

INTERNSHIP MANUAL

Southwest Minnesota State University
Sociology Program

Department of Social Science
Marshall, Minnesota

Updated August 2019

SMSU Sociology Internship

An internship during your college years is an invaluable experience that can bring to life the sociological concepts and theories you study in books and in the classroom. You can sample potential careers, build your resume, and learn new skills during a well-chosen internship experience. Internship settings for sociology majors/minors are diverse. Whether you enjoy working with families or learning more about statistical methods to track population growth, you can find an organization that will give you the opportunity to gain experience while you work toward their goals.

Recommendations: The Sociology program recommends internships for sociology students who have taken at least 15 credits in sociology and have junior or senior status. We also recommend that you take SOCI 203 Sociology Seminar prior to an internship. This course provides you with resources that will explore your interest in sociology and connect you to potential career paths.

Finding Your Internship Site

COURSE AND TIME COMMITMENT: You may complete the internship for either SOCI 495 Senior Capstone or SOCI 499 Field Experience/Internship. The Sociology Program requires that you perform 40 hours of work for each academic credit, with a maximum of 3 credits given.

SUPERVISION: The faculty supervisor of SOCI 495 will be the faculty instructor for the course. For SOCI 499, you must choose a sociology faculty member to supervise your experience and secure permission from the faculty member before you register for the internship. The faculty member will be able to help you with ideas for your internship site, but it is your responsibility to contact prospective employers.

SITE SELECTION: Choose a site based on your interests in sociology. Also consider what tasks and opportunities will be given to you during the internship. You can consider sites that involve teaching, research, or sociological practice such as policymaking, administration, and opportunities in government, business, or human services. The site can be located anywhere in the U.S.; it does not have to be in Marshall. Check out the American Sociological Association website (www.asanet.org) for ideas on careers and jobs in sociology.

When you have secured an internship site, complete the Internship Contract and Statement of Goals and Objectives (found in the Forms section). Return these forms to your faculty coordinator.

Possible internship sites and types of sites:

New Horizons Crisis Center	American Red Cross
Adoption Services	Habitat for Humanity
Career Center	Gallop Poll
Dept. of Military and Veterans Affairs	Enterprise Institute
Lutheran Social Services Credit Counseling	Human Resources
Retired Senior Volunteer Program	Corporate Research
Adult Community Services (Senior Center)	Women's Rural Advocacy Program
U.S. Senators and Representative	
Hospice	
Food Pantries	

REQUIREMENTS FOR ACADEMIC CREDIT

Submit the following to your faculty coordinator:

1. **Internship Placement Form:** completed and signed by site supervisor before the second week of the experience.
2. **Time log:** Keep a time log of dates/hours worked for final verification of credit hours earned. This should be signed by your site supervisor and included in your final portfolio.
3. **Reflection Papers:** You will write four reflection papers, applying concepts, theories, and/or readings from your sociology courses to your internship experience. These will be included in the final portfolio. Each paper should be about 400-450 words in length, single-spaced. You are required to write a Final Reflection (see below) and can choose three of the following, for a total of four reflections:
 - *Connecting the Sociological Imagination:* CW Mills contended the sociological imagination allowed people to see the connection between personal troubles and broader social issues. How are the challenges the clients face at your work site reflections of personal troubles? In what ways do they reflect broader social issues and problems? How are the personal and the social interconnected?
 - *Gender Socialization:* Reflect on gender socialization and interaction. What are the gender issues raised by your work site? How are gender roles a part of the situations you are experiencing? How does gender influence the interaction among staff, between staff and clients, and so forth?
 - *Race and/or Class:* Reflect on the ways that social class and/or race affect people's socialization, their associations (who they know), and their prospects at your work site. What are the racial and ethnic issues in your place of work (for clients and/or staff)? What is your comfort level in dealing with differences in light of your current experiences?
 - *Family Values:* What family trends and issues are parts of your work at this site? How does an understanding of family trends help you understand the situations, needs, and challenges of the people with whom you are working?
 - *Other topics:* You may apply other relevant concepts to the issues of clients or staff at your work site.
 - *Final Reflection (this entry is required):* Discuss what you learned from this experience and how it will benefit you in the future. What personal value orientations and perceptions did you bring to this work site? What did you like most and/or least about your internship? How could you have been better prepared for this experience?
4. **Portfolio:** The purpose of the portfolio is to document your internship experience. The portfolio should contain samples of all work, such as the following: sample forms you needed to complete, educational materials you prepared, photographs of you on the job, copies of program planning materials you used, copies of letters or other written communication you prepared, feedback from participants/clients, newsletters, newspaper articles, internship descriptive materials, etc. These samples should provide a realistic picture of your skills and talents you developed at your internship. If you remember to collect items when you are on your internship, the portfolio will be much easier to compile. Include an updated resume with your internship experience listed.

