

Department of Sociology-Anthropology
Internship Program
Sociology 4597: Expectations and Written Assignments

Requirements

The credits for Sociology 4597 are **academic credits**; this seven-credit course is graded on a S/N (Satisfactory/Not Satisfactory) basis. The evaluation of your performance in the internship (i.e., whether or not you pass) will be based in part on: (a) how your Field Agency Supervisor rates your performance in person (during the Internship Coordinator's site visit) and in writing (your supervisor's responses on an evaluation form); and (b) the quality of the "academic" assignments and papers for this course, and your attendance at three course seminars.

Seminars

One of the purposes of the seminars is to provide students with opportunities to become more skilled in oral and written presentations. In addition, the seminars provide students with opportunities to share their experiences and learning with others. Students will present summaries of their written assignments in the seminars. The summaries will be followed by a general discussion of the presentations.

Seminar attendance is required in order to receive a passing grade. Students whose placement is not within reasonable driving distance (approximately 75 miles from UMD) and who are not enrolled in other classes on campus during their Internship may be required to attend only the ***first and last*** seminars. All written assignments must be submitted in person at the time of the seminar meeting (or received by email, mail or fax, on or before the seminar date if the student is excused from attending a seminar).

There are ***three*** times during the semester when the interns meet as a group.

FIRST SEMINAR FIRST WEEK of the semester (specific time and location announced in the class schedule and posted on the Internship Coordinator's Web site)

Purposes:

1. to provide an orientation to and overview of the Internship program
2. to explain the written assignments (see Written Assignments, below)
3. to answer procedural questions
4. to explain the use of the Internet (i.e., WebVista) for completing some assignments

SECOND SEMINAR FOURTH WEEK of the semester

Purposes:

1. to share experiences
2. to clarify procedures and assignments
3. to submit activity log for review and comment
4. to discuss the site visitation procedures and schedule

THIRD (FINAL) SEMINAR THIRTEENTH or FOURTEENTH WEEK of the semester

Purposes:

1. to present and hear oral summaries of the final assignments
2. to review requirements regarding the format and content of the final assignments
3. to address any outstanding procedural matters
4. to submit activity log for review and comment

Activity Log

Interns are expected to keep an activity log that will provide them, the agency Field Supervisor, and the Internship Coordinator with an accounting of the intern's activities. The activity log will also provide the basis for keeping track of the intern's time, the progress toward meeting the learning objectives, and as a reference for some of the course assignments. The daily log entries should describe activities and the student's reflections concerning those activities and the experiences.

The activity log should be kept in a 5x7 or 6x8-inch notebook (do **not** use an 8.5x11-inch binder). The log should have an entry for each day that a student works hours at her or his internship. Each entry should contain:

- the **date**;
- **hours worked** (time in and time out);
- a description of that day's **activities**; and
- **reflections** about how that day's activities connect with/contribute to meeting one's objectives and/or what one learned.

VERY IMPORTANT: All interns are subject to the confidentiality laws that apply to the agency or organization at which they are interning. To comply with these laws, when completing your log, never use any personal identifying information (e.g., names and addresses of agency clients) in your descriptions.

After each 30-40 hour interval of time put into the internship or every two weeks – whichever is greater – the intern will ask the person assigned to supervise his or her internship to check the log for accuracy and to sign the activity log. The signature is intended to indicate that the log has been reviewed.

Participation in Online Discussions

At various points throughout the semester of your internship, you will be required to do online postings of answers to different questions dealing with various facets of your internship. You will be encouraged to respond to/comment on these questions in light of how other students have responded to the same question – for example, contrasting your perception of a facet of the internship experience with a classmate's. A purpose of this requirement is to generate a "virtual" class discussion in which students can share insights with each other, given that many students do their internships far from the UMD campus. Online discussions will be conducted using UMD's WebVista system. In order to be able to use this system, it is crucial that you follow a simple procedure to ensure that your Web browser and Java program will be compatible with WebVista, instructions for which are available at: <http://webvista.umn.edu/browser/>

Questions will be posted as the semester progresses. Whenever a new question is posted, you will be notified via email.

