

# Radford University Department of Sociology Internship Manual

Revised August 2009

## Philosophy and Objective

The Internship Program is designed to provide the Sociology major with an opportunity to practice sociological theories, methods, and skills in an applied setting. Participation in this program will expose students to the qualifications and requirements of various public and private agencies and give them the experience to meet those requirements. Participating agencies will permit students to become involved in the work of their agency and, if possible, be allowed to make contributions.

The major goals of the Sociology Internship are for the student:

1. To receive an introduction to an agency (or agencies) in the private or public sector which utilize Sociological practitioners.
2. To become acquainted with organizational processes within a public setting.
3. To develop professional communication, interpersonal, and technical skills.
4. To connect Sociological theory and methods with practice in a work setting.
5. To enhance and enrich the skills students have learned thus far in their Sociology training.

## Credit Hours & On-Site Hour Requirements

The credit hours for the internship will range from 3 to a maximum of 12 credit hours. Only three SOCY 499 credit hours may count toward the requirement for major. Any hours above those three will count as general elective credits toward the 120 hours required for graduation.

The work hour requirements vary by the number of credit hours for which one is enrolled. For every one credit hour, the student is expected to complete 40 hours *on site*. This is *in addition to* the time needed to complete the academic component of the internship.

## Minimum Academic Requirements

The following minimum standards have been established for acceptance into the Sociology Internship:

1. The student's cumulative grade point average should be at least 2.0.
2. The student's major grade point average should be at least 2.0.
3. The student must be at least a first semester junior with a minimum of 56 semester hours completed toward graduation.
4. The student must be a Sociology major or minor.
5. The student must be off academic probation for one full semester preceding internship placement.
6. The student must have completed the following courses prior to beginning the internship experience:
  - SOCY 110: Introduction to Sociology **AND** SOCY 250: Social Inequality **OR** six hours of elective Sociology courses related to the type of work required in the internship.

## Professional Performance Criteria

In order to be considered for an Internship in the Sociology Department, students must demonstrate the following:

1. Behavior that reflects responsible interpersonal relations skills.
2. Personal characteristics related to good job performance.
3. Ability to function in a semi-autonomous manner.

These qualities will be confirmed by three Radford University Sociology faculty in their evaluation of the student. (Appendix B)

## Selecting a Site & Completing the Paperwork

In the semester *prior* to the desired internship experience, students should submit the Sociology Department Internship Application Form (Appendix A) to the Internship Coordinator and distribute three Faculty Evaluation Forms to Radford University Sociology faculty (Appendix B). After the academic requirements and professional performance criteria have been met, the following procedures must be followed:

1. Students should download and read the Internship Manual which can be accessed online from the Department of Sociology home page at: <http://soc.asp.radford.edu/>
2. Students should consider internship options by: reviewing the Sociology website, checking with the Career Center, looking at emails from the Internship Coordinator, and by searching the internet and utilizing your own network and making contacts in the community.
3. The student will meet with the Internship Coordinator three times before s/he can be enrolled in SOCY 499.
  - In the initial meeting the Internship Coordinator will assess the Sociology Department Internship Application with the student and review the Faculty Evaluation Forms to determine eligibility. As such, prior to the initial meeting with the Internship Coordinator, the student is expected to (1) complete the Sociology Department Internship Application and (2) have submitted the Faculty Evaluation Forms to three Radford University Sociology faculty.
  - After the student has been approved as an internship candidate, and a site selection has been made, the student is expected to meet for a second time with the Internship Coordinator. At this meeting the Internship Coordinator will discuss (1) expectations for the internship, (2) possible faculty advisors, (3) completion of the Radford University "Memo of Understanding", "Radford University Student Internship Agreement," and "Radford University/Agency Site Experiential Learning Program Agreement," (all available at <http://soc.asp.radford.edu/MEMO%20OF%20UNDERSTANDING.pdf>, and (6) expectations for the Statement of Intern Responsibilities and Learning Goals (found in Appendix E).
  - At the final pre-admission meeting, the Internship Coordinator will review all required documents with the internship candidate and give final approval for enrolling in the course. Permission to register for SOCY 499 will be given only after all paperwork is completed.

