

INTERNSHIP (SOC 493) INSTRUCTIONS



DEPARTMENT OF SOCIOLOGY

BOISE STATE UNIVERSITY

Revised May 2007

INTRODUCTION

The purpose of this manual is to assist you in preparing for experimental learning in a private or public organization. You will find the necessary forms, guidelines and registration information. This manual will also be used by Internship Site Supervisors to design an experimental program for students.

Please read the manual with care.

The Department of Sociology has an assigned Internship Coordinator, but the student is responsible for much of the initial process to be assigned an Internship position. The student is expected to be thoroughly aware of the contents that follow. ***Failure of the student to meet this expectation will delay the process of site placement.***

INTERNSHIP GUIDELINES

An Internship experience provides students with an experimental opportunity whereby they may develop practical skills linked to their academic program of study. An Internship is generally an unpaid “field experience” in an occupational setting on a part-time basis for a prescribed period of time. The Internship offers intellectual growth, an opportunity to blend theory and practice, and career development opportunities.

This experience can be one of the most valuable activities of your undergraduate career. The Internship Coordinator will work with students and placement site coordinators to ensure that the time and activities are rewarding to both parties. The contacts made, letters of recommendation by placement site coordinators and cumulative experience gained can prove invaluable to your success upon graduation.

One member of the department faculty has assigned responsibility to coordinate and evaluate the Internship and is responsible for submission of the final grade based, in part, on an evaluation by an Internship Operational Supervisor. If you have questions about any part of the process described below, please contact the Internship Coordinator in the Department of Sociology.

The following describes the philosophy of Internship, the responsibilities of students who choose to enroll, and the responsibilities of the agency selected as an Internship site. You will want to review the contents with care and to be fully aware of your obligations as a student.

Philosophy of Internships:

The Internship is available for junior and senior majors in the Sociology or Social Science majors at Boise State University. It provides an opportunity to link programs of study with experimental learning, as a result of a student’s work in a community agency, public or private. The underlying premise: one can learn more by doing than by being told. Thus, we strive to ensure that your experience in the field is sound, aligned with your career goals and a rewarding activity.

Internship experiences are an important part of undergraduate programs throughout the country. At Boise State, the Department of Sociology, strongly recommends the Internship for several reasons. The Internship provides you with on-the-job training and exposure to a career setting which helps you verify your choice of academic major. An Internship is a logical extension of the classroom, which enables you to see first hand how your academic training can be applied in an occupational setting. Finally, the Internship helps bridge the gap between campus and career, making the transition easier and more successful.

**To Register for SOC 493, Senior Internship
(1-6 credits)**

1. Discuss your career interests with your Academic Advisor
2. Follow directions included in this *Internship Manual*
3. Complete the application form for Internship (available online at the BSU Career Center Website).
4. Complete your resume (guidelines and example are found in the manual).
5. Complete Internship Site Selection Checklist and the Learning Goals (forms included in this manual) if you have questions, please see the Internship Coordinator.
6. Obtain a current Degree Progress Report from Broncoweb.
7. Submit the entire package (forms, Degree Progress Report and resume) to Internship Coordinator on or before semester application deadline. Please note that you will have to fill out and print the Application for Internship for Academic Credit at the BSU Career Center Website.
8. Schedule an appointment with the Internship Coordinator.

**ALL APPLICATION DOCUMENTS MUST
BE NEAT AND ACCURATE**

Application Deadline: The Official Deadline is the Add/Drop Deadline for classes each semester BUT plan ahead as internships take time and failure to plan will result in Not being able to take part in the internship. It is your Responsibility.

RESPONSIBILITIES:

Internship Host:

1. The development of an experience description (similar to a job description) for students and work with the student to develop the Learning Agreement Form. Students receive one semester credit for every 50 hours of experience on site. Students may take from 1 to 6 credits during a semester but no more than 12 credits will be counted toward graduation.
2. To ensure that the students are assigned work that is beneficial in gaining experience linked to their academic program.
3. To have a selection process to match students with the placement requirements.
4. To provide supervision to insure that the student acquires and practices proper procedures. *The level of supervision should be the same as with a new employee.*
5. To expect quality of performance from students in much the same way it would be expected of a new employee.
6. At the close of the Internship assignment, the person assigned as the Operational Supervisor for the student will be responsible to evaluate the student performance. The evaluation will require (a) completion of the evaluation form, provided by the Department of Sociology, and (b) a letter regarding the qualities related to the student's performance and sent to the Internship Coordinator at the following address:

Department of Sociology
Boise State University
1910 University Drive – MS 1945
Boise ID 83725-1945 Telephone: (208) 426-3406

Suggested evaluation criteria:

Excellent – Judgment, knowledge, attitudes and activities of extremely high quality. Carries out assigned tasks with a minimum of supervision. A rating given only to those whose performance is exceptional. This would correspond to a grade of A for the internship

Above average - Judgment, knowledge, attitudes and activities are better than average but the student could have done better, or one of the factors is only average or less. This would correspond to a grade of B for the internship.

