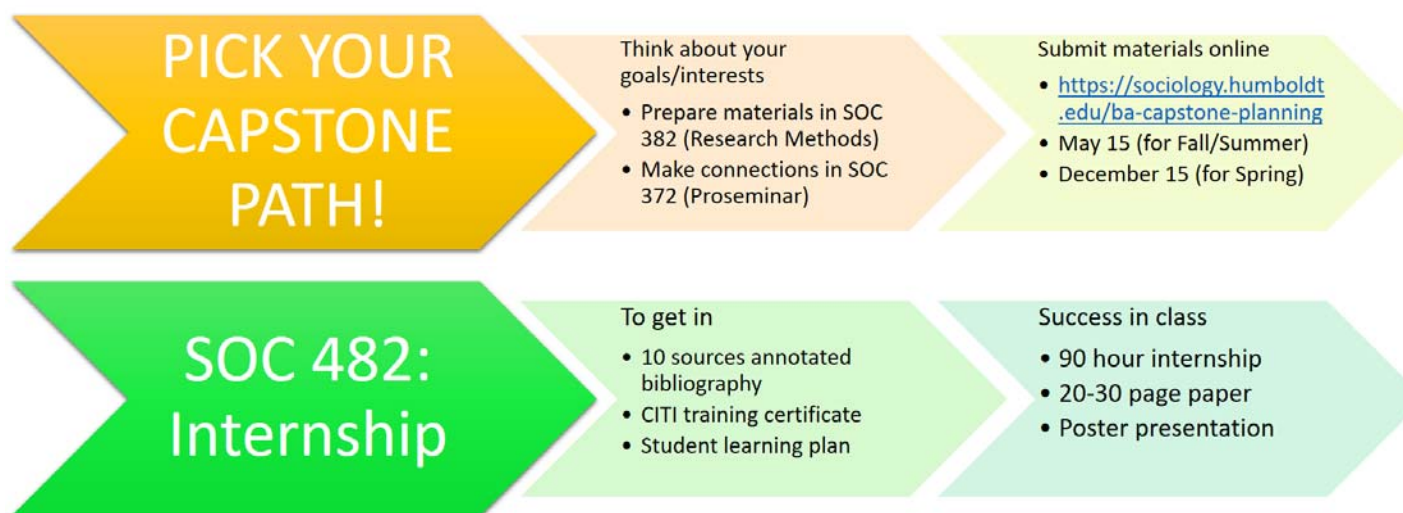


## Department of Sociology - CJS and Sociology SOC 482 Internship Placement



### **PRIOR TO ENROLLING IN SOC 482 INTERNSHIP - INTERNSHIP SEARCH AND APPROVAL TIPS**

*In the term preceding your internship, in order to identify and develop a placement, you should work with the Internship Coordinator to identify possible internship sites. Upon request, the internship coordinator will meet with you to identify potential sites on the approved list of community partners. This list is maintained by the Center for Community Based Learning. If an organization of interest is not already listed, you will need to email the Department of Sociology internship coordinator Karen.August@humboldt.edu for an appointment to begin a formal request to the Center for Community Based Learning to try to establish a formal agreement (“Learning Site Agreement”). This process may take several months (and there is no guarantee that a site will be approved) so DO NOT DELAY.*

After working with the Internship Coordinator and identifying possible sites, you should arrange meetings with staff members at organizations of interest. When meeting with a staff member at a community organization, apply the strategies and skills you developed in the SOC 372 Proseminar: Do your research on the organization and be ready with a resume and questions. In these meetings explore potential matches between an organization’s needs and your own interests and skills sets. If you need more practice on informational interviewing, set up an appointment now with the Career Center. *Start this process of searching for and securing an internship within the first 4-8 weeks of the term “before” you hope to enroll in SOC 482.*

### **ONCE YOU HAVE SECURED A 482 INTERNSHIP SITE**

*Once you have found an internship site, you will work with the Internship Coordinator and the Internship Site and negotiate an appropriate project/plan of work. Necessary items: Once you have found an internship site, you will work with the Internship Coordinator and the Internship Site and negotiate an appropriate project/plan of work. Necessary items: (1) CITI Training Certificate <https://irb.humboldt.edu/irbciti> and (2) Annotated Bibliography (10 peer reviewed sources required for internship approval). The bibliography and CITI training certificate must be submitted online. After all paperwork is submitted you will receive the permission # that will allow you to enroll in the course. You will find the online submission form, along with this checklist at “BA Capstone Planning”: <http://sociology.humboldt.edu/ba-capstone-planning>*

**TO RECEIVE CREDIT FOR SOC 482 INTERNSHIP** *You must successfully complete and submit the following: (1) HSU Student Time Log (average of 6 hours per week – 90 hours by term end – “A” work), (2) Reference Letter/Evaluation from Site Supervisor, (3) Final Paper – Program Theory (Description) and Literature Review of Relevant Research (20 sources), (4) Class Attendance, Participation and Related Assignments, and (5) Oral/Visual Presentation of Internship Experience*