

INTERNSHIP MANUAL

– A GUIDE FOR STUDENTS –

DEPARTMENT OF SOCIOLOGY-ANTHROPOLOGY

UNIVERSITY OF MINNESOTA DULUTH

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Introduction

The Department of Sociology-Anthropology, University of Minnesota Duluth, requires that all students taking a major in either Criminology and/or Sociology complete an internship in an area related to their degree program. Students are expected to initiate the internship application process by enrolling in and successfully completing Sociology 4587, a one-credit internship preparation course. Students are then required to successfully complete an internship for academic credit (Soc 4597), ideally during a single semester. Students should enroll in Sociology 4587 with at least **one semester** between this course and the semester that the student expects to enroll in Sociology 4597, in order to allow time to search for, identify, and apply to internship sites.

An internship must be for at least 300 hours. Students can work additional hours if they desire, or if their agency requires them to. A student working extra hours may choose to take Soc 4597 for additional academic credits (as detailed below), **but is not required to take additional academic credits.**

For those students whose academic bulletin term/year* is prior to Fall 2009, the “default” 300-hour internship requires that they register for Soc 4597 for 7 academic credits. The student who will log at least 343 hours at her internship site may choose to take Soc 4597 for **8 academic credits**; the student who will log at least 386 hours may choose to take Soc 4597 for **9 academic credits**. Note that while the one or two additional credits would count towards a student’s general degree requirements (i.e., 120 credits), only 7 internship (Soc 4597) credits count toward towards one’s Sociology or Criminology major.

For those students whose academic bulletin term/year is Fall 2009 or later, the “default” 300-hour internship requires that they register for Soc 4597 for 6 academic credits. The student who will log at least 350 hours at her internship site may choose to take Soc 4597 for **7 academic credits**; the student who will log at least 400 hours may choose to take Soc 4597 for **8 academic credits**. Note that while the one or two additional credits would count towards a student’s general degree requirements (i.e., 120 credits), only 6 internship (Soc 4597) credits count toward towards one’s Sociology or Criminology major.

Internships are considered an integral part of the student's academic program. In addition to attending the in-class seminars which are held each semester, students are expected to: (a) keep a daily log documenting activities and progress toward meeting objectives; (b) complete written assignments that are structured to provide an understanding of the organization with which the student is doing the internship; (c) meet the expectations of the

* This important date identifies which academic bulletin’s degree requirements apply to a given student. Because degree requirements change over time, it is important that students be cognizant of which academic bulletin term/year applies to them. Most students’ academic bulletin term/year will be the one that was in effect during their initial term at UMD, whether as a Freshman or a transfer student. **Students can confirm their academic bulletin term/year by examining the top of their APAS (Academic Progress Accounting System) reports, available online.**

field agency; and (d) share their internship experiences – both in person and via the Internet – with others enrolled in Sociology 4597.

Program Objectives

A student's practical experience, under supervision in a well-administered agency, office, or organization should be commensurate with his or her level of education and future career goals. While the evaluation of the student's performance in the internship is based primarily on academic criteria, the practical experience the student gains is important in terms of

sampling prospective career fields, and learning about her or his ability to function in a given occupational environment.

The selection of the internship agency or organization should be based on the student's interest in the placement and placement availability and is accomplished during the time the student is enrolled in Sociology 4587. The final decision on internship placement requires a joint effort of the student, the Internship Coordinator and the member of the internship field agency or organization.

The primary program objectives are to provide students with the opportunity to:

1. reflect on the applicability of concepts, principles, and best practices presented in previous course work;
2. develop insight into professional demands and required competencies;
3. assess the appropriateness of career choices and the developmental maturity which the choice demands; and
4. evaluate their academic preparation in relation to their goals, aspirations, and personal qualities.

Selection and Application Procedures

The applications for an internship should be started as early as a student's Junior year. Internships can also be completed in the summer term after one's Junior or Senior year. Current UMD policy allows Criminology and Sociology degree candidates to attend commencement exercises if the student needs 18 or fewer credits (inclusive of the internship) to graduate, and is registered for the required number of credits in the academic session immediately following commencement.

Note: Students are advised not to attempt to make arrangements 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, students should proceed with the following steps:

STEP ONE

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_8_09.php

NOTE: 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.

STEP TWO

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).

STEP THREE

When the status of your application (as listed on the Tentative Internship Posting) is **“MAKE APPOINTMENT”** or **“MAKE 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.***

STEP FOUR

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.***

STEP FIVE

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).

STEP SIX

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.

STEP SEVEN

As soon as you know the result of the interview, please pass that information on to the department Internship Coordinator. A permission number to register for Soc 4597 will be granted only after you have a signed and returned the Field Agency Contract.

STEP EIGHT

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://www.d.umn.edu/fareg/forms/requestforwaiverofstudentservicefee.pdf>

The form is to be completed and submitted to the Internship Coordinator and the Sociology-Anthropology Department Head. It is the ***student's responsibility*** to obtain the waiver form and follow through with submitting it.

