GEORGIA STATE UNIVERSITY - DEPARTMENT OF SOCIOLOGY
SOCIOLOGY 4980 INTERNSHIP
Information and Application Packet

PURPOSE OF INTERNSHIP

Internships provide students with both observational and hands-on learning experiences designed to enhance their academic preparation and increase their ability to perform on a professional level after graduation. Students apply knowledge from their academic experiences to professional settings that are appropriate to sociology and receive practical experiences in the field. The objective of our internship program is to provide students with actual work experiences where they will learn the skills required to succeed in social service and non-profit organizations and write sociologically about their work experiences. Students are under the direction of the Internship Coordinator, Dr. Deirdre Oakley, throughout the term of the internship.

EARNING OF ACADEMIC CREDIT HOURS

The Department of Sociology offers academic credit hours to eligible students. Students can receive 3 to 6 hours of academic credit towards their degree while interning at an approved intern site. The number of credit hours will vary depending on the number of internship hours completed at the internship site. Students select how many credit hours they desire to earn on PAWS/GoSolar before class registration for the term closes. Students are responsible for registering for the correct number of hours. Check the section “Internship Credit Hours” below for details.

INTERNSHIP CREDIT HOURS

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Fall/Spring Semester (12 Weeks)</th>
<th>Summer Semester (7 Weeks)</th>
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<tr>
<td>3</td>
<td>9 Hours/wk, 108 Total</td>
<td>15 Hours/wk, 105 Total</td>
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<tr>
<td>4</td>
<td>12 Hours/wk, 144 Total</td>
<td>20 Hours/wk, 140 Total</td>
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<tr>
<td>5</td>
<td>15 Hours/wk, 180 Total</td>
<td>25 Hours/wk, 175 Total</td>
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<td>6</td>
<td>18 Hours/wk, 216 Total</td>
<td>30 Hours/wk, 210 Total</td>
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* Students may organize their internship time in any way is that is mutually conducive to the organization and the student as long as the total required hours are completed by the end of the semester.

IMPORTANT: No credit will be given for work completed prior to the start of the term for which you apply.

Continued
STUDENT ELIGIBILITY

Applicants must meet all the following requirements:

1. 2.50 overall GPA  OR  2.75 GPA of 3000/4000 level Sociology coursework w/15 hr min.
2. Completion of SOCI 1101 “Introduction to Sociology.”
3. Completion of 9 additional hours of sociology coursework.
4. At least 60 hours of total coursework completed (at least 9 hours of which completed at GSU).

Student must submit the following in order to apply:

1. Internship Application, see attached.
2. A completed reference form, see attached, completed by a GSU Sociology faculty member.
4. A typed one page statement of purpose. Please discuss what you hope to gain from the internship and how it relates to your career goals.

Please submit your completed application to the front desk of the Department of Sociology (1040 General Classroom Building).

DEADLINES

All application materials are due by the following dates. Incomplete / late applications are not accepted.

- **Fall Semester** - June 15th
- **Spring Semester** - October 1st
- **Summer Semester** - March 1st

APPLICATION PROCEDURE

Students should apply for the internship program well in advance of the semester of actual enrollment. The procedure is:

1. Students submit all application materials prior to deadline (see above) to the front desk of the Department of Sociology.
2. The Sociology Department verifies eligibility.
3. Students receives acceptance letter via e-mail from Dr. Deirdre Oakley (within two weeks of the due date).
4. Upon acceptance into the program, students will be authorized to register for SOCI 4980. Students may modify the number of credit hours through GoSolar.
5. Students investigate internship sites from the official site list online at [http://www.gsu.edu/sociology/internships](http://www.gsu.edu/sociology/internships). Student may pursue alternate sites (unofficial sites must be approved by Dr. Deirdre Oakley).
6. Students contact sites, set up interviews, and make arrangements with the sites they have selected.
COURSE STRUCTURE

The bulk of students’ time in this course is spent at their internship sites. There are no regularly scheduled class meetings; however, students are expected to attend an internship workshop and organizational meeting at the beginning of the term, and a final meeting at the end of the term. In addition, students during Fall and Spring semesters will schedule a midterm meeting with the Internship Coordinator, Dr. Deirdre Oakley.

