

# SOC 195 ACADEMIC INTERNSHIP

## What is an Academic Internship?

Academic Internships allow students the opportunity to build upon and develop their professional skills while they pursue their degree. This advantage provides them with experience that demonstrates your marketability once you have graduated.

- Gain knowledge, experiences, and skills that are needed in the job market or applying for graduate programs.
- Get to know the values and norms emphasized in the occupational community.
- Apply your sociological knowledge to the real world while earning academic units.



## COURSE REQUIREMENTS

- Complete the hours
- Attend seminar meetings
- Meet with your Faculty Advisor
- Keep field notes
- Write up the paper(s)

## CONTACTS

- **Faculty Advisor** – The person who will guide you through the sociological analyses of the observations and will grade your paper.
- **Internship Site Supervisor** – The person you will report to and will verify your hours and performance as an intern.
- **Internship Coordinator** - The person to whom you can talk if there are any questions/concerns about the SOC195, the Internship sites, the Faculty Advisor...etc.

## At least a few weeks before the semester begins...

### STEP ONE:

Visit the Community Engagement Center Partnerships website to explore internship contracted with the University.



### STEP TWO:

Choose 3-5 possible internship sites in which you are interested. These can be paid or unpaid internships.

### STEP THREE:

Choose how many units of SOC195 you would like to sign up for. (1 unit = 45 hours, 2 units = 90 hours, 3 units = 135 hours)

### STEP FOUR:

Contact the Internship Coordinator with the above. They will verify that the internship site's contract is active with the University.

### STEP FIVE:

Contact the Internship sites once the Internship Coordinator confirms they are active.



## At least by the end of the first week of the semester...

### STEP SIX:

Send an email to the Internship Coordinator with verification that you received the internship.

### STEP SEVEN:

The Internship Coordinator will fill out the add form on your behalf and will assign you a Sociology Faculty Advisor.

### STEP EIGHT:

Once added to Canvas, review information such as the syllabus and sign up for the SOC195 seminar meetings.

### STEP NINE:

Once you have access, log onto CEC Connect and complete orientation and paperwork.

### STEP TEN:

Now, you are ready to begin interning at the Internship site.

