

# Sociology 4980: Internship

Information & Application Packet  
Department of Sociology at Georgia State University

## Purpose & Objectives

Internships are a type of experiential learning that provides students with both observational and hands-on knowledge to enhance their academic endeavors and increase their ability to perform professionally. The central tenet of the internship program is that meaningful knowledge is “created through the transformation of experience” as described in the university’s *Signature Experience Initiative*. Students are expected to apply knowledge from their classes to professional settings that are appropriate to sociology.

The objective of this internship course is, then, to provide students with actual work experiences where they will gain and experience transformative knowledge to succeed in social service, non-profit organizations, and local and state governments. Students are expected to reflect their experiences, sociologically in writing at the end of this course. Students are under the direction of **Dr. Jung Ha Kim**, the **Director of Undergraduate Studies**, throughout the term of the internship.

## Academic Credit Hours of Internship

The Department of Sociology offers academic credit hours to eligible students. Students can receive 3 or 6 hours of academic credit toward their degree while interning at an approved intern site. Students are required to sign up for **3 credit hours**. Students may also sign up for an internship for two (consecutive) semesters. Students may receive a maximum of 6 credit hours of Internship credit toward their degree.

Credit Hours	Fall/Spring Semester	Summer Semester
3	9 Hours/Week, 108 Total	15 Hours/Week, 105 Total

*\*Students may schedule their internship time in any way that is mutually agreeable with the agency supervisor at the organization as long as the total required hours are completed by the end of the semester. However, under no circumstance, will any credit be given for prior work completed.\**

## Student Eligibility

Students must meet all the following requirements:

1. 2.50 overall GPA or 2.75 GPA of 3000/4000 level course work with 15 hours minimum
2. Completion of SOCI 1101: Introduction to Sociology
3. Completion of 9 additional hours of sociology course work
4. At least 60 hours of total course work completed (at least 9 hours of which completed at GSU)

Students must submit all of the following documents to apply:

1. Internship Application (see attached)
2. A printed copy of your Academic Evaluation (available on PAWS / GoSolar)
3. A typed one page, single-spaced, statement of purpose, which includes answering the following questions: **WHAT** you hope to gain from the internship; **HOW** this internship is related to your career goals; and **WHY** you decided to work at the internship site

## Application Due Dates

Fall Semester: **July 15<sup>th</sup>**

Spring Semester: **November 1<sup>st</sup>**

Summer Semester: **April 1<sup>st</sup>**

**\*\*Incomplete or late applications are not accepted.\*\***

## **Application Procedure**

Students should apply for the internship program well in advance of the semester of actual enrollment.

1. Submit application materials before the deadline to Mr. Reginald Butler in Langdale Hall 1041.
2. The Academic Coordinator Mr. Reginald Butler verifies eligibility.
3. Acceptance letter sent via email from Dr. Jung Ha Kim.
4. Upon acceptance into the program, students will be authorized to register for SOCI 4980.
5. Student selects an internship site from the official site list online at: <http://sociology.gsu.edu/internship-site-opportunities/> If and when students wish to work at alternative sites, they must be approved by Dr. Jung Ha Kim.
6. Student contacts site to set up interviews and make working arrangements.

## **Course Structure**

The bulk of students' time in this course will be spent at their internship sites. There are no regularly scheduled class meetings on campus, except to attend **two mandatory sessions**: the Orientation session (during the second week of classes) and Debriefing session (a month prior to the end of the semester). Depending on the mid-term evaluations conducted by the on-site supervisor, additional meeting(s) may be needed with specific students.

Grades are based on attending mandatory meetings, completion of internship hours, evaluation of the agency's supervisor on the student's performance, and completion of written work (a sociological reflection of the Internship experience) at the end of the semester. Other requirements may apply as determined through coordination between the agency supervisor and Dr. Jung Ha Kim.

## **Student Responsibilities**

1. Students are expected to meet eligibility requirements for acceptance into the Internship course.
2. Students are responsible for securing their internship sites.
3. Once accepted, students are expected to participate in the ongoing operation of the agency to the fullest extent possible.
4. Since the internship is considered an employment experience, students are expected to maintain a professional demeanor throughout the experience.
5. Students must also meet course requirements and attend mandatory meetings/sessions.

## **Important Contacts**

**Dr. Jung Ha Kim** is the *Director of the Undergraduate Studies* and in charge of the Internship course within the Department of Sociology. She may be reached at [jhkim@gsu.edu](mailto:jhkim@gsu.edu). Students are under the direction of her throughout the term of the internship.

Agencies should contact **Dr. Jung Ha Kim** regarding any student matters. Agencies should contact **Mr. Reginald Butler** at [rbutler18@gsu.edu](mailto:rbutler18@gsu.edu) or 404-413-6503 for placement opportunities.

## **Agency Supervisor(s)**

The major responsibility of the agency supervisor is to guide the student's internship experience within the agency setting. The supervisor will make the final determination as to whether a student is qualified to complete an internship with their agency. The supervisor will consult with the student to determine work responsibilities. Any problem(s) that may develop **MUST** be reported by the supervisor or the student to Dr. Jung Ha Kim. The supervisor will be asked to complete a brief evaluation of the student's mid-semester performance as well as an end of the semester evaluation.



DEPARTMENT OF SOCIOLOGY  
COLLEGE OF ARTS AND SCIENCES

Department of Sociology  
Langdale Hall 1041

**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)
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PLEASE PRINT CLEARLY IN INK OR TYPE

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Georgia State University Email Address \_\_\_\_\_

Internship Site \_\_\_\_\_

Internship Supervisor \_\_\_\_\_ Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

**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**

- Completed Application
- A typed one page, single-spaced, statement of purpose addressing the following: WHAT you hope to gain from the internship; HOW it is related to your career goals; and WHY you decided to work at the specific site.
- A copy of your Academic Evaluation

Please submit your application to Mr. Reginald Butler in Langdale Hall 1041 or Dr. Jung Ha Kim in Langdale Hall 1073.  
**Incomplete application will not be accepted**

**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 via your GSU email about the status of your application within 2 weeks following the application deadline.