

SOCL 492
Internship Manual for Sociology Majors
Policies & Procedures for “Directed Internship Experience”

Department of Sociology, Anthropology & Criminal Justice Studies
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Guide for Completing this Manual

- A. Thoroughly read pages 2 through 5. Should you have questions about any aspect of your internship, please consult your Faculty Internship Supervisor, Academic Advisor or Department Chairman.
- B. Complete the Application (page 6) and the Experiential Learning Letter of Understanding (page 7) and return to your Faculty Internship Supervisor.
- C. Deliver the Responsibilities of the Placement Organization/Agency (page 5) to your Agency Supervisor.
- D. Deliver the Evaluation of Student Intern form (page 9) to your Agency Supervisor

Finding an Internship

Internships are found in a number of ways. First, the [Career Center](#) at Longwood maintains a current list of internship opportunities. Much of their information is available on-line, but students also are welcome to stop by the Career Center office in the basement of Lancaster to receive assistance from a Career Counselor.

Second, students may find out about internship opportunities by talking to their advisor or other professors in the department. The most common way students find internships is by searching in their hometown for organizations, businesses, and/or agencies that perform the type of work they are interested in doing. Students then call the agency and ask if they accept interns. Once they find an agency that they are interested in working at and who is interested in accepting them, students then select a professor in the department who they would like to supervise the internship.

The ideal time to complete an internship is the summer between the Junior and Senior year. Students generally find that internships completed over the summer are more rewarding and easier to manage because they do not have to squeeze in hours between classes. Additionally, students are able to live at home and also have an additional job if they so desire.

There are no prohibitions against students taking paid internships.

Eligibility Requirements

Students must have a cumulative grade point average of at least 2.0 (except as noted below) and have completed 18 credit hours of courses here at Longwood in their major to be eligible for internship. Students whose grade point average falls below 2.0 must: (1) repeat courses to bring the gpa up to 2.0 or (2) approach a professor to see if he or she will agree to conduct a directed independent study on a suggested topic (SOCL 490). Professors are under no obligation to conduct independent studies with students. For agencies listed below, the grade point average requirement is at least 3.35:

N.C.I.S.	C.I.A.
F.B.I.	U.S. Secret Service
Chesterfield Police Department	Virginia Beach Police Department
Richmond Court Services	City of Richmond
Henrico County	Prince William County
Fairfax	

Academic Credit and Grading

Students must take a minimum of 3 credit hours of internship to fulfill the requirements. Students may take up to 15 credit hours of internship while they are at Longwood (either in one internship or multiple internships). However, only the first 6 credit hours of internship receive a letter grade to be calculated into the grade point average. Any hours above 6 credits will count as hours toward graduation but will not figure into the gpa calculation.

The number of hours students work at the internship site depends on the number of credit hours of internship for which they are registered. The general rule is that students must complete 40 clock hours of on-site activity for every one credit hour of internship in which they are enrolled. Students enrolled in 1 credit of internship complete 40 hours; 2 credit hours=80 hours, 3 credit hours=120 hours, etc. The number of hours per week a student spends on-site depends on how many weeks the internship lasts. The following chart is an example of how internship hours would be spread over 10 and 15 weeks.

Credit Hours Needed/Earned	Hours per SEMESTER (15 weeks)	Hours per WEEK (15 weeks)	Hours per WEEK (10 weeks)
4 credits	160	10	16
3	120	8	12
2	80	5	8
1	40	2.5	4

Required Course Assignments

Students enrolled in 6 or fewer credits of internship must complete the following assignments:

1. submit a project describing where they did the internship, what type of work is done there, what they did in internship, and what they learned; the format of the project is discussed with the faculty internship supervisor. Students may decide to create a powerpoint presentation, create a poster display, or use some other creative medium to represent what they did on their internship. Students submitting the best projects, as recommended by their internship professors will be invited to participate in a campus-wide internship event during the academic year to share their work with others on campus and the Board of Visitors;
2. keep a daily log of their internship work, describing what they did and analyzing their activities using concepts and theories from their major whenever possible;
3. write a 2-3 page typed paper in which they describe what they learned at the internship, what they liked most about the internship, and what they liked least.

Students enrolled in more than 6 credits may be asked to complete additional academic work that must be worked out with the faculty internship supervisor.

Internship Course Registration

Students cannot register for the internship course (SOCL 492) on their own. The department chair must register students for the course. To be registered, students must have the following forms completed and presented to the department chair **prior to the last day of add/drop for the respective semester:**

1. Application for Internship Credit (page 6)

2. Experiential Learning Letter of Understanding (page 7)

Evaluation of Student Intern form (page 8) must be completed by the agency supervisor at the conclusion of the internship and returned to the faculty internship supervisor.

Responsibilities of the Student Intern

Interns understand that they are participating in an internship sponsored by the Department of Sociology, Anthropology and Criminal Justice Studies and an off-campus organization or agency. They recognize that in the internship they are subject to the rules, regulations, and policies of Longwood University, as well as those that the field supervisor deems appropriate for the organization or agency.

Interns understand that they are not covered by the agency's fringe benefits and that it is the intern's responsibility to make arrangements for their own insurance, including accident, health, and hospitalization coverage. The intern will not hold the agency, organization or Longwood University, nor any of the personnel employed by these organizations liable for injury or death as a result of this internship.