Average - The performance was satisfactory but without special merit. Significant amount of supervision required. This would correspond to a grade of C for the internship.

Marginal - The performance was barely satisfactory, required more instruction and/or supervision that is normal or desirable. This would correspond to a grade of D for the internship.

Unsatisfactory - The performance was not acceptable. This would correspond to a grade of F for the internship.

Approximately 60% of the student's grade will be based on this evaluation and recommendation of a letter grade which is representative of the caliber of the student's capability during his/her time with the agency. The remaining 40% of the grade will come from their journal and final paper.

These documents will be placed in the student's advising files and may be useful to them at a later time as they begin their careers. The importance of this evaluation cannot be overstated and site supervisors are encouraged to evaluate students as accurately as possible.

Student Intern:

1. To accord absolute dedication and effort to your work and to the Internship host. Your Internship obligations are the same as those of a permanent employee. This means acceptance of supervision and full compliance with all relevant regulations and policies.
2. Use maximum good judgment and proper practices in accordance with the law and applicable procedures. As a minimum standard of preparation, become familiar with those local and state laws that apply.
3. Maintain confidentiality of all activities as required and do not discuss with any unauthorized person(s) during or after your Internship.
4. Maximize the opportunity to demonstrate your professionalism. If you do well, you will receive a positive recommendation. On the other hand, poor performance or attitude will likely result in a poor reference and could hamper employment opportunities in the future.
5. When you encounter a situation where you need help and advice, do not hesitate to seek it from your supervisor. Do not worsen a situation by proceeding further in ignorance.
6. Accept advice and constructive suggested changes for what they are - - another individual's attempt to help you gain more from your experience.
7. Completion of contract hours, as described on application.

You may meet with the Internship Coordinator on a scheduled basis and all written Assignments must be completed and turned in no later than the date specified.

Failure to complete these requirements will result in a lower grade.

The Department of Sociology:

1. The Department is responsible for identification and publication of information about Internship sites, to ensure that the description meet the academic standards of the program and to work with the agency to place the most competent student in a position that maximizes the experimental learning potential.
2. The Department is responsible for meeting with students on a scheduled basis, discuss relationship of experience and academic major, to assist in resolution of any problems encountered either by the student or Internship site.
3. The Department is responsible for the final grade reporting to the Registrar's Office and that the grade submitted be based on the evaluation received from the Internship site plus written work required of the student by Internship(see student responsibilities above).

Procedures and Eligibility:

Students are required to complete an Internship Application form, available from department offices. The completion of the Internship Application will require that the student confer with the Internship Coordinator to ensure that the site selection is in keeping with the academic standards of the program and will provide an experience consistent with the academic and career goals of the student. In most cases, the Internship Coordinator will have a series of possible Internship sites and the student may select an existing site, or if none are available to meet the student's goals, the professor will work with the student to locate an adequate site.

- ↪ Students must have a cumulative GPA of 2.5
- ↪ Students must prepare a resume, describing experience, education, and other essential information that would be important to evaluate the potential "fit" with an agency where the student might be placed for an Internship. A resume format is included.
- ↪ The "rule of thumb" for Internship credit is a minimum of 50 hours of experience for each one hour credit (e.g., 3 credit hours = 150 experience hours.)

Students are responsible for meeting their contract with the Internship site, i.e., the specified number of hours of work, the acceptance of responsibility for task completion and other conditions that may be included in the contract. Students may meet at any time to discuss the Internship experience and resolve any problems that may have emerged.

During the semester, students must maintain a journal of activities which will be submitted together with an "Internship Report" that details the experience, the value of the experience as it relates to their academic program of study, the strengths of the Internship and what the internship tells them about their future careers. The report length is 5 to 10 pages typed, double spaced, edited for grammatical accuracy. Further, if you do not believe you will gain enough to meet the final paper requirements, you need to meet with the professor to explore alternatives.

Types of Internships:

The range of Internship settings mirrors the varied occupational goals of Sociology undergraduates. There are Internship opportunities in many occupational settings, both public and private organizations. An Internship could involve fund raising, research for a political campaign, mediation, and diversion activities with juvenile offenders, to mention a few.

Some settings include: These are sites that have hosted interns in the past. This list is not exhaustive and there is no guarantee that any of these sites will have current internships available.

ACLU OF IDAHO

YOUTH COUNSELORS

WCA OR YMCA

RESEARCH ASSISTANT/TRAINEE

JUVENILE DIVERSION

ADA COUNTY DETENTION CENTER

MEDIATION AND CONFLICT RESOLUTION

DOMESTIC VIOLENCE PROGRAMS

IDAHO MIGRANT COUNCIL, INC.

