

## **Sociology Internship SOCY 4931 Spring 2007**

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**Internship Website:** <http://sobek.colorado.edu/SOC/Undergrad/internship.html>

### ***Welcome!***

This internship experience is meant to be uniquely about you. What you want to learn, what you want to gain, what you want to do to prepare yourself to enter the work-world. As such, you will be expected to be an active participant in developing this internship so that it accurately reflects your learning interests. Being an “active participant” means:

- Developing course materials that speak to your individual internship
- Meeting all internship obligations
- Attending all classes and participating in discussions
- Attending all one-on-one meetings
- Completing all class assignments

You will only get out of the internship program what you put into it. If you are prepared to do some hard work, self-reflection, and preparation for the future, this class is for you!

### **Course Description:**

Internships are designed to provide advanced undergraduate students with an opportunity to gain practical experience in the community while applying sociological knowledge to develop a deeper understanding of that experience. Sociology internships involve work in the community, academic work, and meetings with Internship Director throughout the semester. In addition to working at an internship site of your choosing, the class component of your internship will consist of:

- Connecting your experiences to sociological concepts and ideas
- Professional development
- Creating tools to successfully transition from undergraduate student to working professional or graduate student.

### **Required Readings:**

Each student will develop a list of materials (books, articles, professional reports, websites, videos, etc.) that is relevant to his/her internship. This list will be developed with my assistance and, if the student wishes, with the help of a faculty member with expertise in the student's internship topic area. This reading list will be completed by no later than 2/16/07. Additionally, each student is required to read:

- Sweitzer, H. Frederick and Mary A. King. 2004. *The Successful Internship: Transformation and Empowerment in Experiential Learning*. Thompson.

### **Class Meetings:**

Because the main component of this course is your on-site internship work, the class time will be used to round-out your experiences; to discuss general issues of internships, how to figure out what you want to accomplish upon graduating, and to develop practical skills to make yourself a successful job candidate, graduate school applicant, or just better prepared to enter the work-world. Attending class on-time and prepared to discuss the assigned topic is pertinent to a good internship experience. We will meet once, every three weeks as a class on the following days and times:

- Class time: 11-12:15 PM
- Class dates (all Tuesdays): 1/16; 2/6; 2/27; 3/20; 4/10; 5/8

### **One-on-One Meetings:**

Additionally, each student will meet for a one-on-one meeting with me at least three (3) times during the semester. These meetings are to discuss readings, issues, concerns, etc. that are specific to that student's internship.

- Three (3), 1-hour individual appointments, per student
- Times arranged first day of class!
- First meetings **MUST** take place by Tuesday, January 23<sup>rd</sup>
- During these meetings students should be prepared to discuss their individually assigned readings (from their internship specific reading list) and their class assignments

Attendance at class and one-on-one meetings is mandatory. Failure to attend or to be punctual to class and/or individual meetings will result in a significant reduction of the course grade.

### **Assignments:**

In addition to being assigned reading, each student can expect to complete the following assignments:

- Individual learning contract (consists of: internship specific reading list development and internship goal development worksheet)
- Career evaluation assessment
- Job application material development
- Mock interview assessment
- Internship assessment final paper

### **Grading:**

A letter grade will be assigned for the internship based on the following criteria:

- Quality of assignments; assignments should be completed on time and in accordance with their guidelines; writing assignments should demonstrate an incorporation of practical internship experiences with the readings and be clear, concise and free of grammatical errors. Assignments will be passed out in class and/or during one-on-one meetings (30%)

- Quality of meetings; students should be on-time and prepared to engage in lively discussions which demonstrate that the readings have been completed and that some careful thought has been given to how they relate to the internship experience (20%)
- Quality of on-site internship performance; this will be gauged in concert with the student's on-site internship supervisor (50%)

## **Course Content and Calendar:**

### **January 16-February 6**

*Creating a Successful Internship*      **\*\*readings due: ch 1-4, Sweitzer and King\*\***

- what to expect (learning goals; learning contract)
- articulating your expectations and goals
- gauging "success" vs. something else
- melding the academic with the practical

### **February 27-March 20**

*Professional Development*      **\*\*readings due: ch 5, 7-8, Sweitzer and King\*\***

- figuring out what you want in a career (career assessment tools)
- the job search (where to look; networking)
- putting together job application materials (cover letters, resumes)
- making a good professional impression (interviews, dress, etiquette)

### **April 10-May 8**

*Continuing your Education*      **\*\*readings due: ch 10-14, Sweitzer and King\*\***

- researching graduate or law schools (campus visits, e-mails to current students)
- qualifying exams (necessary preparation)
- application process (getting letters of recommendation, writing admission essays)