Interns understand that in the internship they will be representing Longwood University and the Department of Sociology, Anthropology and Criminal Justice Studies; and they will do nothing that would adversely affect the image of either unit. Interns agree that if any of their behavior is deemed improper (detrimental to the intern organization or Longwood University) they will withdraw from the internship and accept a failing grade. Interns further understand that failure to abide by the policies and procedures of the internship program will result in termination of the internship with a grade of "F"

Interns agree that they will:

- a) Deliver the Responsibilities of the Placement Agency/Organization to Agency Supervisor.
- b) Always dress appropriately for the internship.
- c) Notify their agency supervisor and faculty supervisor as soon as possible should they be unable to report to work for any reason.
- d) Avoid becoming involved in office politics and/or ideological disputes.
- e) Maintain the confidentiality of records and internal matters at all times.
- f) Obtain prior approval from their faculty and agency supervisors before circulating any written work outside of the internship organization or the Department of Sociology, Anthropology and Criminal Justice Studies.
- g) Not be in possession of or use firearms or other weapons during their internship unless permission is obtained from their faculty and agency supervisors.

Responsibilities of the Department of Sociology, Anthropology & Criminal Justice Studies

The Sociology, Anthropology & Criminal Justice Studies Department agrees that it will:

- A. fully cooperate with organizations and agencies participating in the internship program, and to provide a faculty supervisor to coordinate activities.
- B. screen applicants and recommend only those who possess the necessary skills to function satisfactorily in a particular agency or organization.
- C. encourage each organization and agency to interview the prospective intern before making the decision to accept or reject the applicant.
- D. determine the intern's final grade.
- E. notify the student if it becomes necessary to terminate the placement, and to explain why termination was necessary.
- F. discuss termination with the agency supervisor.

Responsibilities of the Placement Organization/Agency

The placement Organization/Agency agrees that it will

- A. assign a supervisor to direct and coordinate the student's internship and to evaluate the intern's performance upon completion of the internship. (Evaluation of Student Intern Form – page 8).
- B. provide the intern with meaningful tasks and to strive to expose intern to as many operational aspects as possible. The organization/agency will provide the facilities, supplies, space, etc. necessary for the intern to adequately perform his/her assigned duties.
- C. offer constructive criticism directly to the intern when needed.
- D. alert the faculty supervisor about any problems relating to the intern's job performance.
- E. request that the intern be withdrawn when personal conduct or educational progress is such that additional time and effort on the part of the agency would not be worthwhile.
- F. terminate an intern only with just cause and prior notice to the faculty supervisor.
- G. assure that the intern is never alone with clients (in clinical settings).

Longwood University
Department of Sociology, Anthropology and Criminal Justice Studies

Application for Internship Credit

*** Complete fillable items, print form, secure signatures and return to your faculty internship supervisor ***
Enrollment will not be finalized until this completed form is returned to faculty internship supervisor

Student Information

Name: _____ ID: _____

Major: _____ Cumulative GPA (must be at least 2.0): _____

Start & End Dates: _____ Semester: _____ Credit Hours: _____

Student Address: _____

Telephone: _____ E-mail Address: _____

By my signature I have read the Internship Policies and Procedures for the Department of Sociology, Anthropology and Criminal Justice Studies. The nature, scope and polices of the program have been explained to me and I agree to abide by them.

(Student Signature)

(Date)

(Print Name)

Agency/Organization Information

Agency/Department: _____

Address: _____

Agency Telephone: _____

Provider Contact Name: _____

Provider Telephone: _____ E-mail: _____

Provider Contact Signature: _____ Date: _____

(Signature indicates that this student has been accepted as an intern in your agency/department)

Brief Description of Internship (include total number of work hours you plan to work at Agency/Department):

Approved by:

Approved by:

Signature of Faculty Internship Supervisor

Signature of Department Chairman

Date: _____

Date: _____

Office use only: Grad Dt: _____ Deg App Filed: Y N Major Hrs: _____ Course Section: _____ Dt Registered: _____

LONGWOOD UNIVERSITY
DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY & CRIMINAL JUSTICE STUDIES

Evaluation of Student Intern

Student: _____ Agency/Organization: _____

Agency Supervisor: _____

Please use the table below in evaluating the performance of the student who has interned in your agency. Please check the appropriate box for each item using the following code: S=Superior; AA=Above Average; A=Average; BA=Below Average; P=Poor; NA=Not Applicable.

	S	AA	A	BA	P	NA
Punctuality						
Attendance						
Appropriate Attire						
Initiative						
Ability to follow written directions						
Ability to organize and complete assignments						
Ability to use supervision (seeks help, accepts criticism)						
Enthusiasm for job						
Judgment						
Written communication skills						
Oral communication Skills						
Uses grammar appropriate to the setting						
Speaks clearly						
Listens when addressed						
Gives organized and logical responses in conversation						
Relations to other personnel						
Professional potential						
Overall performance						

Would you recommend this student for a professional position in your organization if a vacancy occurred for which the student was qualified? Yes _____ No _____

What grade would you assign to this student for the internship work performed? Circle one

A+ A A- B+ B B- C+ C C- D F

Please feel free to comment on other aspects of the student's performance about which the Department of Sociology, Anthropology and Criminal Justice Studies should be aware.

Please give a brief description of the main internship assignments.

Agency Supervisor Signature _____ Date _____

Please return this evaluation after student has completed internship hours to: Internship Coordinator, Department of Sociology, Anthropology & Criminal Justice Studies, Longwood University, 201 High St., Farmville, VA 23909