Written Assignments

Your papers must be written in "good form." If you have questions about format consult one of the writing guides such as the American Psychological Association (APA) Style Manual. Copies of writing guides are available at the UMD library's reference desk, and excerpted guidelines are available via links on the library's Web site:

<http://www.d.umn.edu/lib/ref/quick/citation.htm#style>

Papers should be word-processed using double spacing, and have 12-point font and one-inch margins. You should submit a copy of the papers to the Internship Coordinator. If you wish to have a copy of the papers, please make a copy **before** you submit the papers to the Internship Coordinator. The papers you submit will become a part of your internship file. Your name and the Semester/Year must appear on all work submitted either by e-mail or in printed copy.

Communicating your internship experiences effectively is an important part of your task. Your papers must reflect how seriously you probed for information and detail and how well you understand the structure, the functions and the problems of your internship site.

It is very important that you maintain the **confidentiality** of the clients of your field agency. This means that you must not use names, addresses, or other information which could identify clients, their families, etc. Also, the purpose is not to engage in criticisms of personalities but rather describe and evaluate the experience and the training which you have received.

NOTE: It is not necessary for you to submit copies of your written assignments to your Field Agency Supervisor. If a request for copies is made by a representative of the Field agency, the Internship Coordinator will review the request with you.

OBJECTIVES ASSIGNMENT (due at the time of the second seminar)

This is a statement of your learning objectives for the internship. The objectives should include reference to the:

- a. **Skills** you expect to develop (e.g., learn how to: do a PSI, work with client case files, interview clients, describe consequences, establishing personal boundaries, etc.);
- b. **Knowledge** you expect to develop (e.g., learn about: staff roles, consequence alternatives, intake procedures, agency rules and regulations, etc.); and
- c. **Self-Awareness** you expect to develop (e.g., develop an understanding of: your level of comfort with being confronted by clients and/or confronting clients with consequences, working split-shifts, and managing large caseloads.

For examples of objectives see:

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

AGENCY DESCRIPTION (due upon logging 150 hours at the internship)

For this assignment, describe the following:

1. The internal structure and function of the agency. This description should include:
 - a. an **organizational diagram** (usually available from the agency);
 - b. a description of the **funding and policy making structure**; and
 - c. a general description of the **activities** of the agency.

2. The role and linkage of the agency to a larger system. This should include:
 - a. a **description of the system** of which the agency is a part; and
 - b. a brief statement of the way that the agency **relates to other agencies/ organizations in the system**.

INTERVIEWS (due upon logging 200 hours at the internship)

You are to conduct personal interviews with three different agency-related individuals. These interviews should be focused on the factors related to the career paths of the interviewees. You should consider questions that relate to:

- a. the way that the person entered the career field;
- b. the positive and negative aspects of the career;
- c. evaluation of the career field and the position; and
- d. things for those anticipating entering the career field to consider.

Write a 3 to 4-page paper summarizing your findings from these interviews.

FINAL ASSIGNMENTS (due at or after the third seminar, upon completion of internship hours)

Your final written assignments are to be submitted **after you have completed the required number of hours** with the agency and attended the last seminar for the semester. Following are the final assignments:

1. **Summary report and self-evaluation of internship.** This 2-3-page summary should be developed from your log. The evaluation should be based on the learning objectives you developed earlier in the internship.

2. **Job description of a position or an announcement** of an entry level position which you have observed while interning. This description might relate to the position held by one of the individuals you interviewed or to one of those with whom you worked as an intern.

3. **Recommendations for future interns.** This should be a separate page and should be written in a way to provide information to students who are exploring internship possibilities. The recommendation should be structured to include the kinds of

things that would have helped you decide on whether initially to pursue the internship. Make sure that you identify the agency and indicate the semester/year of the internship.

4. **Curriculum vitae or resume.** (See the Career Services Office's *Career Handbook* for examples.)
5. **“Final” internship activity log.** Note the last entry of the log should include your supervisor’s signature.
6. **Thank you letters.** At the conclusion of your internship, write thank you letters to:
(a) the agency director and/or (b) the person who was your immediate supervisor for the internship.