Your portfolio should contain the following sections (in this order please):

- Cover page (name, internship site, date, job title)
- Table of contents

- Updated Resume with internship experience listed
- Statement of goals for your internship and a brief description of your work towards these goals
- Time Log
- Four Reflection Papers
- Materials that reflect what you did on your site: include a short summary on the page if it is not obvious what you did
- Internship descriptive material

Compile all information into a 3-ring binder or other folder, using clear plastic page protectors. Be creative in your presentation and have it reflect your style.

5. Oral Presentation of Internship Experience: Prepare a presentation that summarizes your experience and the connection to your sociology coursework. SOCI 495 students will present at the fall Undergraduate Research Conference. SOCI 499 students will work with the faculty coordinator to schedule.

6. Final Evaluation by Internship Supervisor

Expectations of Internship Site Supervisors

Students are expected to make a commitment to the agency for the semester and follow all policies and procedures set forth by the agency. The role of the site supervisor is to:

- Confer with the student about possible learning experiences appropriate to the student's needs and readiness to assume responsibilities
- Guide the student toward professional growth
- Serve as a resource person for the student throughout the experience
- Communicate with the faculty coordinator as needed
- Conduct a final evaluation of the student's work and submit to the faculty coordinator

SMSU Sociology Internship Placement: Student Data and Goals

Student:

Number of Credits:

Semester:

Beginning Date:

End Date:

Estimated number of hours to be worked weekly:

Total Hours:

Internship Agency:

Supervisor:

Address

Phone:

Email:

Specific Internship job title and assignment with employer

Responsibilities or goals for student intern:

The signatures below indicate that these individuals have read and approve this as an appropriate internship experience for academic credit.

Student signature:

Date:

Agency supervisor:

Date:

Faculty coordinator:

Date

FINAL EVALUATION BY INTERNSHIP SUPERVISOR

Sociology Internship
 Southwest Minnesota State University

Name of Student Intern: _____ Date: _____

Place of Internship: _____

Agency Supervisor: _____ Title: _____

Please rate the student on the following performance indicators by marking an (X) in the appropriate column. You are encouraged to make comments in the space provided at the bottom of this page. Please mark N/A if the performance indicator does not apply to the student, or you have not observed the student in this capacity.

Performance Indicator	Excellent	Above Average	Average	Below Average	Poor	N/A
Decision Making: Student used good judgment when making decisions.						
Attitude: Student had a positive attitude and approached this experience with enthusiasm.						
Ethics: Student was sensitive to clients' privacy and treated others with dignity.						
Relationship Building: Students had a good rapport with clients and agency staff members. He or she worked with others in a caring and compassionate manner.						
Communication Skills: Student communicated effectively with others.						
Willingness to learn: Student was eager to learn, followed directions, and was accepting of feedback from agency staff.						
Appearance: The student's appearance met the requirements of the job assignment.						
Attendance: The student was punctual and worked when scheduled.						
Overall Rating: Rate the student's overall performance.						

Comments:

Has the student completed the goals set out for the internship experience? What has the student done which is of value to you?

Evaluate the overall quality of the student's performance and progress. Note the growth areas from the beginning to the end of the internship. Has the student demonstrated professional norms and behaviors? Has this student demonstrated an ability to function as a member of a work team? What grade would you recommend?

Additional Comments: What would you change about this internship? Would you be willing or able to supervise another sociology intern? Any additional comments about this student and the internship would be appreciated.

Thank you for working with this student.

You may email the evaluation to the faculty coordinator or you may submit by mail to:
Sociology Internship Program
Department of Social Sciences, SS 103
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258