

CONCORD UNIVERSITY

SOC 450 - Sociology Internship *Overview*

Purpose of Internship

The Department of Sociology at Concord University offers internship opportunities to eligible sociology majors. The objective of the internship program is to provide students with both observational and hands-on work experiences designed to enhance their academic preparation and ability to perform at a professional level in social service and non-profit organizations after graduation. The internship program requires the student to write sociologically about their experience as they integrate knowledge from their academic experiences with practical information gained in the professional setting. Under the direction of the Sociology Internship Coordinator, students can receive academic credit toward their degree.

Internship Coordinator

Lori Pace

Instructor of Sociology
Office: (304) 384-6054
Cell: (304) 763-5396
Email: lpace@concord.edu

Mailing Address:

Concord University
Attention: Lori Pace
300 University Drive
Beaver, WV 25813

Student Eligibility

Students must be sociology majors who have demonstrated proficiency in their coursework in order to be considered for an internship. Students must have completed at least **12 hours of sociology coursework at the time of application, and must have a minimum 2.5 cumulative GPA and a 2.75 GPA in their sociology courses.**

Academic Credit Hours

The Sociology Department offers academic credit hours for eligible students. Students can receive up to **12 hours** of total credit toward their degree while interning at an approved internship site, however only six hours can be completed in any one semester. The number of credit hours will vary depending on the number of internship hours completed at the site. All internship hours must be completed during the semester for which the student is enrolled in the internship course. *SOC 450* can be taken for a maximum of 12 credit hours toward a degree.

Credit Hours	Fall/Spring Semester	Summer Session
3	9 hours/week - 108 total	20 hours/week - 100 total
6	18 hours/week - 216 total	40 hours/week - 200 total

CONCORD UNIVERSITY

SOC 450 - Sociology Internship *Application Process*

Students should consider the internship program well in advance of the semester of actual enrollment. Students can use the course listing *SOC 450* with the CRN and other course information to register into this course **HOWEVER the Internship Program Application and one page statement of purpose MUST be received by the Intern Coordinator no later than the first week of the semester student is registered in SOC 450.**

Application Instructions

For any questions about the internship application process, please contact Internship Coordinator Lori Pace (lpace@concord.edu).

1. Register into the SOC 450 at the same time you register for your other courses, or before the first week of the semester. Email lpace@concord.edu for the Resource Manual & Internship paperwork, and to communicate about your goals for the Internship before the semester begins.
2. Complete Internship Program Application form and type a one-page double spaced statement of purpose. Please discuss what you hope to gain from the internship and how it relates to your career goals.
3. Email completed Internship Program Application form and statement of purpose to Lori Pace (lpace@concord.edu) or return to your Concord University Sociology faculty advisor no later than the **first week of the semester**.
4. The Internship Program Registration form will be completed and returned to the Internship Coordinator once the student has located an appropriate internship location and supervisor.
6. Students may choose to meter out their time consistently, or use longer shifts to meet the required hours. In either case, a weekly journal will be completed indicating overall hours for the week, duties and responsibilities, and represent impressions of the internship. A sign in form to provide as a "time sheet" will be completed the site supervisor and must be returned with the Employer Evaluation in a SASE (Self Addressed Stamped Envelope) provided by the student.

Course Requirements and Student Responsibilities

Students are expected to meet eligibility requirements for acceptance to the Internship Program. Students are responsible for finding their own internship site, although Ms. Pace is happy to discuss possible agencies and organizations in the SWV area, and provide the Resource Directory. The process of looking for an internship site should begin before the semester. Once an internship site is secured, the student must submit to the Internship Coordinator a completed Internship Registration Form.

Upon acceptance as an intern, each student must make their own arrangements with their site supervisor regarding fulfillment of internship duties. Since the internship is considered an employment experience, the intern is expected to maintain a professional demeanor throughout the term of the internship. All internship hours must be completed during the semester for which the student is enrolled in the internship course and the sign in time sheet must match dates and hours with the journals submitted by the student. Once the necessary hours are completed at the site, the student is responsible for providing the supervisor with the “Sociology Internship Evaluation Form” (hardcopy or by email) and asking the supervisor to return the completed time sheet with the Evaluation form to Ms. Pace in the envelope with postage the student has addressed and provided.

Course Grading

In addition to the completion of internship hours, course grades will be based on the following:

1. A weekly journal, submitted via email to the Internship Coordinator each week of your internship from beginning date to completion. In each journal entry include your name & student ID #, the site of the internship, the date and hours actually completed within this week, a description of your activities and work accomplishments. Additionally provide your own insights regarding your work, the organization, people with whom you have contact, and the knowledge and experience you are gaining. Your site supervisor will need to sign the Time Sheet log each time you work.
2. A final paper (5-10 pages in length double-spaced) that applies sociological readings as an analytical framework that critically engages your experience and-or the role of your organization in a broader context (social, theoretical, or methodological). You may use MLA or APA style and need to incorporate no less than 3 professional journals or respected texts. This paper is due no later than the last week of classes for the semester you are enrolled and should be emailed to Internship Coordinator Lori Pace (lpace@concord.edu). You will be sent a confirmation of receipt. Direct any questions about the paper to Ms. Pace.
3. The Employer Evaluation of Intern form must be completed by the student’s site supervisor, indicating the extent to which the student satisfactorily completed his or her internship duties and obligations. This should be completed as soon after the student’s last date of employment and students should give the form and a self-addressed envelope to the supervisor with the address:

