

QUARTER/ YEAR	
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**SOC 399: Internship**

REGISTRATION FORM

**REGISTERING FOR SOC 399**

To register for SOC 399, do the following:

1. Read the detailed instructions on the back of this page.
2. Get an internship.
3. Find a faculty sponsor.
4. Negotiate your Learning Contract with your faculty sponsor and site supervisor.
5. Complete and submit all pages of this document to the Sociology Advising office.
6. Provide your site supervisor with an evaluation form and an addressed, stamped envelope by the end of the quarter.

Submit completed forms **by the end of the first week of the quarter**. You will be registered for the class by advising staff.

**STUDENT INFORMATION**

Last Name	First Name
Student Number	Credits (2-5 per qtr, <b>10 max</b> )

**INTERNSHIP INFORMATION**

Internship (position) Title	
Organization	
Supervisor Name	Hours per week (3 hours per week per credit)
Mailing Address	
Telephone	Email
Faculty Sponsor (Print name)	

OFFICE USE ONLY	DATE REGISTERED	INITIALS
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## GENERAL INFORMATION

Undergraduate internships combine supervised academic study with real-world experience. The goal is to integrate sociological understanding with practical experience outside the university. Students do not receive credit for the internship itself; credit is granted for the academic project completed in conjunction with the internship.

You may enroll in SOC 399 for two to five credits per quarter (for a maximum ten credits total). Sociology majors may count no more than a **combined total** of five credits of SOC 399 and SOC 499 (Independent Research) toward sociology electives. SOC 399 credits **may not fulfill any other major requirement**. All 399 credit hours will be graded credit/no credit (C/NC). Formally, students receive 1 academic credit for every 30 hours per quarter (or 3 hours per week) spent on site. For example, 5 credits of SOC 399 require an average of at least 15 hours per week at the internship site.

## SPONSORSHIP AND SUPERVISION

SOC 399 requires cooperation among three parties: the student; the sponsoring faculty member (the Faculty Sponsor); and the supervisor on site at the internship (the Internship Supervisor). The Faculty Sponsor must be a faculty member of the Sociology department (i.e., not faculty from another department).

### *The student.*

The student carries the primary and final responsibility for all aspects of the internship, including

- (1) finding an internship;
- (2) finding a faculty sponsor;
- (3) completing all academic work necessary to receive credit; and (4) coordinating all administrative tasks (e.g., deadlines, signatures, etc.).

These responsibilities are formalized in the learning contract below.

### *The Faculty Sponsor.*

This is a faculty member in the Department of Sociology who agrees to meet with you on a regular basis to discuss and evaluate the *academic* work related to the internship. This person should be willing and able to provide instructional support and guidance, along with help in research if applicable. It is your responsibility to find and secure the support of the Faculty Sponsor.

### *The Internship site supervisor.*

This is your supervisor at the internship site, who will evaluate and monitor performance as defined in the learning contract. You will work directly with this person to arrange goals, projects, duties, hours, and other expectations.

### *The Learning Contract.*

The Learning Contract is just that: a contract. It makes explicit your responsibilities, as well as those of your faculty sponsor and Site Supervisor. Read it; you are responsible for everything therein.

It is the **responsibility of the student**—not the faculty sponsor, site supervisor, or department staff—to ensure that all required paperwork is submitted and all deadlines and requirements are met.

## LEARNING CONTRACT

### *Learning Objectives*

What skills or knowledge are you seeking to gain or improve – what will you learn from this internship? How do these objectives relate to sociology?

### *Learning Activities*

Identify specific activities you will be engaged in to reach the learning objectives described above. What will you be doing? How will these tasks advance your understanding of sociology?

### *Academic Evaluation*

How will the faculty sponsor evaluate your work toward the learning objectives described above? Be specific (e.g., *I will write a 15 page paper evaluating current research on juvenile delinquency among Asian American females.*).

### *Site Evaluation*

How will you and your site supervisor evaluate your work?

**LEARNING CONTRACT: SIGNATURES**

Student, Faculty Sponsor, and Site Supervisor must **sign and date** where appropriate below.

*1. The Student agrees to:*

- Perform at a high level and to the satisfaction of the site supervisor those assigned tasks related to the internship component of this contract and adhere to all personnel rules.
- Perform learning activities negotiated with the academic sponsor as stated in the contract.
- Communicate with the academic sponsor and site supervisor about any changes, revisions, or concerns regarding the internship.

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STUDENT SIGNATURE Date

*2. The Academic Sponsor agrees to:*

- Provide instructional support and guidance by communicating regularly with students about their on-site experiences pertinent readings, theoretical frameworks, and project designs.
- Evaluate the academic project component and assign appropriate grade (“Credit” or “No Credit”).

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FACULTY SPONSOR SIGNATURE Date

*3. The Site Supervisor agrees to:*

- Work directly with the student and make explicit arrangements concerning the overall goals described in this contract, expectations, and records of the student’s hours and performance.
- Complete an evaluation of the student’s performance. This evaluation must be returned to the Advising Office before the student can receive credit.

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INTERNSHIP SPONSOR SIGNATURE Date

In order to receive credit for this internship, a student must receive a satisfactory evaluation from the internship supervisor and a “credit” grade from the faculty.

Submit all pages of this application to the Advising Office **by the end of the first week of the quarter.**