Observes lines of accountability					
Shows regard for ethical concerns of the profession					
Seeks self improvement					
Accepts responsibility					
Average Level of Performance on Item "III": _____					

If you had a job opening, would this student qualify and be a competitive applicant? ____ Yes ____ No

Please comment:

Using the space below, please note any other pertinent information in regard to the student's contributions and performance:

Signature of Student

Date

Signature of Supervisor

Date



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FINAL SITE EVALUATION OF STUDENT INTERN**

Student's Name: _____

Field Placement Site: _____

Site Supervisor: _____ Semester/Year _____ / _____

Evaluation Date: _____ Please Return By: _____

To the agency supervisor: *We hope that this Intern has been of help to you and your organization. As an observer of the Intern's field performance, you can provide information that is vital to a complete evaluation of his/her experience. Please take a few minutes to answer the following questions, disregarding any that are not applicable. Please discuss the assessment with the student.*

1. Describe the Intern's most significant accomplishment or activity.

2. How would you rate the Intern's ability to perform major duties? Indicate academic preparedness and skill level prior to the internship. Did the Intern make progress? To what extent?

3. How would you rate the Intern's ability to take initiative and make decisions?

4. How would you rate the Intern's ability to comprehend the overall mission of the organization and the organization's relationship to the larger environment? If possible, cite examples.



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DAILY JOURNAL**

Date: _____

The Day's Activities:

The Day's Accomplishments/Frustrations:

Feelings:

Sociological Analysis (*relate theory and practice*):



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FIELD VISIT CHECKLIST

Date: _____

Intern's Name: _____

Faculty Evaluator: _____

Please score from **1 -5** with "**1**" being the lowest.

- _____ 1. Intern's knowledge of the organization, staff, policies and procedures.
- _____ 2. Evidence of energy, enthusiasm, and willingness to contribute as a team player.
- _____ 3. Ability to relate academic and practical experiences (ability to give examples of skills, concepts and theory).
- _____ 4. Evidence of having thought about questions raised by the committee.
- _____ 5. Evidence of ability to relate library research to practical experience.
- _____ 6. Critical thinking, problem-solving skills.
- _____ 7. Comfort level, apparent ease with co-workers, supervisors, and clients.
- _____ 8. Staff's verbal evaluations of the Intern's work. (Does all staff report consistently about the Intern? If not, explain on the back of this form.)
- _____ 9. Are you aware of any political issues on site that may adversely affect the Intern's experiences and evaluations?

Comments:



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TRACK II

SOCI 3398 Track 1's requirements are detailed in the departmental internship handbook.

Track 2 allows students to focus on the practical dimensions of the work experience, while thinking critically, analytically and sociologically about the experience. It is similar to co-op, but a letter grade is earned. (ALL

STUDENTS REGISTER FOR THE SAME SOCI 3398 SECTION, REGARDLESS OF THEIR CHOICE OF TRACK 1 OR 2.)

Number of Hours On Site	Credit Hours
10 hours per week @ 15 weeks = 150	1
20 hours per week @ 15 weeks = 300	2
30 hours per week @ 15 weeks = 450	3
40 hours per week @ 15 weeks = 600	4
Requirement	POINTS
Forms: Request for Internship Approval; Field Placement Contract	5%
Semester Objectives (specific, measurable statements of what will be personally accomplished during term)	10%
<ul style="list-style-type: none"> • Same number as number of credit hours • Submit to instructor for approval by e-mail • Post on Web-ct Objectives BB by 3rd Week of Term 	
Web-ct BB Postings on relevant BB. BB's = Intros (3), Progress Reports (3), Sociological Reflections (3). Reply at least once to other students (3). Read all bb postings (3).	5 @ 3 points = 15%
Time Worked, Verified and Evaluated by Site Supervisor (may use available form, or letter is ok)	30%
Final Paper (upload as Assignment on Web-CT)	40%



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TRACK II

Requirements and Grading System for SOC 3398 Track 2:

1. Time Spent and Quality of Work On-Site/Supervisor Evaluation (30%)
2. Timely and Proper Submission of Requirements (30%)
3. Final Paper (correct writing and attention to required elements (40%)

SOC 3398:

A = 90 – 100, B = 80 – 89; C = 70 – 79; D = 60 – 69; F = 59 or lower.

