**APPLIED SOCIOLOGY INTERNSHIP GUIDELINES**

The graduate internship requires 40 hours of field work per credit. Thus a three-credit internship would be 120 hours in a semester. The on-site supervisor and intern will develop a mutually agreeable schedule to complete the total hours. **Students should not contact the agency/organization until approved for an internship by the Graduate Director.**

SOC 691, Professional Internship I, is an experiential learning process when the student becomes familiar with the organization’s operations and, in consultation with a mentor, conducts a literature review, completes a research design that utilizes the assessment and evaluation skills learned, and secures IRB approval, if necessary.

SOC 692, Professional Internship II, is where the student conducts the actual study, completes the analysis, and submits a deliverable product. An oral presentation to faculty and students is required. An alternative to this course is SOC 698, Research and Thesis, which has a different set of guidelines.

**Prerequisites:**

1. Prior successful completion of 12 credits in the core courses, although an exception may be made for exceptionally strong students to take one core course concurrently with the internship.
2. Prior successful completion of at least 15 graduate credits in sociology.
3. A minimum cumulative GPA of 3.0 in the core courses as well as overall in the program.
4. Approval by the Graduate Director of Sociology.

**How to Proceed:**

In the early part of the semester before the one in which your internship begins, you need to:

1. Make an appointment with the Graduate Director to have an initial discussion about placement interests and options, and to get the information package, which includes the Permission Form, Internship Agreement Form and Learning Objectives Template.
2. Explore placement options and secure preliminary approval on the type of deliverable project with the site supervisor.
3. Ask a faculty member in the Department to be your mentor and have a preliminary discussion about the kind of project you wish to do. As needed, your mentor will consult with the site supervisor to ensure consistency in the scope and parameters of the agreed-upon project.
4. Develop a preliminary proposal outlining your project, including learning objectives, and submit it to the Graduate Director for approval.
5. Upon receiving approval from the Graduate Director, meet again with your mentor and with your intended on-site supervisor to discuss the project and to get the necessary signatures on the Internship Agreement Form.
6. Once you have all signatures, take that form and the completed permission form, and meet with the Internship Coordinator to discuss your placement and responsibilities as an intern. The coordinator, after signing off on your placement, will issue you a permit to register. Until you do register, you are not officially enrolled in the internship.
7. Successful completion of the internship includes: 1) meeting the program conditions set by the Internship Coordinator; 2) approval of the deliverable product by the methodologist; and 3) the oral presentation to faculty and students.
8. After the mentor completes evaluation of the completed project, the student and/or mentor will ask two other faculty members to be the second and third readers.