

SOC 496TUT: Internship Program

Faculty Advisor: **Kristen Schultz Lee, PhD**
453 Park Hall
716-645-8469
Kslee4@buffalo.edu

Undergraduate **Kelly Crean**
Program 435 Park Hall
Coordinator: 716-645-2586
 kcrean@buffalo.edu

Course Overview and Objectives.

This course is primarily designed for students who wish to acquire practical experience in a human service, political, social research, social justice, or social policy organization—private or governmental, profit or nonprofit. Some students find placements in consulting firms, law firms, or other business organizations. Some do research with a faculty member at UB, at another university, or in a social research organization in the area. Written work will be called for in addition to the time spent and work done in connection with your actual internship placement.

You may receive a maximum of three hours of credit toward the major for interning (with an additional three hours of general elective credit if desired).

Student Learning Outcomes.

Course Learning Outcome	Student Achievement Assessed with the Following Method(s)/Assignments:
Apply sociological knowledge and skills in a work setting.	Weekly online journals, final paper
Develop work-related knowledge and skills.	Weekly online journals, final paper, internship flyer
Explore career opportunities for sociologists.	Weekly online journals, final paper, internship flyer
Communicate effectively in writing.	Weekly online journals, final paper, internship flyer
Apply sociological theory and perspectives to a variety of practice settings and real world problems.	Weekly online journals, final paper

Eligibility Criteria

To receive internship credit through the Department of Sociology, you must:

- Be a Sociology major or Social Justice minor
- Have a GPA of 2.0 or over (in sociology & overall)

Be a junior or senior

Obtaining an Internship.

Obtaining an internship is like obtaining a job: we can provide you with suggested placements but you must arrange an interview and negotiate a contract with the organization. The first step in obtaining an internship is to decide what kind of organization you'd like to work with. The Department of Sociology has a file of possible internship placements which you may consult for this purpose. We recommend that you select two or three possible organizations, making note of the necessary phone numbers and internship supervisors at each. Choose organizations that appear to provide the best fit with your goals and skills. With prior approval, you may negotiate an internship with an agency not listed in our file. *Those choosing non-listed placements should consult with the Undergraduate Director to ensure that the internship activities have sufficient educational content and would contribute appropriately to their professional development.*

The next step is to call the organization. Ask to speak to the current internship coordinator. If the coordinator is interested, arrange an interview. Before going to the interview, pick up a contract form from the Department of Sociology. During the interview you should evaluate whether you'd like to work with that organization (and whether they would like to work with you). Remember, the internship organization is under no obligation to accept you as an intern. If the internship supervisor accepts you as an intern, you should agree on a description of your duties and hours, making sure that the internship will provide you with meaningful activities. *After you and the internship supervisor have filled out and signed the contract, return it to the Department of Sociology. If the activities described in the contract are acceptable to the Department as contributing to your professional development, you will be allowed to sign up for internship credit.*

Course Expectations.

The requirements for internship credit are as follows:

- For each hour of course credit, you must work 45 hours (maximum counting toward the Sociology major or Social Justice minor is 3 hours of credit or 135 hours of work; this works out to about 10 hours a week over 14 weeks). You must register for at least 3 credit hours to use the internship as a sociology elective. You will need to submit monthly timesheets to Kelly Crean, the Sociology Undergraduate Program Coordinator (430 Park Hall), to document your work hours.
- Weekly online journals.
- Final paper, due at the end of the semester.
- You must receive two acceptable evaluations by your internship supervisor (written evaluations are due twice during the internship semester).
- Internship flyer, due at the end of the semester.

Class Communication. Open and frequent communication between the intern and the faculty supervisor is essential to a successful community based learning experience. Students may communicate with the faculty supervisor and undergraduate program coordinator by phone or email (telephone numbers and email addresses provided at beginning of this syllabus).

Evaluation.

This course is graded on a Pass/Fail basis. To receive a passing grade in the course, students must meet the following requirements:

- Complete at least 135 hours (per 3 credit units) at field placement site. (As verified by signed monthly timesheets by site supervisor.)
- Receive two largely positive evaluations from the field placement site supervisor.
- Receive a grade of “s” on all journal entries submitted as assignments on UBLearn. No hours will be awarded without a corresponding journal entry submitted.
- Receive a grade of “s” on the final paper.
- Receive a grade of “s” on the internship flyer.

Failure to meet these criteria will result in a grade of ‘F’ or “fail” for the course.

Monthly Timesheets are records of time spent at the field placement site. They must be submitted in person signed by both the student and the field supervisor. Timesheets must be *submitted each month* to Kelly Crean.

Online Journals are a weekly record of the student’s activities and experiences at their field placement site.

- Students will record their actions and their experience of those activities. Students should be sure to note any conflicts, problems or events that occur.
- If a student does not have any hours during a week at the placement site this should be noted in the box provided on the assignment and submitted in lieu of a word document journal.
- NO hours will be awarded without a corresponding journal entry submitted.
- Journals are due by Monday by noon every week.
- Journals will be graded: s= satisfactory, sp= satisfactory with problems, u = unsatisfactory, n = no placement hours

Final Paper. Each student will write a paper summarizing what he or she has learned through the internship. Papers will use and apply sociological concepts, theories and concepts.

Guidelines for the paper include:

- 8-10 pages, typed, double-spaced, with one-inch margins.
- Written in a scholarly manner with an introduction, appropriate subheadings, and a conclusion.
Please include the following sections in your final paper:
 - Part One: Introduction - Your Internship Placement Site and Your Internship Goals.
 - Part Two: Using a Sociological Lens- The Sociological Perspective and Your Internship. Please include a discussion of the organizational structure and the culture of your internship site as well as how your internship dealt with issues of social inequality or social justice.
 - Part Three: Reflections on a Sociological Internship.
- ASA format with appropriate citations as needed

The most important aspect of the final paper shall be a synthesis of the sociological insights you gained from the internship and how you applied sociological perspectives and/or methods in the internship situation.

Submit a copy to Dr. Kristen Lee and to the field supervisor by the last class day of the semester. Students are also encouraged to upload a copy to their digication account for future reference in the capstone seminar and to help in developing a résumé or job application cover letter and preparing for job interviews.

An Internship Flyer is created by each student to be posted in the Sociology Internship Gallery. The flyer describes the internship placement site, the activities of the intern, and the pluses and minuses of working at the placement site.

Social Justice Minor Internship Credit.

Students completing the internship for the Social Justice minor should, in addition to emphasizing sociological perspectives and/or concepts in their journals and final paper, use ideas and materials from their social justice courses.

Incomplete Grading Policy.

“A grade of incomplete (“I”) indicates that additional course work is required to fulfill the requirements of a given course. Students may only be given an “I” grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. Prior to the end of the semester, students must initiate the request for an “I” grade and receive the instructor’s approval. Assignment of an “I” grade is at the discretion of the instructor.” “I” grades must be completed within 12 months. For more information, see

<https://catalog.buffalo.edu/policies/explanation.html>

Accessibility Services.

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources, 60 Capen Hall, 645-2608, and also the instructor of this course. The office will provide you with information and review appropriate arrangements for reasonable

accommodations. <http://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html>

Academic Integrity.

“The University at Buffalo has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the independent and honest completion and representation of their work, for the appropriate citation of sources, and for respect for others' academic endeavors. By placing their name on academic work, students certify the originality of all work not otherwise identified by appropriate acknowledgments.” More details on UB’s policy can be found here:

<https://catalog.buffalo.edu/policies/integrity.html>