

Sociology Internship Application

Student name _____

Local address

Local phone number _____

Year in school _____

Number of completed sociology courses _____

Overall grade point average _____

Previous semester grade point average _____

Proposed internship agency

Proposed internship supervisor _____

Phone number for internship supervisor

Brief description of intern duties

Goals of internship

Duration of internship

Signature of student

Faculty supervisor

Department head

Date

SOCI 480 internship in sociology 3 credits

This course provides field experience in the social research organizations and community service organizations. The student will be required to work for at least ten hours per week under the supervision of a professional in the sponsoring organization. In addition, the student will meet periodically with the faculty internship. Only Juniors or Seniors with a grade point average of 2.78 or more, at least during the previous semester, will be eligible for an internship. No student can enroll for more than two internships during his/her college career. Prerequisite: 12 credits in Sociology and permission of the internship coordinator.

1. Eligibility
 - a. An intern must be a junior or a senior enrolled as a full-time student.
 - b. An intern must have completed at least four Sociology courses.
(Preference will be shown to Sociology majors.)
 - c. An intern must have a minimum grade point average of 2.75.
 - d. A sponsoring agency may specify additional requirements (e.g. Statistics).
 - e. No student may enroll for more than six hours of internship credit during his/her college career.
2. Workload
 - a. Interns may work for the sponsoring agency in one of two ways:
 - i. Carrying out a special project to be finished during the internship.
 - ii. Participating in the on-going activities of the sponsoring agency.
 - b. The work performed by the intern must constitute a valid learning experience.
 - c. The inter cannot be used to displace a salaried employee and may not be required to perform work in violation of existing collective bargaining agreements at the sponsoring agency.
 - d. The inter will perform a minimum of ten hours per week for the sponsoring agency (120 hours per semester).
3. Supervision and evaluation
 - a. The sponsoring agency must provide a qualified professional to supervise the intern's activities.
 - b. The supervisor will see that the intern receives any necessary training for the successful completion of the internship.
 - c. The supervisor will be available to assist the intern whenever help is needed.
 - d. The supervisor will provide written evaluations of the intern's performance after six weeks of the internship and the conclusion of the semester.

- e. The intern will submit a written report to the faculty coordinator at the end of the semester. This report will be one of two types:
 - i. A description of a special project carried out during the internship.
 - ii. A sociological analysis of the organization of the sponsoring agency (for those who did not carry out a special project).
4. Compensation
- a. The intern will receive three hours credit for the successful completion of the internship.
 - b. The intern may receive additional compensation at the discretion of the sponsoring agency.
5. Faculty coordinator
- a. The faculty coordinator will be responsible for making initial contact with the sponsoring agency, defining the terms of the internship and placing students with the sponsoring agency.
 - b. The faculty coordinator will follow up on the performance of the intern during the semester and will be available to resolve any difficulties that may arise between the intern and the sponsoring agency.
 - c. The faculty coordinator will meet with the interns at least two times during the semester.
 - d. The faculty coordinator will submit the final grades for the interns based on:
 - i. The written evaluation of the agency supervisor.
 - ii. The report submitted by the intern.
 - e. The faculty coordinator will be paid for supervising the student interns on the following basis:
 - i. 1-3 interns equivalent to 1 credit hour.
 - ii. 4-6 interns equivalent to 2 credit hours.
 - iii. 7-10 interns equivalent to 3 credits hours.
6. Nature of internships
- a. Internships will be sought in the following areas:
 - i. Performing research (Research methods and statistics will be prerequisites).
 - ii. Working for social service agencies.
 - iii. Working for other organizations relevant to the subject area the student is studying through the Sociology Department.
 - b. The following internships will not be sought:
 - i. Those that require specific training in social work.

Internship agreement

We, the undersigned, have reviewed the attached Internship Information Sheet and agree that it accurately describes the internship relationship between supervisor and intern and shall be the basis for the supervisor's evaluation of the intern at the completion of the internship.

Signatures:

(Intern)

(Supervisor)

Addresses:

Telephone numbers:



Notice of the Siena College Human Rights Policy and Procedures

TO: Volunteer service sites, internships and field educational experience settings

FROM: Christine Hammill-Cregan, Equal Opportunity and Employee Relations Specialist

DATE: September 2011

Please be informed that as an equal opportunity institution, Siena College has in place a Human Rights Policy, which prohibits discrimination, discriminatory-based harassment and sexual harassment directed against persons because of their race, religion, ethnicity, national origin, gender, age, sexual orientation, marital status, veteran status, disability or other basis identified in federal or state law. Discrimination and discriminatory-based harassment are unethical and unprofessional, and they are incompatible with Siena's commitment to diversity, educational equity, and the Franciscan tradition. All officials at volunteer service sites, internships and field educational experience settings where Siena students are placed are subject to the Human Rights Policy.

Please find a copy of Siena College's Human Rights Policy and Procedures at www.siena.edu/pages/5685.asp.

If you would like a hard copy of the Human Rights Policy and Procedures or need further information please contact Christine Hammill-Cregan, Equal Opportunity and Employee Relations Specialist at chammill-cregan@siena.edu or at 518-782-6673.