LOCAL BUSINESSES

POLITICAL CAMPAIGNS, FEDERAL, STATE, OR LOCAL

IDAHO HUMAN RIGHTS COMMISSION

KIDS COUNT

TEACHING ASSISTANT

OTHERS THAT MAY BE DEVELOPED IN THE FUTURE

Your Resume

To gain the maximum advantage from an experimental learning activity, it is important to determine what you want to do when you graduate. To develop a sound plan for the future requires that you approach selecting your Internship in an organized, informed and focused manner. This also requires that you know yourself, know what you want and what you have to offer.

WHAT DO YOU WANT?

Clarify what you define to be a “good” experience. Verbalize your criteria for the “good” experience and be aware that you need to be willing to make some compromises. Think of the future relationship between your Internship experience and career choice, identify some preferences and requirements.

Some questions to consider:

- * What appeals to you about the prospective Internship site?
- * Do you like to work alone or in groups? Consider your own reactions to working with people and what you want to avoid in working relationships.
- * What are your long-term goals? What expectations do you have regarding the type of employment you will have five or ten years from now?

WHAT DO YOU HAVE TO OFFER

All too often we think in terms of one or two qualifications/skills we have. Do not limit yourself to thinking in terms of your academic major. You may have special skills or knowledge acquired from electives that are important to an Internship placement.

Take an inventory of your skills and experience gained from both work and “non-work” you have done in the past. Analyze your experiences. What are the components that will translate to strengths for the Internship. For example, organizing events, developing programs, implementing activities, research and the like. Focus on the qualities that support the type of experience you want.

Some questions to consider:

- What would my references think are my assets and liabilities?
- What knowledge or skills have you gained from hobbies and extra-curricular activities?
- What honors, awards have you received and how did you learn from them?
- In which classes did you do best in school? Which classes did you do poorly?
- Are you a detail person? A morning or afternoon person? Do you respond well to pressure?

Complete the Placement Site Selection Checklist. Spend enough time on the analysis of your qualifications and determine the ones you want to utilize most in your future career.

THE RESUME

Once you have completed your self-inventory, placement site selection checklist, you need to prepare a resume. The resume is a brief summary of those qualifications you have identified, presented in a manner to best support your application for an Internship site.

Write your own resume. You should come across as a unique person with qualities of interest to the reader. Resumes should be brief. It is rarely wise to exceed two pages even if you have a lot of experience. The document should be pleasing to the eye, void of spelling errors. Remember this is the first impression you will be making, make it a professional impression.

SUGGESTED RESUME FORMAT:

1. **Personal Information:** Name, address, and phone number
2. **Education:** Date degree is expected, major, short courses or workshops completed, specialized course (statistics, research methods or dispute resolution), GPA.
3. **Employment History:** Paid employment, begin with most recent and work backward. Annotate the importance of each job and duties.
4. **Volunteer Experience:** Your responsibilities as a volunteer, things you learned.
5. **Academic Honors:** Special awards in high school and college (scholarships, leadership awards).
6. **Career Interests:** Statement of your goals after you complete your college education.
7. **References:** Name, addresses and phone numbers of three (3) people who will serve as references and attest to your suitability for the type of career you indicated above. At least one should be a major professor who is familiar with your academic work.

INTERNSHIP FORMS

*Boise State University
Department of Sociology*

Placement Site Selection Checklist

The following items are designed to help students select placement sites that meet educational and career goals. If the space provided is not enough, add additional page(s) and itemize which item you are continuing. If you have an internship site already you do not need to fill this form out. It is to assist you in selecting a site.

Previous Internship or Practicum Experience:

Academic Classes or Skills Training: (List any course work or skills training that would be relevant to a placement such as research methods, statistics, mediation and/or conflict resolution).

Time: (Consider your class schedule and other commitments in your life, how much time can you realistically allot to a placement each week? Specify days, hours, you will and will **not** be available).

Site Preferences: (What experiences will be most useful for your future job or academic plans?)

Learning Opportunities: (What learning opportunities do you hope to have and what level of involvement and responsibility would you like?)

Personal Concerns: (List any concerns you have about the limits of your abilities or knowledge).

Other Comments: (List any issues or concerns not addressed above).

*Boise State University
Department of Sociology*

Learning Agreement Form for Internship to be filled out by Student and Site Supervisor

Student Name: _____ Student #: _____

Placement Site: _____

Address: _____

Phone: _____ Extension: _____

Site Supervisor Name: _____

Phone: _____ Extension: _____

Placement Site Description: _____

Student Placement Schedule: (Record of Days and Hours on Site):

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Goals and Learning Activities

<i>Learning Goals</i>	<i>Learning Activities</i>	<i>How Evaluated</i>
1.		
2.		
3.		
4.		
5.		

Student Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

Supervising Professor Signature: _____

Date: _____