## **Student Responsibilities**

After the student has earned Internship candidate status, the following expectations are required:

1. Provide the Agency Supervisor with a copy of the Radford University Sociology Department Internship Manual.
2. Arrange a work schedule with the Agency Supervisor and report the work schedule to the Faculty Advisor during the first week of the semester.
3. Report to the participating agency dressed and groomed in a manner suitable to the job situation.
4. Meet with the Faculty Advisor during the first week of the semester.
5. Be punctual and reliable. The Agency Supervisor must be contacted if the student will be absent or late. All time missed must be made up.
6. Complete all work, written or otherwise, assigned by the agency.
7. Complete all course requirements (see course requirements and syllabus; Appendix C and E).
8. Keep a running log of number of hours worked on site.
9. Become familiar with personnel and agency policy pertaining to ethics, security, confidentiality of records, etc.
10. Become sufficiently involved within the agency to understand the day-to-day operations.
11. Become familiar with the policies under which the participating agency operates.
12. Attend meetings with your Faculty Advisor as requested.
13. Contact your Faculty Advisor with any problems or grievances that may arise with the placement and/or with the Agency Supervisor
14. Attend the mid-semester meeting with the Internship Coordinator.
15. Complete the Student Evaluation of Internship Experience located in Appendix F and return it to your Faculty Advisor prior to the end of the semester during which you were taking the internship
16. Complete the Student Evaluation of Internship Program located in Appendix G and return it to the Internship Coordinator prior to the end of the semester during which you were taking the internship.

## **Internship Coordinator Responsibilities**

The following is a list of major responsibilities of the Internship Coordinator:

1. Assist students in completing all forms required for the internship application process.
2. Assist students in identifying an internship opportunity that matches their career goals.
3. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
4. Hold periodic meetings with interns during the semester of their experience.
5. Recruit new internship agencies and maintain ties with current site placements.
6. Publicize internship opportunities to Sociology majors.
7. Evaluate and Assess the completed Student Evaluation of Internship Experience forms and work with agencies to improve the Internship program
8. Evaluate and Assess the completed Student Evaluation of Internship Program forms and work to improve the Internship program

## **Faculty Advisor Responsibilities**

The following is a list of major responsibilities of the Faculty Advisor:

1. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
2. Provide participating agency supervisors with mid-semester and final evaluation forms and confirm that these documents are completed and returned to the Internship Coordinator in a timely manner.
3. Make contact with the agency supervisor within the first two weeks of the semester explaining her/his role in the internship experience.

4. Act as a liaison between the student and the agency supervisor addressing any grievances that develop from either side.
5. Work with the student intern to develop an academic project for the internship that encourages the student to make connections between their sociological training and their field experience.
6. Encourage the student to use discussion as a tool to measure their own professional growth and involvement in the agency's work.
7. Maintain accurate records of contacts with participating agencies, supervisors, and student performance.
8. Determine a final grade from the agency final evaluation (60%) and academic work submitted by the student (40%).
9. Assist the participating agency in developing a meaningful internship program for the student.
10. Facilitate discussion of the students' internship experiences.
11. Provide the Internship Coordinator with a copy of the Student Evaluation of Internship Experience forms **no later than one week after** the end of the semester during which you supervised an internship.

### **Participating Agency Responsibilities**

The following is a list of major responsibilities to be used by the participating agencies in the management and supervision of each Sociology intern:

#### ***Designation and Paperwork***

1. Designate an Agency Supervisor who holds at least a Bachelors degree (or equivalent) and a minimum of two years of pertinent professional experience
2. Complete (1) the Radford University Memo of Understanding, (2) the Radford University Student Internship Agreement, and (3) the Radford University/Agency Site Experiential Learning Program Agreement.
3. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
4. Complete both a mid-semester and final evaluation of the student's performance. The Faculty Advisor will provide the agency with all necessary forms. The agency representative is to review the contents of the performance evaluation with the student, discuss areas in need of improvement and suggest steps to meet these needs.

#### ***Relations with Faculty Advisor***

The Agency Supervisor shall

1. Provide the Faculty Advisor and the Internship Coordinator with contact information.
2. Participate with the Faculty Advisor in developing a meaningful experience for the student.
3. Work with student, Faculty Advisor, and Internship Coordinator to resolve any grievances.

#### ***Agency Environment***

1. Determine, through mutual agreement, the student working hours; agencies should be flexible in scheduling to enable the student to complete the internship by the agreed upon end-date
2. Allow the student to begin placement during the first week of the semester.
3. Orient the student to the agency's expectations of appropriate dress, policies pertaining to confidentiality of information and records, and any other expectations of student interns.
4. Provide a formal or informal training program to familiarize the student with the function and operation of the agency.
5. Familiarize the student with the various community resources, professional services, and databases used by staff members.
6. Allow the student to become as involved with the clients served as appropriate to the specific agency.

### **Academic Requirements**

The student is expected to fulfill all requirements listed on the Course Syllabus (Appendix C) as well as those under "Student Responsibilities" (page 3). As is indicated in the syllabus 60% percent of the student's grade will be determined from the final evaluation conducted by the agency supervisor. The remaining 40% percent of the student's grade will be determined from the quality of academic activities completed. These activities will be negotiated by the student and the Faculty Advisor. The actual grade will be assigned by the Faculty Advisor.

