Anthropology, Geography and Sociology

Internship Program
GEO 400.001

Internship Program Coordinator
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Description of Course:

This is a three to six semester hour course with 10 to 20 required hours of field instruction per week. Prerequisites for this course include SOC 370 or senior Sociology major. Instructor’s permission is required.

The internship placement is at ________________.

Summary of student duties here

Purpose/Objectives of the internship program are to:

1. Provide the student an opportunity to evaluate her/his chosen field of study in relation to Social Science-related occupations

2. Provide opportunities to practice and develop skills in the student’s area of career interest

3. Provide the student direct acquaintance with realities addressed by concepts, models, and theories learned in the classroom

4. Stimulate the student’s interest and commitment in her/his chosen field

5. Develop a “work-based” reference for future full-time employment or graduate school

Work Schedule and Minimum Clock Hours to Receive Credit:
Each internship experience represents a unique learning opportunity. Consequently, the provision of quality experiential learning activities is emphasized in the semester-long internship. A minimum number of hours based on a 6 or 3 hour internship are expected to fulfill basic requirements for academic credit. It should be emphasized that a student may exceed the minimum hours in order to meet the objectives of his/her internship, and the specific needs of the internship agency. The grade for the Internship in the Department of Social and Cultural Analysis is determined on a “Pass-Fail” basis.

Minimum number of hours: 2

**Three (3) semester hours of credits = 150 clock hours**

*A typical work schedule of 10 hours per week for 15 weeks*

**Six (6) semester hours of credits = 300 clock hours**

*A typical work schedule of 20 hours per week for 15 weeks*

**Student Intern Requirements:**

1. Meet academic prerequisite
2. Cooperate with and support the agency and its personnel
3. Adhere to agency policies
4. Meet professional expectations related to work assignment(s)
5. Develop internship objectives for work assignment(s) and keep journal for duration of internship
6. Written essay to be submitted by the end of Dead Week
7. Communication with Internship Coordinator periodically throughout the semester.
8. Provide your own transportation to and from the agency; travel time is not included as part of internship required hours
9. Be prompt for agency assignments and work.

10. Obtain agency approval (and Internship Coordinator’s approval, if appropriate) for any alteration of work schedule (e.g., illness, etc.)

11. Remind field supervisor one month prior to the semester-end of the date of expected completion and termination of work.

**Attendance Policy:** Since this is an internship, we meet face to face before the semester begins and during the semester as needed. It is the responsibility of the intern to meet her/his hourly obligations to the agency based on a three or six hour internship. The hourly requirements are detailed above. In the event of illness or other unforeseen circumstances that may interfere with the intern’s ability to meet these obligations, the internship coordinator should be contacted immediately.

**Withheld Grades Policy**

*The Grade of WH.* Ordinarily, at the discretion of the instructor and with the approval of the department chair, a grade of WH will be assigned only if the student cannot complete the course work due to unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Note that a grade of WH is given at the discretion of the course instructor and department chair. Both must agree that a WH is appropriate. Furthermore, only students who have completed almost all of the course work will be considered for a grade of WH.