

SOCIOLOGY TEACHING INTERNSHIP CONTRACT
SOCY 4482: Teaching Internship
The University of North Carolina at Charlotte

Internships are great opportunities for students to gain hands-on experience. They allow interns to sample career options, earn valuable experience, and develop employment and professional networking opportunities. Sociology Teaching Internships are specifically designed to develop teaching skills that are particularly useful for students preparing for graduate school. The Sociology Teaching Internship is an internship for Sociology students to work as a Teaching Assistant (TA) with a sociology faculty member to support teaching in a sociology course. The student's responsibilities are worked out between the internship candidate and the supervisor before the internship commences and are defined by the Guidelines for Sociology Teaching Internships and the SOCY 4482: Teaching Internship Contract. As well as completing the work as a TA, the student will prepare a final report, between 5 and 10 pages long, which describes their activities as a TA and their own assessment of the experience.

Eligibility Requirements:

1. Teaching interns must hold at least junior standing.
2. Teaching interns must have a grade point average of at least 3.00 in sociology and 3.00 overall.
3. Teaching interns must have completed SOCY 1101, 3153, the course in which they are interning, and at least one sociology course taught by the faculty member with whom they are interning.

Code of Conduct

I. The Teaching Intern will:

- a. Maintain confidentiality regarding information shared between the teaching assistant, students, and the instructor/supervisor. Discuss problematic and critical concerns expressed by the students with the instructors or supervisor;
- b. Always be a role model for the students in and out of the academic environment;
- c. Be an active partner in work with students, for example by assisting with classroom activities and making suggestions
- d. Attend all classes and scheduled planning/evaluation sessions with the instructor; contact the instructor if you are unable to attend required meetings or class;
- e. Create an atmosphere where opposing ideas can be shared and respectful discussion is fostered;
- f. Fulfill all requirements for UCOL 3050, Teaching Internship.

II. The Instructor/Supervisor will:

- a. Be supportive of and encouraging toward the teaching assistant in working with students and in carrying out specific tasks;
- b. Meet regularly to plan activities and provide feedback and evaluation to the teaching assistant.
- c. Notify the Teaching Assistant by telephone in advance regarding changes in scheduled meetings, activities, or class;
- d. Maintain a mentoring relationship with the Teaching Assistant;
- e. Be professional at all times, in and out of the academic environment.

Name: _____

Banner ID #: _____

Semester/Year _____

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Expectations: General

- Hours: students must log approximately 40 hours of time per academic credit earned. For a typical 3-hour class, this means a total of 120 hours working on the project.
- Final Report: A final report covering the following topics must be submitted to the supervisor:
 1. A detailed description of the internship project which is to include: an overview, a discussion of the assignment and, the day to day activities you carried out.
 2. A discussion of the benefits you gained from the internship project: skills, knowledge, etc.
 3. An assessment of the internship experience overall.

Expectations: Specific

Describe below any specific expectations agreed upon by the intern and supervisor. These may include expectations about class attendance, out of class meetings with students, background research etc.

Student name: _____

Supervisor name: _____

Student signature: _____

Supervisor signature: _____

Date: _____

Date: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

Approved in SOCY: _____
Undergraduate Coordinator Signature

Date: _____

Permit entered: _____