

SOCIOLOGY 393 INDEPENDENT EXPERIENTIAL INTERNSHIP STEPS

1. **Requirements:** Before or during pre-registration, obtain and carefully read the "Sociology 393 Independent Experiential Internship Requirements" on the Sociology website at <http://sociology.unc.edu/>. If you have questions or need assistance, please speak with your faculty supervisor.
2. **Find an Internship:** Before or during pre-registration, find an internship and make tentative arrangements with that agency for you to work there the following semester or during the summer. If you are interested in summer internships, the internship director at University Career Services, 211 Hanes Hall, is an excellent source for assistance with information on more than 2,000 internships, in this country and abroad. You should check these files, or the computer program at University Career Services as early as possible.
3. **Find a Faculty Supervisor:** You need a sociology faculty supervisor for your internship. Set up an appointment with the faculty supervisor to discuss the internship and the requirements.
4. **Get the Right Forms:** You need copies of the following: 1) a SOCI 393 Internship Contract, and 2) the Agency Evaluation sheet. These forms can be downloaded from the Sociology webpage.
5. **The Internship Contract:**
 - (1) Take the Internship Contract to the internship agency. Meet with the agency supervisor and fill out the top section of the contract, including the "Description of Agency" and "Nature of the Internship and Responsibilities" (Section I, A through F). You and the agency supervisor should sign the contract at this meeting. Finally, give the Agency Evaluation sheet to the agency supervisor.
 - (2) Take the Internship Contract, signed by you and the agency supervisor, to your faculty supervisor. Secure the faculty supervisor's final approval of the internship as set out in the contract and obtain her/his signature.
 - (3) Take the signed and completed Internship Contract to the Director of Undergraduate Studies, Sociology for her/his signature. The contract will not be considered valid without the Director's signature.
 - (4) Make three copies of the completed contract, to be distributed by you as follows: original contract to the Sociology office; a copy for you; a copy to the agency supervisor; and a copy to the faculty supervisor.
 - (5) Take the completed original contract to the Sociology office.
6. **Registration:** You may not register for SOCI 393 online; registration can only be done by the department. Take the completed and signed contract to the Department's course coordinator in the Sociology office, Hamilton 155, who will then register you for SOCI 393.

7. **Agency Evaluation:** For internships completed during the fall or spring semesters, a month before the internship is to end, remind the agency supervisor of the Agency Evaluation form. Tell the supervisor to send the completed sheet to the faculty supervisor before the last week of class to make sure you get a grade and credit for the internship. A late Agency Evaluation form can result in your receiving an "incomplete" for the course. For summer internships, the Agency Evaluation form should be completed and sent to the faculty supervisor during the last week of the internship.

ADDITIONAL IMPORTANT INFORMATION

1. **No credit** is given for internships in progress or completed **before** a contract is signed. The contract must be signed by all parties **before** the first day of your internship.
2. **No credit** is given for "internships" that are regular jobs for which you are paid. A true internship involves work in which you are making a volunteer contribution to a non-profit organization, or, in exceptional cases, a private business.
3. You can get 1 to 3 hours of credit for SOCI 393, and you may only do one such internship.
4. Find an internship and faculty supervisor **before or during pre-registration**. If you wait longer than this, your chances of getting either are greatly diminished. You are not guaranteed a faculty supervisor just because you have located an acceptable internship.
5. For summer internships, you will be registered for SOCI393 in the fall semester. When planning your fall courses be sure to allow for the credit hours associated with your internship.
6. Internships do not automatically qualify for academic credit: the internship **must** have a hands-on work component and be meaningfully related to the study of sociology as determined by your faculty supervisor.
7. It is your responsibility to meet all of the deadlines and the other internship contract provisions in order to receive credit.
8. If you have any problems at the internship, it is your responsibility to talk with your faculty supervisor **immediately**. By way of example, if you begin an internship, and you find that the activities, duties, or supervision are not what you expected, call your faculty supervisor at once!
9. In your internship, we expect you to work at least 8 hours per week, for a minimum total of 100 hours, doing substantive work that is related to the mission of the agency. You will receive 1 to 3 hours of academic credit for the internship. In addition to the hours worked, you must write, under the supervision of the faculty supervisor, a research paper or complete a comparable project, and keep a journal of internship activities.
10. At the beginning of the internship, you should discuss with your faculty supervisor what your grade will be based on; the faculty supervisor determines your grade.