Concord University
Attention: Lori Pace
300 University Drive
Beaver, WV 25813

CONCORD UNIVERSITY

SOC 450 - Sociology Internship *Internship Program Application*

Name PRINT CLEARLY Student ID # Date

Concord Email Address

Semester of Internship (Select one): Fall Spring Summer I Summer II Year _____

Number of Credit Hours (3-6) _____

Student Eligibility - Must meet all to be eligible (Check box)

- Minimum 2.5 GPA overall
- Minimum 2.75 GPA in sociology coursework
- Completion of at least 12 hours in sociology courses

Include with Application

A one-page statement of purpose detailing what you hope to gain from the internship and how it relates to your career goals. You may submit this application and statement of purpose via email to Lori Pace (lpace@concord.edu) or a printed copy to your Concord Sociology advisor.

Student Acknowledgement

In signing this application, I certify that I have read and met all eligibility criteria for the *SOC 450 - Sociology Internship* course.

Student Signature

Date

We will contact you at your student email address about the status of your application within 2 weeks following the application deadline.

CONCORD UNIVERSITY

SOC 450 - Sociology Internship Internship Program Registration Form • Page 1 of 2

Complete this 2-page form only after acceptance into the Sociology Internship Program by the Internship Coordinator and locating your internship site.

Intern Information

Name PRINT CLEARLY Student ID # Date

Concord Email Address

Semester of Internship (Select one): Fall Spring Summer I Summer II Year _____

Number of Credit Hours (3-6) _____

Organization Information

Name of Organization, Business or Agency Phone #

Address City State ZIP

Indicate days and times of internship: Monday _____

Hours per week: _____ Tuesday _____

Internship Start and Stop Dates: Wednesday _____

From: _/_____/_____ To: Thursday _____

_____/_____/_____ Friday _____

(These can be estimates with the goal of the student to fulfill the required intern hours in a consistent fashion before the end of the semester enrolled in SOC 450)

CONCORD UNIVERSITY

SOC 450 - Sociology Internship

Internship Program Registration Form • Page 2 of 2

Site Supervisor

Name

Job Title

Email Address

Phone #

Intern's Job Title and Description

List Internship Duties and Responsibilities:

Please submit the following by email to Lori Pace (lpace@concord.edu) or return to your Concord University Sociology faculty advisor.

CONCORD UNIVERSITY

Sociology Internship Employer Evaluation Form • Page 1 of 2

Student: _____ Organization: _____

Intern will provide you with a SASE. Please complete the following 2-page evaluation and return by mail as soon after the internship is completed as possible with the completed time sheet(s).

5 Exceptional (Always demonstrates this ability; consistently exceeds expectations) 4

Commendable (Usually demonstrates this ability; sometimes exceeds expectations) 3

Fair (Sometimes demonstrates this ability; meets expectations)

2 Uncomplimentary (Seldom demonstrates this ability; rarely meets expectations)

1 Unsatisfactory (Never demonstrates this ability; does not meet expectations)

Check one response for each question. If any question is not applicable to this internship experience, please leave the response blank.

A. Ability to Learn

1. Asks pertinent and purposeful questions 1 2 3 4 5

2. Seeks out and utilizes appropriate resources 1 2 3 4 5

3. Accepts responsibility for mistakes & learns from experience 1 2 3 4 5

B. Reading/Writing Skills

1. Reads/comprehends/follows written materials 1 2 3 4 5

2. Communicates ideas and concepts clearly in writing 1 2 3 4 5

C. Listening and Oral Communication Skills

1. Listens to others in an active and attentive manner 1 2 3 4 5

2. Effectively participates in meetings or group settings 1 2 3 4 5

3. Demonstrates effective verbal communication skills 1 2 3 4 5

D. Creative Thinking and Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces 1 2 3 4 5

2. Brainstorms/develops options and ideas 1 2 3 4 5

3. Demonstrates an analytical capacity 1 2 3 4 5

E. Professional and Career Development Skills

1. Exhibits self-motivated approach to work 1 2 3 4 5

2. Demonstrates ability to set appropriate priorities/goals 1 2 3 4 5

3. Exhibits professional behavior and attitude 1 2 3 4 5

4. Supports and contributes to a team atmosphere 1 2 3 4 5

CONCORD UNIVERSITY

Sociology Internship Employer Evaluation Form • Page 2 of 2

Student: _____ Organization: _____

G. Organizational Effectiveness Skills

- 1. Seeks to understand & support organization’s mission/goals 1 2 3 4 5
- 2. Fits in with the norms and expectations of the organization 1 2 3 4 5

H. Basic Work Habits

- 1. Reports to work as scheduled and on-time 1 2 3 4 5
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5
- 3. Dress and appearance are appropriate for the organization 1 2 3 4 5

I. Character Attributes

- 1. Brings sense of values and integrity to job 1 2 3 4 5
- 2. Behaves in ethical manner 1 2 3 4 5
- 3. Respects diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

Overall Performance of the Intern (Select One)

Outstanding Good Average Poor Unsatisfactory

Any additional comments regarding above elements marked 3 or lower, or about intern’s performance

Based upon this intern’s performance, my organization would (Select One)

Absolutely Welcome Another Intern Consider Another Intern Not be Interested in the Future

Evaluator’s Signature: _____ Date: _____

Title/Position: _____ Phone: _____

Thank you for allowing this Sociology Internship!!!