

DEPARTMENT OF SOCIOLOGY SOC 488 INTERNSHIP INFORMATION PACKET

What’s an internship and why should I intern?

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.” – [National Association of Colleges and Employers](#)

The objective of the SOC 488 Internship is two-fold: 1) to provide students with hands-on work experience to develop transferable knowledge and skills in a relevant career field such as social service, non-profit, or governmental organizations and 2) to meaningfully reflect on that professional experience by applying sociological knowledge from your coursework and/or independent research.

Who is eligible to complete a SOC 488 Internship?

The prerequisites for participation in the internship program include:

- Minimum of 60 credit hours earned (Junior or Senior standing)
- Major or Minor in Sociology or Medical Sociology
- Successful completion (C or better) of at least 12 credits in Sociology

You will need to verify your eligibility when you complete the **Internship Application** form. If you have questions about your eligibility, please contact the internship director.

How much credit can I earn? What’s the time commitment for an internship?

Students may take SOC 488 for 1-3 credit hours per semester, which may be repeated up to a maximum of 6 credit hours. For each credit hour earned, students must work a total of 40 hours at their internship site. Consult the chart below to assess the time commitment required.

Credit Hours	Total Hours Required	Average Hours Per Week
1	40	About 3-4
2	80	About 5-6
3	120	About 8-10

What are the requirements for the internship?

The internship has two sets of requirements: 1) work requirements and 2) academic requirements. The work requirements will be determined in consultation with your on-site internship coordinator. You will need to work for at least the minimum number of hours indicated in the table above based on the number of credit hours you wish to earn. Work requirements must be project- or outcome-oriented and must involve tasks beyond clerical work. The academic requirements will be determined in consultation with the sociology internship director and must center on specific sociological questions or objectives. Please review the ***Internship Requirements*** document for more information.

How do I apply?

Students should apply for the internship program well in advance of the semester of actual enrollment (see application deadlines below). The process for application is as follows:

1. Submit the ***Internship Application*** form prior to the deadline. Meet with the Internship Director if you have any questions about the process.
2. Once your application is approved, review the ***Internship Requirements*** packet.
3. Identify and secure an internship site and on-site internship coordinator.
4. Work with your on-site coordinator to determine the work duties of the internship and work with the internship director to determine the student learning objectives. Complete the ***Internship Contract***, obtain necessary signatures, and submit the form.
5. Once your contract is approved, you will receive a registration code for SOC 488.

When do I need to apply?

Deadlines for SOC 488 Internships are as follows:

Semester of Planned Enrollment	<i>Internship Application Due</i>	<i>Internship Contract Due</i>
Fall Semester	May 15	August 1
Spring Semester	October 1	December 1
Summer Semester	February 1	April 1

Incomplete and late applications will not be accepted. Start the application process early!

What internships are available?

Students are responsible for securing their own internship sites. We recommend social service, non-profit, and governmental organizations and agencies for the internship. Remember, you will need to analyze your internship experience in the context of your sociological coursework. Please schedule a meeting with the Internship Director to receive more information on securing an appropriate internship site.

Can I count my off-campus job as an internship? Can I receive credit for an internship I already completed? Can I receive credit for an internship in two departments?

No, to receive credit internships must consist of a *new* work experience designed specifically to align with specific academic learning objectives. You may not count an off-campus position where you are already employed as an internship.

No, you cannot receive credit for an internship previously completed. To receive credit, all internships must have *prior* approval in accordance with the application process described above. No retroactive credit is available for internships already started or completed.

No, you cannot receive academic credit for the same internship hours in two different classes or departments. All hours credited for the SOC 488 internship must be completed specifically for this course.

What is an on-site internship coordinator?

You must identify and secure an on-site internship coordinator to oversee your work at the organization or agency. All work requirements (in other words, all non-academic requirements) will be determined in consultation with the on-site coordinator. The coordinator will monitor the student's attendance and work quality and provide evaluation reports to the internship director to monitor progress.

Will I attend any class sessions?

Most of your time will be spent at your internship site. You will be required to attend two mandatory course sessions: 1) an orientation session (during the second week of classes) and a progress session (a month prior to the end of the semester). Additional meetings may be required depending upon your progress in the course and the feedback provided in the evaluations conducted by the on-site coordinator.

How I get more information?

Please visit the Sociology Internship website to download required forms including the ***Internship Application*** and ***Internship Contract***.

For more information about the Sociology Internship Program, please contact the Internship Director: **Dr. Megan Brooker**. She can be reached at brookerm@uab.edu or (205) 934-8679.

All applications, contracts, and requirements for SOC 488 will be reviewed, monitored and approved by the Internship Director.