Number of credit hours earned/number of hours on site

SOC 3398 Final Paper Guidelines:

1. Give an overview of the organization, its purpose, staff, clientele, effectiveness, and the student's roles and responsibilities over the course of the semester. Was this a good site for internship in terms of potential for individual learning? Would you recommend the site for future interns?
2. State the objectives, and report on the extent to which each objective has been accomplished, and possibly changed, as well as the extent to which individual skills and knowledge have developed
3. Provide evidence of increasing responsibility, initiative and reliability during the internship
4. Provide analytical insights into the experience. Relate the experience to academic coursework, which may be validated, reinforced or questioned.
5. Demonstrate an ability to write in an academically acceptable manner in terms of style and grammar.

For info on co-op (Soci 3396) requirements, see Career Services <http://careerctr.kennesaw.edu/paperwork.htm>



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TRACK II

FIELD PLACEMENT CONTRACT

Agency or Organization: _____

Address: _____

City: _____ Zip: _____

Phone: _____ E-Mail _____

Name of Agency or Organization Supervisor: _____

Title of Supervisor: _____

has consented to have _____ (*Student Name*)

from Kennesaw State University in Field Placement for the __ Fall __ Spring, or __Summer Term, 20__.

The student will be involved in the following projects:

The student will spend the following total number of hours at Field Placement: _____

Kennesaw State University Supervisor

Agency/Organization Supervisor

(Signature)

(Signature)

For internship Track 2, either one of the available evaluation forms may be used or a letter confirming the time worked and evaluating the intern's work will suffice.



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TRACK II

FIELD PLACEMENT EVALUATION REPORT

Student: _____

Field Placement Site: _____

Site Supervisor: _____

Evaluation Date: _____ Please Return By: _____

Please evaluate the following areas and indicate the level of student performance, AS AN INTERN (not as a full-time experienced employee) in each area by means of the following 5-point scale:

I. The Student's relationship to the Field Placement:					
	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Understands the structure and function of the site:					
Understands the goals of the site:					
Understands and adheres to policies and procedures:					
Understands the population that the agency serves:					
Accepts responsibility					
Average Level of Performance on Item "I": _____					
II. Self development of the student in regard to the Site setting:					
Asks questions and seeks answers					
Functions as a team player:					
Relates theoretical knowledge to practice:					
Appropriately applies knowledge of human behavior and social systems:					
Assesses his/her strengths and weaknesses:					
Is motivated to learn and develop skills:					
Average Level of Performance on Item "II": _____					



III. Professional development of the student:					
Is motivated to learn and develop skills:					
Effectively uses time:					
Observes lines of accountability:					
Shows regard for ethical concerns of the profession:					
Seeks self improvement:					
Accepts responsibility:					
Average Level of Performance on Item "III": _____					

If you had a job opening, would this student qualify and be a competitive applicant? ____ Yes ____ No

Please comment:

Using the space below, please note any other pertinent information in regard to the student's contributions and performance:

Signature of Supervisor: _____ Date: _____

Signature of Student: _____ Date: _____



4. How would you rate the Intern's ability to comprehend the overall mission of the organization and the organization's relationship to the larger environment? If possible, cite examples.

5. How would you rate the Intern's ability to relate with supervisors and co-workers?

6. How would you rate the Intern's ability to work with the organization's clientele? Provide examples.

7. How would you rate the Intern's ability to comply with the basic regulations required of the organization's employees? Give examples. Was the Intern reliable? Was he/she punctual in meeting work deadlines?

8. Were there any factors beyond the Intern's control that may have adversely affected his/her performance (such as change in supervisor, loss of funding, low workload, etc.)? If so, please explain.

9. If you were in a position to fill a vacancy in your organization, would you hire the Intern based on performance during the internship?

Signature of Supervisor: _____ Date: _____

Signature of Student: _____ Date: _____