### **Evaluation & Grading System**

The student will be evaluated twice by the agency supervisor during the semester. A mid-semester evaluation will be used only to assist the student in identifying strong areas as well as those areas where improvement is needed. Only the final evaluation will be used in determining the final grade. The final evaluation accounts for 60% of the final grade. The other 40% of the course grade is determined by academic work (such as a paper, presentation, journals, and portfolio—all to be determined by the student and Faculty Advisor).

## Radford University Department of Sociology Internship Application Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

          Last           First           M.I.

Email: \_\_\_\_\_

Local Address

Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permanent Address

Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Do you have any health problems that may affect placement?

Yes \_\_\_\_

No \_\_\_\_

If yes, please specify.

\_\_\_\_\_  
\_\_\_\_\_

2. Do you have any physical conditions that may affect placement?

Yes \_\_\_\_

No \_\_\_\_

If yes, please specify. \_\_\_\_\_

\_\_\_\_\_

3. Semester of desired Internship:   Fall 20\_\_   Spring 20\_\_   Summer 20\_\_

4. Number of credit hours desired for internship: \_\_\_\_\_

5. Desired type of placement: \_\_\_\_\_

\_\_\_\_\_

6. Desired Faculty Advisor: \_\_\_\_\_

7. Have you contacted the prospective Faculty Advisor about this internship?

Yes \_\_\_\_\_

No \_\_\_\_\_

8. Current Cumulative GPA \_\_\_\_\_

9. Major GPA \_\_\_\_\_

10. Total hours completed at the start of the desired internship semester \_\_\_\_\_

11. Sociology courses completed:

_____	_____
_____	_____
_____	_____
_____	_____

I verify that the information provided here is accurate. The information provided here is bound by the honor code. If I provide false information, I will be subject to the official disciplinary action as stated in the student handbook. Further, as some agencies may require background checks and character references prior to accepting an intern, this application gives consent to such checks as may be necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Radford University Department of Sociology Internship Faculty Evaluation Form

The following form is to be given to three Radford University Sociology faculty with whom the student has completed course work.

Student Name \_\_\_\_\_ Faculty Evaluator \_\_\_\_\_

Use the following key to rate the above student on each of the following characteristics:

- 1 = Outstanding
- 2 = Above average
- 3 = Average
- 4 = Below average
- 5 = Unknown or Not Applicable

### HUMAN RELATIONS SKILLS

- 1. Interacts well with all ethnic groups regardless of their culture, intellectual, socioeconomic, or academic background. \_\_\_\_\_
- 2. Works cooperatively with classmates in achieving common goals. \_\_\_\_\_
- 3. Is able to communicate effectively and tactfully with classmates and faculty. \_\_\_\_\_

### INTERNSHIP COMPETENCE

- 1. By virtue of knowledge displayed in the course work, has the ability to perform the job(s) for which applying. \_\_\_\_\_
- 2. Has the ability to learn quickly and thoroughly new information which may be required by the job. \_\_\_\_\_

### PERSONAL CHARACTERISTICS RELATED TO JOB PERFORMANCE

- 1. Is punctual \_\_\_\_\_
- 2. Is self-confident \_\_\_\_\_
- 3. Has the ability to make decisions and carry out responsibilities \_\_\_\_\_
- 4. Is open-minded toward change \_\_\_\_\_
- 5. Has initiative \_\_\_\_\_
- 6. Is interested in self-improvement \_\_\_\_\_

In what capacity have you known the above student? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you known the student? \_\_\_\_\_

Further comments about the student's ability to successfully complete the internship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Radford University Department of Sociology Internship Syllabus

### SOCY499

#### Nature and Scope of the Course

The Sociology Internship includes a field placement in a private or public agency, regular meetings with the Faculty Advisor, and periodic meetings with the Internship Coordinator. The student works with designated Agency Supervisor, receives an overview of agency functions, and completes assigned tasks within the agency. Students meet with the Faculty Advisor to discuss concerns. The Faculty Advisor will assign readings, assignments, and projects appropriate for the specific site placement to provide opportunities to relate theory and practice. The Internship Coordinator will periodically meet with all interns as a group to discuss the Internship experience.

#### Course Objectives

The major objectives of Sociology Internships are for the student:

1. To receive an introduction to any agency related to the student's area of study.
2. To understand the communications, decision-making, and problem-solving mechanisms within the agency.
3. To develop professional communication, interpersonal, and technical skills.
4. To relate Sociological theory and methods with practice in an agency setting using the knowledge skills learned in your Sociology course work.
5. To discuss how theory and methods interact with practice in a seminar setting with other interns.

