



# Department of Sociology



## **Internship Manual 2023-2024**

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# What is an Internship?

Students who major in Sociology have the option of participating in internship opportunities with local businesses, agencies and non-profit organizations to fulfill up to six credit hours of Restricted Electives.

This is a great choice for students who want to explore career options, get involved in the community and gain valuable experience in the workforce. There are multiple organizations to choose from, representing a wide variety of industries and causes.

## Why Consider an Internship?

- ◆ Internships provide participants with opportunities to explore diverse career options.
- ◆ Internships help Sociology Majors gain a better understanding of the ways in which sociology can be used in the social settings in which we live.
- ◆ Students may use an internship to test out a particular type of job without having to make a long-term commitment to the position or organization.
- ◆ Internships can be paid or unpaid, which allows for a wide variety of opportunities.
- ◆ Internships allow students to better understand the ways in which theory and research methods are integrated together and applied to the study of a particular social phenomenon.
- ◆ Because internships are generally arranged around the schedules of the student and host organization, internships can provide flexibility in semester scheduling.
- ◆ Internships allow students to build a relationship with an agency or organization that might result in a permanent employment offer after the student completes the internship and/or graduates.

# Testimonial

**Andrea graduated with her BA in Sociology in Spring of 2017. During her last semester at UCF she interned at Covenant House.**

*"I chose to do an internship because I wanted real-life experience that related to the field I had been studying for two years. I interned at Covenant House Florida, a non-profit organization which serves runaway, homeless, and at-risk youth ages 18-20, including teen parents and their babies.*



*My experience was enlightening and broadening to say the least. I was able to better my understanding of the struggles and barriers young, homeless and at-risk youth face on a day to day basis. I was also able to further develop my understanding of how a non-profit organization works. I loved every moment I was able to help assist a young teen in taking one step closer in the right direction toward achieving their goal, which could be anything from helping them apply for Medicaid to providing them with practice worksheets for their GED.*

*I learned that providing what I thought to be minimal help, could leave an everlasting impact to a young person who has endured many struggles most of their life. The first-hand experiences I obtained during my internship enriched and gave more life to everything I had learned in my restricted electives, like poverty, inequality, juvenile delinquency and even patterns of drugs and alcohol use.*

*Though at first I was nervous and felt like I was going out of my comfort zone, into an environment I had never been before, it was then where I learned valuable information that would forever change the way I viewed the world. This was similar to how I felt while learning the material I did through Sociology at UCF.*

*I definitely recommend an internship to any current student. Being a Sociology major and learning about our world, human relations, behavior and social patterns, is already so fascinating. To then be able to apply it to real-world experiences like the ones I had, makes the knowledge obtained that much more insightful. It has made me more eager than ever to want to learn more, research more, and dig deeper into the world of Sociology."*

# Eligibility Requirements

**Students must meet the following criteria to be eligible for an internship:**

- ◆ Declared major of Sociology
- ◆ Minimum 3.0 GPA
- ◆ Have completed SYG 2000
- ◆ Have completed at least 9 hours of upper-division Sociology courses.

## Application Procedure

- 1** Contact the Internship Coordinator at the Department of Sociology and inform them of your interest in an Internship opportunity.
- 2** Choose a host organization. You may find this organization by thinking about the type of experience you would like to get. Then, you can look at the various community agencies, organizations, educational settings, or business settings to find a location that will be right for you.
- 3** Identify a supervisor with whom you will be working at the host organization, and complete the Host Organization Contact Information Form.
- 4** To receive credit for the Internship, you will be required to complete a Contract Form\* that describes the credits desired and expectations of the Internship.
- 5** You must complete the registration process by formally enrolling in and paying for the credits that you wish to receive from the internship, just as you would for regular courses. Typically, the internship course is SYG 4941.0001.

*\*All forms may be obtained from the Internship Coordinator.*

# Finding an Agency

- ◆ If you know the type of organization you want to intern at, you can explore their website and reach out to them directly to determine if they have opportunities available.
- ◆ You can also go to Handshake to explore opportunities.
- ◆ After finding a location that seems to be agreeable to both yourself as well as the agency, you will need to seek approval from the Internship Coordinator to work with the agency. This will need to be completed prior to any commitment and before you may actually register for the internship class.
  - ◆ You must fill out the internship forms and contract provided by the Internship Coordinator. The form requires information about the agency, the supervisor(s), and the type of work that you will be expected to do at the agency. This form requires a signature from the supervisor and the intern. The form may be e-mailed to amy.donley@ucf.edu, or personally given to the Internship Coordinator for review. Please inform the supervisor that the Internship Coordinator may contact him/her for additional information.
  - ◆ Once the forms are filled out and delivered to the Internship Coordinator, they will be reviewed and either approved or denied (with suggestions offered). If the Internship Coordinator gives final approval for the internship, you can fill out the internship forms and register for the course at UCF.

