HOW DO I REGISTER FOR AN INTERNSHIP?

Guidelines for Criminology & Sociology Majors
University of Minnesota Duluth

Internships for academic credit can be completed as early as a student’s Junior year, during the fall, spring or summer term. Internships can also be completed in the summer term after one’s Senior year.

Note: Students are advised not to attempt to plan for an internship without prior discussion with and approval of the Internship Coordinator. In order to earn academic credit for an internship towards the satisfaction of their major, students must be enrolled in Sociology 4597 while they are doing their internships; credit cannot be earned for an internship that took place prior to enrolling in Sociology 4597.

Application Process
After successfully completing (earning at least a C in) Sociology 4587 – Internship Preparation, students should proceed with the following steps:

Step 1
Use the online Final Agency Choices Form to submit the names of two agencies that represent your first and second choices for an internship placement. (You first complete and submit this form at the end of SOC 4587 – Internship Preparation.) Access the Final Agency Choices Form.

NOTE: The Sociology major and Criminology major degree requirements specify that students must register for at least a 6-credit internship placement. It is necessary that you plan so that your schedule will accommodate your internship field work hours — you need to complete 20 hours/week to reach 300 hours by the end of a 15-week semester. Once you have submitted your final agency choices form you are responsible for keeping up-to-date with the status of your application. Information is initially posted at the end of the semester in which you are enrolled in SOC 4587.

Step 2
Verify that the following information in the Tentative Internship Posting prior to a given semester (available via the bottom of the internship Web page: http://www.d.umn.edu/~rweidner/internship/Internship.php) is correct: semester, credits, agency, and contact person. If this information contains any errors or omissions, submit a revised Final Agency Choices Form (refer to Step 1).

Step 3
When the status of your application (as listed on the Tentative Internship Posting) is “MAKE APPOINTMENT” or “SUBMIT APPLICATION”, it is your responsibility to follow through with the agency. Until you receive this approval from the Internship Coordinator, you should not proceed to the next step.

Step 4
Once you have an appointment with the agency contact person you must complete an Academic Internship Contract (paper copy, yellow form – available from Cina 228, from the Internship Coordinator) and turn it in to the department Internship Coordinator. Please do so before you meet with the agency representative.
**Step 5**
Take the Field Agency Contract (paper copy, beige form – available outside Cina 228, from the Internship Coordinator) with you to the interview. The agency representative will review the placement contract and if appropriate, the contract will be completed and signed by you and the agency representative if there is agreement on your doing the internship with the agency.

**Step 6**
As soon as you know the result of the interview, please pass that information on to the department Internship Coordinator. Permission to register for SOC 4597 will be granted only after you have submitted a completed and Field Agency Contract.

**Step 7**
You may now register for the section of Sociology 4597 for the number of credits which the Internship Coordinator and Field Supervisor have approved. If you are registering for only Sociology 4597 credits (i.e., are not taking any other courses) in a given semester or for the summer session, and your internship site is at least 75 miles from UMD’s campus, you may request a waiver of the Student Service Fees. This waiver request is to be obtained by downloading from:

http://d.umn.edu/onestop/forms/pdf/requestforwaiverofstudentservicefee.pdf

It is the student’s responsibility to complete and submit the form to the Internship Coordinator. The Coordinator and the head of the ASC department will sign the form and then forward it to OneStop, on behalf of the student, to be processed.

**Step 8**
Attend the first Internship Seminar as announced in the class schedule and posted on the Internship Web page (http://www.d.umn.edu/~rweidner/internship/Internship.php) for the semester. An unexcused absence from any of the seminars is a basis for revoking the internship and/or receiving an N grade.