Grades are based on attending mandatory meetings, and completion of written work assigned by the Intern Coordinator, and the agency supervisor’s evaluation of the student’s performance as an intern. Other requirements may apply as determined through coordination between the intern coordinator and the agency supervisor.

STUDENT RESPONSIBILITIES

Students are expected to meet eligibility requirements for acceptance to the Internship Program. Students are responsible for doing the work involved in finding their internship sites. Once accepted, the student is expected to participate in the ongoing operation of the agency to the fullest extent possible. Since the internship is considered an employment experience, the intern is expected to maintain a professional demeanor throughout the internship experience. The student must also meet course requirements, and attend regularly scheduled meetings.

IMPORTANT CONTACTS

Dr. Deirdre Oakley is the Undergraduate Director and Internship Coordinator for the Department of Sociology. She may be reached at (404) 413-6511 or doakley1@gsu.edu. Students are under the direction of Dr. Oakley throughout the term of the internship. Agencies should contact Dr. Oakley regarding student matters and placement opportunities.

THE AGENCY SUPERVISOR

The major responsibility of the agency supervisor is to guide the internship experience of the intern while he or she is within the agency setting. The supervisor will make the final determination as to whether a student is qualified to complete an internship with the agency. The supervisor will consult with the student to determine work responsibilities. Any problems that develop may be reported by the supervisor or the student to the Internship Coordinator. At the end of the internship period, the supervisor will be asked to complete an evaluation of the student’s performance.
APPLICATION FOR SOCI 4980 INTERNSHIP

What semester and year are you applying for? □ SPRING □ SUMMER □ FALL Year ________

DATE NAME PANTHER # (9 digit number, starts with 00)

PLEASE PRINT CLEARLY IN INK OR TYPE

Address _______________________________________ City _______________ State ________ Zip _________

Major ________________________________________ Minor________________________________________

Daytime Phone _________________________________ Evening Phone __________________________________

Georgia State University email address _________________________________________________

STUDENT ELIGIBILITY

☐ 2.5 GPA from all coursework completed at Georgia State University **OR**
☐ 2.75 GPA of Sociology coursework with at least 15 hours of 3000/4000 upper level Sociology coursework
☐ Completion of SOCI 1101 and 9 additional hours of Sociology coursework
☐ 60 hours of total coursework completed prior to internship (at least 9 hours of which completed at GSU).

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION

☐ A reference form completed by a Georgia State University faculty member within your major
☐ A one page statement of purpose detailing what you hope to gain from the internship and how it relates to your career goals
☐ A copy of your Academic Evaluation (can be obtained on GoSolar or 418 General Classroom Building)

Please submit your application to the Front Desk of the Department of Sociology. We do not accept incomplete applications.

STUDENT ACKNOWLEDGEMENT: In signing this application, I certify that I have read and met all eligibility criteria for the SOCI 4980 Internship course.

__________________________________________
Student Signature

We will contact you at your student email address about the status of your application within 2 weeks following the application deadline.
CONFIDENTIAL REFERENCE FORM

LAST NAME

FIRST NAME

MIDDLE NAME

Applicant's Statement Concerning Right of Access to Confidential Reference

☐ I hereby freely and voluntarily waive my right to any information contained in this reference.

☐ I do not waive my right to any information contained in this reference.

_______________________________________________________________________________

Student Signature____________________________________  Date____________________________

FOR FACULTY USE ONLY

The individual listed above has given your name as a reference for participation in the sociology department's internship program. Your assessment of the applicant will assist the department in making a decision concerning entry into the program. This form is provided for your convenience; please complete numbers 1 and 2. Use of the form is optional. You may provide the equivalent information in letter form if you prefer; however, you must return the form in the sealed envelope with your letter, because the form contains the waiver statement.

1. How long and in what capacity have you known the applicant?

2. Please rate the applicant relative to students you have taught:

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<th>Top 2%</th>
<th>Top 5%</th>
<th>Top 10%</th>
<th>Top 25%</th>
<th>Top 50%</th>
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Please feel free to attach additional comments on the back of this form.

Print Faculty Name

_______________________________________________________________________________

Faculty Signature____________________________________  Date____________________________