

SOC 494 D
Practicum in Sociology of Work and Organizations
5 credits

(To go directly to learning contract, go here: [SOC494 Learning Contract](#))

FAQ:

In this practicum class, each student will participate in an internship in a local agency, business or organization. Students can come in with an internship already in place, or can apply to intern at specialized internships (when available) through the Sociology Department. Unlike SOC 399 or GEN 350, you do not need to seek out a faculty sponsor to participate in your internship. This is a class, not independent study.

How does the class work?

In addition to interning, students attend one 2-hour seminar each week. This seminar is a 5 credit, graded course designed to combine experiential learning in the workplace with critical reflection about practical and theoretical issues of work and organizations. Through readings, projects, papers, discussions and/or presentations, students will consider how sociology can inform and enrich their internship experience. Class credit can be applied towards Sociology major's advanced coursework requirement or elective requirement.

How many hours/week must I intern?

This class requires that students spend at least 3 hours/week at their internship. Many internship opportunities will require more. Students will have to decide for themselves whether or not to pursue an internship based on the additional time requirements. **Students will not receive additional credit or a higher grade if they spend more time at their internship.**

If by the end of the 2nd week of class students cannot show that they are working at their internship a minimum of 3 hours/week, they must drop the class.

What kind of internship is admissible?

An internship is generally work that you do for little or no pay in order to gain experience and skills in areas you'd like to explore for future work. Oftentimes students aren't able to participate in internships because they have so many other commitments, including their regular pay job. We developed this class to give students the opportunity to gain new experiences and skill sets as part of their class load.

Internships in non-profit organizations, agencies, schools or businesses in the private sector are all permissible. The only exception to this is that you may not repeat an internship experience served by another practicum (i.e. Practicum in Education). If you are at all unsure, write to socprac@u.washington.edu

I don't have an internship. How do I get one?

As in looking for a job there is no "one way" to get an internship. It's a good idea to start your search early. There are many resources on campus that can help. The Sociology Blog (<http://asksoc.wordpress.com>) has many internship opportunities listed with great links to other sites posting internships. If you feel you still need guidance Sociology Advising can help. Email socprac@u.washington.edu to set up an appointment.

I have an internship. How do I register for the class?

You can register for this class as soon as registration opens. There is no add code required; however, you must have an internship by the 2nd week of class or drop the class.

After you register you will be sent a learning contract also found on the next page. You will need to fill out the student and organizational information on the first page and bring to class on the first day. The contract will need to be completed within the first 3 weeks of the quarter.

Sociology of Work and Organizations: Learning Contract

Please fill out this first page and bring to class on your first day. The learning contract component (pages 2-4) of this form will need to be completed within the first 3 weeks of the quarter.

STUDENT INFORMATION

Student Name _____ Student Number _____

Quarter _____ Year _____ Major _____

Class Standing at Start of Quarter: (Senior, Junior, Sophomore?) _____

Email: _____ Phone: _____

Mailing Address: _____
Number Street City & State Zip Code

ORGANIZATION INFORMATION

Organization Name _____

Internship Title _____ # Hours Per Week on Site: _____

Name of Supervisor _____ Supervisor Email _____

Telephone _____ Fax _____

Mailing Address: _____
Number Street City & State Zip Code

1. **How did you find your internship?** (for example: web, listserve, friend/family member, teacher, advisor, Carlson Center, Sociology Department). If you used the web in your search, please indicate the websites used.

2. **Job Description:** Describe your responsibilities working with this organization.

Note: The next sections of this form will need to be completed (including all signatures on last page) within the first 3 weeks of class. (It is not necessary to fill out to gain admission to the class.)

LEARNING CONTRACT

This learning contract should generate a strategy for students to learn by connecting classroom theory and internship experience through the completion of an academic project.

3. **Learning Goals:** What do you want to learn as a result of this internship experience? How will these goals relate to your Sociology Studies? **Be specific.**

4. **Site Supervision:** How will you and your supervisor evaluate your work and progress?

5. **Academic Guidance:** Based on your learning goals, list two or three possible topics for your final paper or research project. **This paper or project MUST integrate your fieldwork with analytic, conceptual, critical, and/or theoretical knowledge from your classroom experiences. It may NOT be simply a record of your internship experience.**

Topic #1:

Topic #2:

Topic #3:

6. **Sources:** You are agreeing to complete research outside of the time spent at your internship to integrate your experience with your academic work. List at least 3 sources that you will possibly use, **INCLUDING TITLE AND AUTHOR'S NAME**. Be specific, (NOT simply "internet" or "library").

1.

2.

3.

The Student agrees to (Student to Initial):

- 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. _____
Student
- Communicate with your instructor, site supervisor, and the Sociology Department about any changes, revisions, or concerns regarding the internship. _____
Student

2. The Site Supervisor agrees to (Site Supervisor to initial):

- Provide a good learning and training environment for the student, keeping routine work such as key-entry and filing to a minimum. _____
Site Supervisor
- Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, expectations, and records of the student's hours and performance. _____
Site Supervisor
- Complete two evaluations of the student's performance. These short evaluations (one sent mid-quarter, and another at the end of the quarter) will be sent by the Sociology Department to the email address provided on this contract. _____
Site Supervisor

- 3. The Sociology Department** serves as a liaison between the University and host organizations. Staff in the Sociology Department will review the internship and provide administrative support services as needed by the student, instructor, and site supervisor. Upon request from one of the parties, staff is available to assist in resolving any difficulties that may arise.

It should be understood that your internship is not without risks. In signing this learning contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff. *In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.*

_____ Student Signature	_____ Date	Please turn in the signed, completed form to your instructor.
_____ Site Supervisor Signature	_____ Date	
_____ Instructor Signature	_____ Date	Make sure to keep a copy for your site supervisor and yourself.