

# **DEPARTMENT OF SOCIOLOGY INTERNSHIP PROGRAM GEORGIA STATE UNIVERSITY**

## **SITE PACKET**

The Department of Sociology offers internship opportunities to eligible students with a concentration in Gerontology, Family Sociology, Race and Urban Studies, and Gender and Sexuality. Students in this program receive academic credit toward their degree while interning and remain under the direction of the Internship Coordinator in the Department of Sociology.

### **PURPOSE OF INTERNSHIP**

The goals of this internship program are: to provide students with the opportunity to observe and interact with professionals engaged in day-to-day activities in a social service or non-profit setting; to help students gain occupational skills through hands-on work experience; to encourage students to apply sociological knowledge to their work settings; to improve critical thinking and writing skills.

### **WORK PROGRAM**

Organizations interested in qualifying as internship sites for students in the Department of Sociology at Georgia State University should submit an Intern Request and General Work Site Profile Form that describes the job duties and learning opportunities available for eligible interns.

Students may earn a maximum of six credits doing internship work. These credits can be spread across two semesters, as long as the site supervisor is amenable to such a plan.

During Fall and Spring semesters, to earn 3 c.u., students work 12 hours/week; to earn 4 c.u., students work 16 hours/week; to earn 5 c.u., students work 20 hours/week, and to earn 6 c.u., students work 24 hours/week. During Summer terms, to earn 3 c.u., students work 20 hours/week; ; to earn 4 c.u., students work 27 hours/week; to earn 5 c.u., students work 34 hours/week, and to earn 6 c.u., students work 40 hours/week. Students apply the semester previous to the semester in which they intend to do their internship. Once accepted into the program, it is possible to defer participation for one or two semesters without having to reapply. Students wishing to defer should let the Intern Coordinator know their intentions.

Since students are receiving academic credit for the internship, work site experiences must be "credit worthy" activities; that is, learning opportunities and experiences that expose students to the workings of the organizations where they are placed. Students may not do internships in work-situations where they spend more than 10 percent of their time on clerical tasks.

### **PLACEMENT SITES**

Once an acceptable work program profile has been filed and approved by the internship office, the site may be added to our master list of available placement sites.

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Students are responsible for doing the legwork to secure an internship site once they have been accepted into the program. Students contact site supervisors and make appointments for interviews. The process of looking for a site should begin upon acceptance into the program. Students who wait until the last minute may have difficulty finding a site, and may be forced to drop the internship course.

It is also acceptable to choose a site that is not on our list, but students must seek approval for off-list sites. Students must submit a request to the Internship Coordinator (by email), which will come before the Sociology Department's Undergraduate Committee for review. The request should give an overview of the site, list duties the intern will perform, and describe the sociological significance of these duties. Students wishing to pursue internships at off-list sites should seek approval least two weeks before the semester (in which they do their internship) begins.

## **COURSE REQUIREMENTS**

Once accepted as an intern at a site, each student makes their own arrangements with their supervisor regarding fulfilling internship duties and meeting the time requirement.

During the semester of the internship, the placement site supervisor is responsible for developing and reviewing a work program plan, orienting the student to the work environment, providing on-going feedback, and providing a performance evaluation at the end of the semester. In addition to the work site experience, all student interns are required to meet with the Faculty Internship Coordinator, to attend informational meetings, and to keep a journal of their work experiences.

Site supervisors should know that, in addition to the on-site work requirements, students are required to do written work assigned by the Intern Coordinator, and meet two or three times on campus during the semester (twice during summer term, and three times during Spring and Fall terms). Students must keep track of their hours, and hand in a timesheet which documents hours and cumulative hours, and which is signed by their supervisors.

## **STUDENT ELIGIBILITY**

Students who have demonstrated proficiency in the course work in their Sociology major or minor may be considered for an internship. They must have completed at least 12 hours of Sociology coursework at the time of application, and must have a 2.5 cumulative GPA or a 2.75 GPA in their Sociology courses.

We ask that site supervisors help us maintain quality control in the program by not accepting students who have not been referred by the Department of Sociology. Instead, supervisors should ask students if they have completed the application and

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validation process at Georgia State and instruct them to begin the process in the Department of Sociology. Georgia State does not give credit retroactively for work performed during a semester when the student did not participate in the internship program.

### **INTERN COMPENSATION**

While this is a for-credit program, students may receive monetary compensation for their time as well, providing the internship site can afford such an arrangement.

### **SUMMARY OF SUPERVISOR RESPONSIBILITIES**

1. Interview the students to determine whether they meet the needs of approved internship sites. Students who come to sites for an interview must already be accepted into the Internship Program.
2. Complete with the student a Work Program Plan identifying the nature of the work and including the specifics about the project the student will be doing at the site.
3. Orient them to the site and the procedures for carrying out the duties and responsibilities assigned to them as well as the completion of necessary paperwork.
4. During the semester of the internship, evaluate the intern's performance, oversee the hours worked by the intern, sign time-sheets, complete and return a performance evaluation form that will be delivered to you by the intern.

### **FOR FURTHER INFORMATION**

Dr. Wendy Simonds, Director of Undergraduate Studies and Intern Coordinator Department of Sociology Georgia State University P.O. Box 5020 Atlanta, GA 30302-5020 (404) 413-6512 (phone) (404) 413-6505 (fax) wsimonds@gsu.edu	Mr. Brian Buckwald, Academic Advisor Department of Sociology Georgia State University P.O. Box 5020 Atlanta, GA 30302-5020 (404) 413-6503 (phone) (404) 413-6505 (fax) bbuckwald@gsu.edu
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Please fill out and return the enclosed Intern Request / General Work Site Profile form so that we may consider your organization as an approved internship site.



DEPARTMENT OF SOCIOLOGY  
COLLEGE OF ARTS AND SCIENCES

Department of Sociology  
P.O. Box 5020  
Atlanta, Georgia 30302-5020

**INTERN REQUEST / GENERAL WORK SITE PROFILE**

PLEASE PRINT CLEARLY OR TYPE

**PROSPECTIVE INTERN**

NAME OF INTERN (if applicable)	INTERN PHONE	INTERN EMAIL
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**ORGANIZATION**

ORGANIZATION			
ADDRESS	CITY	STATE	ZIP

**SITE SUPERVISOR**

NAME OF SITE SUPERVISOR	JOB TITLE	
SUPERVISOR EMAIL	SUPERVISOR PHONE	SUPERVISOR FAX

**1) GENERAL OUTLINE OF INTERN DUTIES AND RESPONSIBILITIES**

*Please feel free to attach additional comments / flyers*

**2) HOURS OF OPERATION**

HOURS OF OPERATION
<i>Please indicate terms you would like an intern</i>
<input type="checkbox"/> FALL TERM <input type="checkbox"/> SPRING TERM <input type="checkbox"/> SUMMER TERM

Please indicate whether you would like to be added to our official site list to receive future interns.      YES  
 NO

**SEND COMPLETED FORM BY FAX (404) 413-6505 OR EMAIL (bbuckwald@gsu.edu)**