

Sociology

Internship

Handbook

Department of Psychology and Sociology
North Georgia College and State University
Last updated 10/26/2011



Introduction to the Internship Program

The Internship Program in the Sociology Program is intended to provide students with an applied experience relevant to their coursework and career prospects. For you as a student, an internship is an excellent way to combine coursework in the major and minor with professional interests and skills into a real world experience. This gives you an opportunity to explore whether you like certain kinds of career tracks, allows you to network with professionals, and provides a means to determine how your education has prepared you for a career.

Over the past several years, many of our students have been offered positions after college at their intern sites. In addition, internships give you the tools and experience to qualify for other career options and increase the potential for advancement.

This manual outlines for you the process and necessary forms needed to secure an internship. We highly recommend that you develop a relationship with the Office of Career Services and Placement. They will be of valuable assistance to you. In addition, be sure to contact and stay in touch with your on-campus supervisor; he or she will also be of help to you as you go through your internship.

Good Luck!

Setting up your Internship

Junior or Senior Sociology majors in good standing are eligible to enroll in the Internship course (Soci 4850). You need special permission from your Internship Advisor to register for this course.

You should start discussing your internship with your Advisor the semester before you want to do your internship. Please set up an appointment to discuss course requirements, responsibilities as an intern, and internship opportunities.

As soon as you think you want to do an internship, visit the Career Services website.

Pick up forms from Career Services (they are also found on our website where you found this handbook), complete all forms and return a copy of each form to the Office of Career Services (Barnes Hall 114) and to the Department Office (Dunlap 207). Please make sure you retain a personal copy of each document.

Once you have set up an interview at your internship site, make sure you are informed about the site's work area and let them know your background, interests, etc. Please wear professional dress to the interview.

Information on internship sites and help with resumes and interview skills are available at the NGCSU Office of Career Services located in Barnes Hall 114. They are there to help you! They also have great resources on their website.

Guidelines and Requirements for the Internship in Sociology-Paper

Hours

Students must complete a **minimum of 150 hours per semester with no week less than 10 hours and no week more than 20 hours** at the Internship site.

You are required to write a 10-12 page paper about your internship experience, incorporating the following questions. Do not just answer these questions but rather use them as guidelines when you write about your experience.

1. Name the agency or institution.
2. State the purpose of the agency.
3. State the services provided by the agency or institution.
4. Name the projects, programs, and responsibilities you were involved in during the internship. Include the following information: a brief description, techniques and methods used, kind of client, patient, members, or other individuals you served, and the staff you worked with.
5. Effectiveness of the agency or institution – how effective is the agency or institution in serving its constituency and carrying out its purpose?
6. What did you gain from the experience? What were some of the positive and negative factors about the placement?
7. Would you recommend this site for other students? Why or why not?
8. What connections did you see between academic and field experience?

Guidelines for the Internship in Sociology – Journal

Interns are required to keep a daily journal including:

1. The actual hours at the internship placement
2. The types of work that you performed
3. Any significant interactions that you performed
4. A reflection of the overall work day
5. A sociological analysis of your experiences, focusing on demographics, the nature of social interactions, status dynamics, etc.

You will e-mail your Internship Advisor with weekly journal updates.

Contact Information

Sociology:

Dr. David B. Broad
Dunlap Hall 207
706-864-1442
DBBroad@northgeorgia.edu

Dr. Kathleen Dolan
Dunlap Hall 203
706-864-1446
kadolan@orthgeorgia.edu

Dr. Tony Zschau
Dunlap Hall 206
706-864-1444
tzschau@northgeorgia.edu

Career Services:

Dora Ditchfield, Director
Barnes Hall 114
706-864-1951
dditchfield@northgeorgia.edu