# Contact Hours

## How many hours do I need to spend working with my chosen organization during the Internship?

The number of contact hours will depend upon the number of hours/credits that the student wishes to earn. The actual contact hours will appear on the Registration/Enrollment form that must be completed prior to registering for credits.

Hours are calculated using the following formula:

**# of credit hours X 30 = TOTAL CONTACT HOURS**

**Example:** a student would like to receive 6 credits for a single internship. That student will be required to complete 180 contact hours at the agency over the course of the semester. This equates to approximately 11 hours per week for a regular semester term.

You will keep a log of your contact hours, which will be signed by your Internship Supervisor.

**Remember, students are limited to a maximum of 6 Internship credit hours per program.**

# The Journal

**Each student will be required to maintain a journal throughout the entire internship experience, which will be submitted with the final paper.**

Maintaining the journal can be a tedious task for the student and one that requires a great deal of self-discipline. However, attention to this detail will enable the student to write a much better final paper with less effort later.

- ◆ Record notes as soon as possible.
- ◆ Begin each entry on a new page with the date and time noted.
- You should make an entry after each day that you work.
- ◆ You may use a physical notebook or a Word document.
- ◆ Record events in chronological order whenever feasible.
- ◆ Make notes as concrete and complete as you can.
- ◆ Use quotes if you can remember them.
- ◆ Record what may seem routine at the time; it may become important later.
- ◆ Avoid evaluative summarizing.
- ◆ Reread your notes periodically throughout the semester.
- ◆ **Always make a back-up copy!**

# Final Paper

## Purpose

The purpose of the final paper is to connect the work you did in your internship to what you have learned in the classroom while completing your Sociology major. This is not an academic paper, but rather a way for you to reflect on your work and education. The paper should be double-spaced, 12 point Times New Roman.

## Components

- 1) **Introduction:** Identifies the theme or social issue (relevant to the internship) that is the focus of the paper. (What social issue does the organization deal with?)
- 2) **Methods:** Provide a description of where the internship was located, how often you worked there, what the job responsibilities were, etc. You should explain that you used journal entries to maintain a systematic data collection strategy.
- 3) **Discussion:** Using your journal notes, this section should describe what you observed during their internship.
- 4) **Conclusion:** Summarize what was learned, applying a theoretical perspective if appropriate. You should also take the opportunity to comment about the implications of what was observed, the limitation of the conclusions that could be drawn, etc. What did you learn during your internship? How did you use what you have learned in the classroom out in the community?

## Length and Submission

**Length:** The paper length is determined using the following formula:

\_\_\_\_ (# of credits) X 2 pages = TOTAL MINIMUM NUMBER OF PAGES

**Submission:** The final paper should be submitted via Webcourses or via email to the Internship Coordinator on the last day of the semester.

# Grading Policy

## Grade Schedule

Students enrolled in Internship Credit may be graded using the established grading schedule set by the University of Central Florida. In some unusual circumstances, students may find it necessary to request a grade of I (Incomplete). Requests should be made by the student to the Internship Coordinator as soon as it becomes apparent that the requirements of the Internship will not be met.

## Grade Criteria

Students will be graded on 4 components:

- 1) Completing all required hours at the agency will comprise 30% of the total internship grade. Submit a complete timesheet, signed by your supervisor, at the end of the semester.
- 2) The student must complete and turn in the journal that they keep throughout the internship experience. Maintaining an accurate and thoughtful journal will comprise 30% of the total internship grade.
- 3) The student must complete and turn in a final paper. This paper will be graded using letter grades for completeness, appropriateness, etc. This requirement will comprise 30% of your total internship grade.
- 4) The student will be expected to maintain at a minimum of bi-weekly contact with the Internship Coordinator through Webcourses and provide all requested documentation and materials in a timely manner. This will comprise 5% of the total internship grade.
- 5) You will be provided with an evaluation that must be completed by your supervisor. This will comprise 5% of the total internship grade.

## Emergency Situations

On rare occasions, students who are participating in an internship experience may find that the agency, supervisor, or student is not able to meet the requirements and criteria established prior to the beginning of the experience. If you discover this to be the case, you should contact the Internship Coordinator immediately so that alternative arrangements can be made and you can avoid having these events result in a poor grade at the end of the semester.

# Contact Information



**Dr. Amy Donley, Ph.D.**  
**Sociology Internship Coordinator**

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Email: amy.donley@ucf.edu



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**Sociology Internship Website:**

<https://sciences.ucf.edu/sociology/undergraduate-students/undergraduate/internships/>