

SOCIOLOGY 393

INTERNSHIP CONTRACT

This course may be taken for 1-3 hours credit, depending on the amount of academic work to be done by the student. Juniors and seniors are eligible to take this course with any appropriate and available faculty member in the Sociology Department. However, no faculty member may supervise more than two Sociology 393 students in a given semester. **Students must receive all required signatures before the start of the internship. Please note that paid positions are not appropriate for the purposes of this internship.**

Credit for less than 3-hours cannot be counted for the sociology major as one of your sociology courses.

A student wishing to take Sociology 393 should carefully think through the area he/she wants to work on. If an internship is planned, it is the student's responsibility to secure the employment. After the student has decided on a place of action, he/she should contact a Sociology faculty member whose interest are in or related to the topic area. If the faculty member agrees to supervise the student's internship, the attached form must be filled out and signed by the student, faculty member, and agency supervisor; then it must be turned in by the student at the Department office for approval by the Director of Undergraduate Studies.

It is up to the student and the supervising instructor to decide the details on what reading and/or outside work is to be done by the student, how often the two will meet to discuss what is being accomplished in the course, and what paper(s) or examination(s) will be part of the course. **REGARDLESS OF THE DETAILS, THE BASIS FOR CREDIT IN THE COURSE MUST BE WRITTEN WORK INVOLVING SOCIOLOGICAL ANALYSIS.**

See Permission Form on pages 2-3

INDEPENDENT STUDY LEARNING CONTRACT

Department or Curriculum Name: SOCIOLOGY

Course #: SOCI 393 Credit Hours: 1-3

List prerequisites (if applicable): At least 2 or 3 sociology courses.

Section to be completed by Student

APPLICANT INFORMATION:

Student Applicant's Name: _____ PID: _____

E-mail: _____ Phone #: _____

Date of Application: _____ Credit Hours Sought: _____

Major: _____

Class: SENIOR JUNIOR SOPHOMORE FIRST YEAR

Semester Requested: FALL SPRING SUMMER I SUMMER II YEAR _____

Current GPA: CUMULATIVE _____ MAJOR _____

Prerequisite(s) Fulfilled: COURSE# _____ SEMESTER/YEAR _____ GRADE _____

COURSE# _____ SEMESTER/YEAR _____ GRADE _____

Section to be completed by Student and Faculty

INFORMATION ABOUT INSTRUCTOR OF RECORD:

Name: _____ E-mail: _____

Instructor's Independent Study Section #: _____

Check One:

- For this course the faculty member has no more than two students per semester or summer session.
- For this course the faculty member has more than two students per semester or summer session. The reason for the exception is (FILL IN):

COURSE REQUIREMENTS. This is considered a contract between the instructor (advisor/sponsor) and the student. Deviations from this contract should be updated and documented to the extent possible by the instructor and student. Students are expected to devote at least three hours of independent work per week for each unit of credit (e.g., 9 hours per week if 3 credit hours).

- a) Meeting requirements with the instructor (e.g., individual meetings, lab meetings, etc.). Include day/time of weekly or bi-weekly meetings.
- b) Reading assignments (and due dates, if relevant): _____
- c) Written assignments (page requirements/limits and due dates, if relevant): _____
- d) Other assignments (please describe): _____
- e) Assessment (e.g., % of course grade based on each requirement) including final examination (or alternate format): _____

Student, Faculty and Administrative signatures

INSTRUCTOR OF RECORD AND STUDENT RESPONSIBILITIES:

I have read the requirements expected of the instructor, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of faculty.

Instructor _____ Date _____

I have read the requirements expected of the student, agree to undertake these responsibilities, and will abide by the Honor Code's responsibilities of students.

Student _____ Date _____

*** INDEPENDENT STUDY COORDINATOR:**

This application for Independent Study has been reviewed. The proposal is

- APPROVED AS IS
- REQUIRES MORE INFORMATION (provide details and return to instructor and student)
- NOT APPROVED (provide rationale) _____

School/Department/Program Independent Study Coordinator _____ Date

* If the Independent Study Coordinator is not the Department/Curriculum Chair, the Director of Undergraduate Studies (DUS), or another Faculty Designee of the Chair, then the Chair or the DUS must also approve this contract.

**** CHAIR OR DIRECTOR OF UNDERGRADUATE STUDIES (whichever is applicable):**

This application for Independent Study has been reviewed. The proposal is

- APPROVED AS IS
- REQUIRES MORE INFORMATION (provide details and return to instructor and student)
- NOT APPROVED (provide rationale)

Chair/Director of Undergraduate Studies/Faculty Designee/SAD _____ Date

** If the Chair is the student's independent study instructor, this form must be signed by the Chair's Senior Associate Dean (SAD).