## Radford University Department of Sociology Student Performance Evaluation

\_\_\_\_\_ Mid-semester

\_\_\_\_\_ Final (check one)

Intern Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Intern's Major Responsibilities: \_\_\_\_\_

**Agency Representative:** Please evaluate the student in each of the following areas. Upon completion of the evaluation, please review the results with the student. The review should emphasize major strengths as well as areas in need of improvement and the student's potential for continued work in the field. In the area provided under each evaluation factor, please write a brief justification for each rating that is placed in the "Needs Improvement" or in the "Exceeds Expectations" category.

Factors	Needs Improvement	Meets Expectations	Exceeds Expectations
1. Quality of Work:			
• Completeness	_____	_____	_____
• Neatness	_____	_____	_____
• Accuracy in oral expression	_____	_____	_____
• Accuracy in written expression	_____	_____	_____

2. Quantity of Work			
• Amount of work completed	_____	_____	_____
• Promptness in completing assigned tasks	_____	_____	_____

Factors	Needs Improvement	Meets Expectations	Exceeds Expectations
3. Initiative			
• Resourcefulness	_____	_____	_____
• Self reliance	_____	_____	_____
• Degree of initiative	_____	_____	_____
• Degree of supervision needed	_____	_____	_____

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4. Dependability			
• Reliability	_____	_____	_____
• Promptness and attendance	_____	_____	_____
• Ability to follow agency rules and regulations	_____	_____	_____

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5. Relations with people			
• Ability to effectively manage			
○ clients	_____	_____	_____
○ staff	_____	_____	_____

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6. Job knowledge. Understanding of			
• Job	_____	_____	_____
• Agency functions	_____	_____	_____
• Assigned tasks	_____	_____	_____

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Agency Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Agency Representative (Evaluator) Date

Student Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
Student Date

Upon completion, please email to [jmekolic@radford.edu](mailto:jmekolic@radford.edu) or mail to:

Dr. Jeanne Mekolichick  
Internship Coordinator  
Sociology and Anthropology Department  
P. O. Box 6948  
Radford University  
Radford, VA 24142

## Radford University Department of Sociology Statement of Intern Responsibilities and Learning Goals

In the semester prior to the internship experience, the student, in conjunction with the agency supervisor should develop a statement of the anticipated responsibilities and learning goals for the internship.

**Anticipated Responsibilities:**

**Learning Goals:**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Radford University Department of Sociology Student Evaluation of Internship Experience Cover Sheet

Each student is required to complete the evaluation of internship experience prior to the end of the semester and return it to the Faculty Advisor. Please respond to each of the sections below. This information will be used to support or restructure the internship program within your agency.

### Supervision

- Has your Agency Supervisor provided enough structure?
- Has he or she been available to answer questions and to review your work?
- Has he or she met with you and given you feedback on your performance?

### Orientation

- Did your Agency Supervisor adequately acquaint you with the work of the agency?
- Were you introduced to appropriate staff members?
- Was your orientation period adequate enough to allow you to perform significant activities during the remainder of the semester?
- Were relevant reading materials provided during the orientation period? Were agency rules and regulations explained to you?

### Activities

- Did you feel that you received an adequate work experience?
- Were you allowed to participate in many of the same activities as regular staff?
- Were you allowed to attend staff meetings and participate in them? Were staff members helpful in providing you with a relevant experience?
- Did staff solicit your comments and/or suggestions?
- Were you given a proper amount of responsibility? Were your skills used adequately?

### Changes

What changes would you recommend take place within the agency so that other students would have a better experience?

### Strengths

- What were the outstanding attributes of the Agency Supervisor and the staff that made this a successful placement?
- What were the significant learning experiences that you will take with you?

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

## Radford University Department of Sociology Student Evaluation of Internship Program Cover Sheet

Each student is required to complete an evaluation of internship program prior to the end of the semester and return it to the Internship Coordinator. In the event that the Internship Coordinator is also a student's Faculty Advisor, the "Student Evaluation of Internship Program" should be submitted to the Department Chairperson prior to the end of the semester. Please respond to each of the sections below. This information will be used to improve the "academic side" of our internship program.

### Internship Coordinator Supervision

- Did the Internship Coordinator adequately assist you in identifying and securing an internship?
- Was the Internship Coordinator helpful in completing appropriate paperwork necessary for the internship?
- Was the mid-semester meeting of all interns with the Internship Coordinator beneficial? If so, describe how. If not, discuss why.
- What were the most successful aspects of your experience with the Internship Coordinator?
- What aspects of your experience with the Internship Coordinator could be improved?

### Faculty Advisor Supervision

- Has your Faculty Advisor provided enough structure?
- Was an appropriate "academic project" negotiated?
- Has he or she been available to answer questions and meet with you as needed?
- Has he or she given you feedback on your performance?
- What were the most successful aspects of your experience with your Faculty Advisor?
- What aspects of your experience with your Faculty Advisor could be improved?

### Internship Program

- What changes would you recommend to the internship program to enhance it?
- What were the strengths of the Internship Program that made it successful?

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_