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SOCI 498.01: Internship SERV

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SOCIOLOGY INTERNSHIP

Sociology 498 or 492 – Fall Semester 2018

ACADEMIC SUPERVISOR: Dusten Hollist. Office Hours: T-TH: 3:30p to 4:30p; W: 10a to 11a; or by appointment. Social Sciences Building #321, 406-243-2843, dusten.hollist@mso.umt.edu (Email responded to during office hours).

TEXTBOOK: Pollock, Joycelyn M. 2018 (10th edition). *Ethical Dilemmas and Decisions in Criminal Justice*. Belmont, CA: Wadsworth.

LEARNING OBJECTIVES

The internship program in sociology is designed to provide service-learning experience in a public or private agency and to enhance knowledge and understanding in ways that utilize a student's academic background in sociology. The internship experience is intended to allow students to:

- Bring and apply knowledge and skills to the placement agency, thereby providing service to clients, agencies, and communities that meets identified needs.
- Foster an understanding of the placement agency's procedures, programs, and services.
- Develop skills, knowledge, and a professional point-of-view by observing and practicing expectations and responsibilities that apply to a professional position.
- Gain insight into possible career choices and provide experience relevant to job application and career development.

PREREQUISITES

Sociology internships are usually restricted to sociology majors. Junior standing and a 3.0 GPA are normally required, with at least 30 credits successfully completed at the University of Montana. Sociology majors should have a solid course work background in sociology including Introduction to Sociology (101S), Sociological Research Methods (318), Social Statistics (202), and at least two Major Content Courses (see Degree Checklist). Students pursuing a Criminology option must also have completed Introduction to Criminology (211) or Juvenile Delinquency (330) and Criminal Justice System (221). Students in the Inequality and Social Justice (ISJ) option must also complete Race, Gender, Class (220) or Gender and Society (275) and one ISJ elective options. Students in the Rural and Environmental Change option must also complete Introduction to Rural and Environmental Change (270) and one Rural and Environmental Change elective option.

A number of desirable internship placements require students to have special skills such as grant writing or research methods and data analysis. In such cases, applicants must demonstrate competency in these areas. It is the Sociology Department's policy to fully comply with all applicable Federal and State laws regarding accommodations for students with disabilities. When a disabled student is seeking an internship and prior to entering into an internship agreement with any agency or organization, a plan will be developed to assure that reasonable accommodations are made.

PROCEDURES AND REQUIREMENTS

The primary purpose of the internship program is to provide students with service learning experience in the day-to-day activities of an agency or program in which they can apply their sociological skills and knowledge to meet needs of clients/organizations, and/or the community. In order to receive academic credit, students must demonstrate analytic skills, gain new insights that build upon their previous course work, and connect aspects of sociological theories and concepts to their service experience. Consequently an internship involves a number of academic requirements. The procedures and requirements of an internship are outlined below.

1. **Application and Interview with Prospective Agency.** Application for the sociology internship is a competitive process. Interested students must first contact the faculty person supervising internships for the semester during which the internship will take place (contact the Department's Administrative Associate to find out who this is). Students must submit an **application packet** to the faculty supervisor that includes: (a) a statement of interest in an internship; (b) an unofficial transcript; and (c) a current resume. Every effort will be made to match the skills and interests of students with the needs of the placement agency. Ideally the faculty supervisor will contact the placement agency to confirm the

availability of an internship and make arrangements for the student to **interview** with the agency. With prior approval of the faculty supervisor, students can develop their own internship placements. Students may be subject to a background check, which may include official records and interviews with family members, friends, and neighbors. Additionally, some internships may involve UA tests. Having a criminal history or criminal associates may disqualify an internship applicant.

2. **Credits Earned and Hour Requirements.** Students must register for academic credit by signing up for Sociological Internship (498) during the semester in which the internship takes place. A **minimum of 2 credits** of internship is required. Students may take **no more than 12 total credits** of internship, but internship credit may be taken over several semesters. Registration requires consent of instructor. As with any course, interns must pay the applicable tuition and fees.

Considering the needs of the placement agency and the availability of the student, the number of hours worked will determine the number of credits earned. As a rule of thumb, each credit registered for requires 50 hours of work experience during the semester. Thus, a 3-credit internship requires 150 total hours, or about 10 hours per week over the course of a 15-week semester.

3. **Academic Requirements.**

- After the student has been accepted by the placement agency, an **internship agreement** is entered through with the “Handshake” system provided by Internship Services. The agreement provides basic information of the internship and site supervisor, and the student establishes goals of the internship. The internships agreement must be completed the first week of the semester. Toward the end of the semester, each student assesses his/her progress on these goals through a **goal assessment paper**.
- Student interns are also required to keep a **journal** of their experiences throughout the semester in a manner that does not violate standards of confidentiality. Journal entries should include reflections about the service work you are engaged in, the ways in which you are able to apply knowledge and skills from previous sociology classes to your work, and the impacts you believe your service is having at your site.
- The writing requirement for the internship is 14 **chapter reaction papers** for Joycelyn Pollock’s book, *Ethical Dilemmas and Decisions in Criminal Justice*. Chapter reaction papers must be no longer than one page, double-spaced. Chapter reaction papers are due *at noon* on Friday of the corresponding week of the semester (e.g., the summary for Chapter 1 is due on Friday of the first week of the semester). Each summary is worth 10 possible points (140 total possible points).

4. **Internship Site Supervision.** Internships in sociology are designed to help students acquire professional skills and insight. In order for this to happen, each student works under the direct supervision of a trained professional designated by the placement agency. This individual directs the student’s activities, providing a broad range of experience while offering guidance and constructive evaluation.

Internship supervisors are asked to complete an *evaluation form* (provided by the “Handshake” system) that evaluates the student’s growth and performance. The evaluation form includes a variety of performance criteria such as general attitude, responsibility, confidentiality, attendance, promptness quality of work, impact of the student’s work, and overall performance.

5. **Meeting with Faculty Supervisor.** Students are also expected to meet every three weeks with their faculty supervisor. At the beginning of the semester, the student and faculty supervisor will set a schedule of meetings dates and times. The goal of these meetings is to discuss the internship experience and progress on academic requirements of the internship.
6. **Grades.** Your internship agreement, goal assessment, and journal will be checked off when completed. Letter grades will be assigned to the chapter summaries and evaluation from completed by the internship supervisor. Final grades will be assigned if all requirements are complete, using the combined letter grades.
7. **Professional and Ethical Practice.** Interns are expected to perform their duties in a professional and ethical manner. Internship activities and academic performance falls under the purview of The University of Montana Student Conduct Code. All students need to be familiar with the Student Conduct Code; the code is available at through the University Webpage under “Student Conduct Code.”