

HOW DO I REGISTER FOR AN INTERNSHIP?

Sociology-Anthropology Department
University of Minnesota Duluth

First: 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.) Get the Final Agency Choices Form via the following URL:

http://www.d.umn.edu/~rweidner/internship/finalagchoices_12_07.php

NOTE: The Sociology major and Criminology major degree requirements specify that students must register for at least a 7-credit internship placement. It is necessary that you plan so that your schedule will accommodate your internship field work hours – an average of 3 hours per credit per week for a fifteen-week semester (~20 hours/week) for a total of 300 hours. 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.

Second: Verify that the following information in the **Tentative Internship Posting**

(available via the bottom of the internship homepage:

<http://www.d.umn.edu/~rweidner/internship/Internship.php>)

is correct: semester, credits, agency, contact person and phone number. If this information contains error(s) or omission(s), please submit a **revised** Final Agency Choices Form (refer to Step #1).

Third: When the status of your application (as listed on the Tentative Internship Posting) is **AMAKE APPOINTMENT@** or **AMAKE APPLICATION@**, it is your responsibility to follow through with the agency. ***Until you receive approval from the Internship Coordinator, you should not proceed to the next step.***

Fourth: Once you have an appointment with the agency contact person you must complete an **Academic Internship Contract** (*yellow form – available outside Cina 228*) and turn it in to the department Internship Coordinator. ***Please do so before you meet with the agency representative.***

Fifth: Make an appointment for an interview with a representative of the agency. ***Before you go for your interview***, please contact Professor Weidner in person (Cina 209), by e-mail (rweidner@d.umn.edu) or by phone (218.726.7320).

Sixth: Take the **Field Agency Contract** (*beige form – available outside Cina 228*) 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.

Seventh: As soon as you know the result of the interview (confirmed, more information is needed, or placement not available), please pass that information on to the department Internship Coordinator. A permission number to register for Soc 4597 will be given only after you have a signed and returned the Field Agency Contract.

NOTE: If the distance between your placement and UMD **exceeds 75 miles** you may apply for a waiver of the Student Service Fee. Use the following link to access the Waiver Request form: <http://www.d.umn.edu/fareg/forms/requestforwaiverofstudentservicefee.pdf>

Complete this form and submit it to the Internship Coordinator's mailbox (Cina 228) (Fax: 218.726.7759).