

SOCIOLOGY INTERNSHIP GUIDELINES

THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

DEPARTMENT OF SOCIOLOGY

GOALS

1. Provide students with experience to expand their skills and knowledge in an applied setting.
2. Build bridges between UNC Charlotte and the larger community.
3. Contribute to the urban mission of UNC Charlotte.

GENERAL INFORMATION

1. Internships are offered under course number SOCY 4480, and are the responsibility of the student to locate the internship.
2. Internships carry 3 semester hours; other credit hours are not currently available.
3. Internships may not be repeated for credit toward the major for a grade replacement. However, the internship may be repeated once more for 3 elective credits toward graduation. No more than **6** credits of SOCY 4480 will be counted (3 credits toward the major and 3 credits as elective credits toward graduation outside of the 32 hours of Sociology coursework).
4. Internships are offered on a P/NC basis.
5. Internships are ordinarily unpaid, although unusual costs (such as work-related travel) may be reimbursed by the agency.
6. Interns are required to work at least 140 hours (i.e., approximately 10 hours per week for a semester) in an active position within the organization/agency. Schedules may be adjusted to fit the circumstances, as long as keeping within this requirement (e.g., 20 hr/week for 7 weeks). Students will document their work experiences in a daily log or journal.
7. All internships also have an academic component in which the student will be responsible for reading assigned scholarly materials relevant to the internship work and preparing a written document appropriate to the assignments (e.g., annotated bibliography, journal, term paper, agency report, etc.) that will be submitted to their sociology faculty supervisor at the end of the internship.
8. The expectations of the internship will be described in the internship contract, to be agreed upon mutually by the student, faculty advisor, and agency supervisor.

CRITERIA FOR STUDENTS TO BE ACCEPTED FOR INTERNSHIP

1. Overall GPA must be **2.75** or higher.
2. Sociology GPA must be **3.0** or higher.
3. Students must have completed 15 hours of sociology; either sociology majors or minors are eligible if they have sufficient hours.
4. Students must have junior standing (i.e., completed 60 hours before beginning the internship).

5. Students must fill out the “Application for Internship Placement” and meet with the Sociology Undergraduate Coordinator.
6. The student, faculty advisor, and agency supervisor will create a contract outlining the intern’s responsibilities; this is signed by all parties and by the Undergraduate Coordinator.
7. Students may request internship placement at an agency/organization that they have contacted independently. However, each placement at an agency/organization must be approved by the Undergraduate Coordinator and placements may be rejected if, in the judgment of the Coordinator, the activities or supervision are inappropriate for an undergraduate internship.

CAVEATS

1. The Sociology Undergraduate Coordinator may waive any of the above criteria, but this will occur only under exceptional circumstances.
2. Neither the agency/organization nor the department assumes responsibility in the event of an accident or injury while the student is functioning within the internship.

GUIDELINES FOR INTERN BEHAVIOR

(Students should review these with the faculty advisor before beginning an internship.)

1. Student interns are expected to represent UNC Charlotte and their placement agency/organization in a professional and mature manner while participating in internship activities, whether at the agency location or in public settings. Unprofessional behavior is grounds for termination of the internship without credit.
2. Each intern should keep in mind that the agency/organization is doing her/him a favor by extending the internship opportunity. In return, we owe the agency/organization hard work, maturity, and courtesy.
3. Interns should dress appropriately for the internship tasks (e.g., business attire if appropriate; field work attire if appropriate, etc.).
4. Interns must be on time for all internship activities and must plan to be present for assigned hours, as decided with the agency supervisor. Lateness is adequate justification for terminating the internship without credit.
5. Interns should make the effort to learn the corporate culture of the agency/organization by thoughtful participant-observation (after all, you’re a sociology student!). This learning process will allow the intern to fit in and serve the organization more effectively.
6. Interns must provide effective contact information to the agency/organization and her/his supervisor there. The supervisor should be able to contact the intern easily.
7. If something unexpected prevents an intern from arriving on time, he or she should contact the agency/organization promptly and professionally.
8. Interns should expect that assigned tasks may change during the internship and should be prepared to respond flexibly.
9. Interns should find out the lines of instruction and authority within the internship setting and always consult with agency personnel in appropriate lines of authority. Students should direct any questions or problems, first, to their direct agency supervisor, preferably in person (even if this means waiting a day or two to bring up a problem). Always use a courteous and mature manner.
10. If a problem arises during the internship that the student feels cannot be effectively resolved with the direct agency/organization supervisor, the intern should consult with the faculty advisor before taking any other steps. If the faculty advisor is not available, then the Undergraduate Coordinator or the chair of the department should be consulted.