STEP NINE

Attend the first Internship Seminar as announced in the class schedule and posted on the Sociology 4597 Web page for the semester. **An unexcused absence from any of the seminars is a basis for revoking the internship and/or receiving an N grade.**

Seminars

REQUIREMENTS

The credits for Sociology 4597 are **academic credits**; this 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; see Appendix D); and (b) the quality of the "scholarly" assignments and papers for this course, and your attendance at the required course seminars.

OVERVIEW

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 UMD 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., Moodle) 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 review requirements regarding the format and content of the final assignments
2. to address any outstanding procedural matters
3. 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 (see Appendix C).

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 100-hour interval of time put into the internship or every five 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 [Moodle](#) system. Questions will be posted as the semester progresses. Whenever a new question is posted, you will be notified via email.

Written Assignments

Papers should be word-processed and edited for style and content (including spell checking). 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.

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 pre-sentence investigation report [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).

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 all 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 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. 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 at the internship.

APPENDIX B: Sample Field Agency Contract

**FIELD AGENCY CONTRACT
Sociology 4597: Internship
Department of Sociology-Anthropology
University of Minnesota Duluth**

SEMESTER: Fall Spring Summer **YEAR:** 20__

Student's Name (please print) **UMD I.D. Number** **Area Code & Phone Number** /

UMD e-mail Address @d.umn.edu

Agency Name **Address** **Zip Code** **Area Code & Phone Number** /

Supervisor's Name **Supervisor's Title**

I, _____, majoring in _____ at UMD, will enroll in **Sociology 4597**,

Internship, for _____ credits for the period _____ through _____ and will enter herewith into a

contract of agreement with _____ to complete _____ hours of field work. I

will be under the supervision of _____, who agrees to:

- 1) guide my activities so as to meet the learning objectives of the Internship;
- 2) verify my weekly field log; and,
- 3) complete the final evaluation form of my field work performance.

I will observe all rules, policies and standards of the Field Agency and I will carry out the responsibilities assigned to me as a internship student.

STUDENT'S SIGNATURE: _____ **DATE:** _____

AGENCY REPRESENTATIVE'S SIGNATURE: _____ **DATE:** _____

AGENCY FIELD SUPERVISOR'S E-MAIL ADDRESS: _____

SOCIOLOGY-ANTHROPOLOGY SIGNATURE: _____ **DATE:** _____

APPENDIX C: Sample Internship Activity Log

INTERNSHIP ACTIVITY LOG

Semester: _____ Year: _____

(AGENCY) _____ (SUPERVISOR) _____ (STUDENT)

THE LOG SHOULD CONTAIN ENTRIES FOR EACH DAY OF THE INTERNSHIP.

DATE & HOURS WORKED

ACTIVITIES

DESCRIBE THE ACTIVITIES FOR THE DAY

REFLECTIONS

HOW DO THE ACTIVITIES CONNECT WITH/ CONTRIBUTE TO YOUR MEETING YOUR OBJECTIVES. WHAT DID YOU LEARN?

DATE & HOURS WORKED SECOND DAY

DATE & HOURS WORKED THIRD DAY

A 5"x 7" OR 6"x 8" NOTEBOOK IS RECOMMENDED

DO NOT USE AN 8.5" x 11" RING BINDER

DATE & HOURS WORKED FOURTH DAY - ETC.

SUPERVISOR'S SIGNATURE: _____ DATE: _____

NOTE: STUDENT SHOULD KEEP A *RUNNING TALLY* OF HOURS COMPLETED

APPENDIX D: Sample Internship Evaluation Form

INTERNSHIP EVALUATION FORM
DEPARTMENT OF SOCIOLOGY-ANTHROPOLOGY

INTERN'S NAME: _____ Semester: _____ Year: _____

PERIOD COVERED: FROM _____ TO _____

AGENCY/DEPARTMENT: _____ PHONE #: _____

SUPERVISOR: _____ TITLE: _____

CRITERIA	<u>Superior</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Poor</u>	<u>Unknown</u>
PERFORMANCE:						
Dependability						
Initiative						
Follow through on tasks						
Adaptability						
Ability to work with others						
Goal Setting						
Time management						
LEARNING OBJECTIVES						
Skills						
Knowledge						
ATTITUDE TOWARD:						
1. Agency/Dept.						
2. Supervisor						
3. Staff						
4. Assigned tasks						
5. Clients						

SUMMARY COMMENTS (please use reverse side if necessary):

Strengths:

Limitations:

How well do you think this student is suited for the type of work that he/she performed during this internship?

very well suited quite well suited moderately suited somewhat well suited not well suited

If you were in the position to do so, would you hire this student for the kind of work that was done in the internship?

yes no not sure

AGENCY DIRECTOR or INTERN SUPERVISOR: _____ DATE: _____

Sociology-Anthropology Department Internship Coordinator Contact Information:

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