Note: Departments/Curricula must maintain copies of this contract for a minimum of four years.

SUPPLEMENTAL INFORMATION for SOCIOLOGY 393 INDEPENDENT EXPERIENTIAL INTERNSHIP CONTRACT

This form supplements the College of Arts & Sciences Sociology 393 Internship Contract. Both forms must be turned in to the Sociology Department Director of UG Studies.

This agreement establishes the description, learning, service objectives, and activities of the internship, and it sets out the responsibilities of the student intern, agency, and faculty supervisor.

The student intern is required to work at least 8 hours per week, for a minimum total of 100 hours, at the internship agency, doing substantive work that is related to the mission of the agency. The student intern will receive hours of academic credit for the internship. In addition to the hours worked, the student must write, under the supervision of the faculty supervisor, a research paper, or complete a comparable project, and keep a journal of internship activities.

The faculty supervisor assigns a grade to the student at the end of the semester. No credit will be given for internships that have already begun, and this internship contract must be signed **before** the first day of the internship.

Name of Student: _____

Faculty Supervisor: _____

Date Submitted: _____

Credit Hours (1 -- 3): _____

Semester Credit Awarded: _____

Internship Agency: _____ Address: _____

Agency Supervisor: _____ Telephone: _____

Email Address: _____

Description of Agency: _____

I. NATURE OF THE INTERNSHIP AND RESPONSIBILITIES

This section should be completed by the intern and the **agency supervisor**:

A. **Statement of Purpose:** The student hopes to gain the following from this internship:

B. **Learning Objectives or Other Goals:** The specific goals toward which the intern's efforts are directed are as follows:

1. _____
2. _____
3. _____
4. _____

C. **Intern's Activities:** The specific activities of the intern at the agency, and the means by which the intern's objectives/goals will be met, are as follows:

1. _____

2. _____

3. _____

4. _____

D. **Other Expectations of the Intern by the Agency Supervisor:**

1. _____
2. _____
3. _____

E. **Intern's Work Schedule**

1. Weekly work schedule: _____
2. Number of training hours (if applicable): _____
3. Total hours per week: _____
4. Total number of weeks: _____

F. **Supervision by Agency**

1. The agency supervisor will meet with the intern to review work, explain projects, etc., according to the following schedule:

2. The agency supervisor agrees to complete an evaluation sheet for the intern and send it to the faculty supervisor at the end of the internship.

II. STUDENT AND FACULTY SUPERVISOR AGREEMENT

A. **Research Paper (or Other Project Paper):** The student will write a research or other project paper.

1. Readings required (if applicable): _____

2. Topic of paper: _____
3. Length of paper: _____
4. Due date of paper: _____ (no later than *last day of class* for this semester)
5. Other paper---related requirements: _____

B. **Journal Requirement**

1. The student is required to keep a journal containing daily entries. These entries should reflect the following:
 - a. the intern's activities at the internship that day;
 - b. the intern's impressions and perceptions of those activities;

- c. reflections on how that day's activities relate to the student's learning objectives; and
 - d. future actions the student plans to take, based on that day's activities.
2. Other requirements for the journal: _____

C. **Meetings with Faculty Supervisor:** The minimum number of required meetings and the approximate dates of those meetings are as follows:

D. **Other Expectations of Intern by Faculty Supervisor:**

III. EVALUATION OF INTERNSHIP

The evaluation procedures for the SOCI 393 Independent Experiential Internship are set out separately in the "Requirements for a Sociology 393 Internship" and "Internship Steps"; these guidelines are available on the UNC Sociology webpage. The agency supervisor will complete an evaluation sheet, or write a letter, evaluating the intern. The faculty supervisor determines the student's grade. If problems arise at the internship, the student and agency supervisor agree to contact the faculty supervisor immediately. Additionally, this contract must be signed by the Sociology Department's Director of Undergraduate Studies before being turned in to the Sociology Office. Only completed contracts with *all* required signatures will be accepted for registration of the student in SOCI393.

Signature of Student

Date

Signature of Agency Supervisor

Date

Signature of Faculty Supervisor

Date

Signature of Director of Undergraduate Studies, Sociology

Date

Original: Sociology Department

Copies: Intern, Faculty Supervisor, and Agency Supervisor