SOCIOLOGY/ANTHROPOLOGY INTERNSHIP PROGRAM
OBJECTIVES, GUIDELINES AND APPLICATION

Objectives

- To enable students to apply sociological or anthropological theories and research in the community setting.

- To provide majors and minors in these two disciplines with practical work experience in their areas of training

- To establish mutually beneficial cooperative arrangements with community agencies and organizations.

Student Eligibility Requirements

- Major or minor in Sociology or major or minor in Anthropology

- Must be enrolled in the Sociology or Anthropology Internship course. (SY496 or AN496) GRN 496 or GRN 596 may be accepted with approval of the advisor and the Gerontology program director.

- Must complete prerequisites for the Internship Course, as required by the program. Students should check with their advisors regarding prerequisites. These course requirements may be modified with the approval of the Internship Coordinator/ Committee the student's advisor and the appropriate program director or the department chair.

- The needs and interests of both the student and the agency will be considered in placement decisions. A student may make the initial contact with an agency to inquire about the nature and availability of the internship. Final arrangements are the responsibility of the internship coordinator in consultation with the student's advisor and the placement agency.

Requirements for the Student for Completion of the Internship Course

- A student may take a total internship credit of 6 hours, with a minimum of 3 hours in a semester. Except in rare cases internship credits will be limited to 3 hours a semester.

- The student must complete a total of 100 hours (about 6 hours a week) of internship work (including orientation/training sessions) for three credit hour

- The intern will spend a minimum of three classroom hours to be allocated as follows: one hour at the beginning of the internship, one hour at mid-term, and one hour at the end of the semester. Hours may be in-person or virtual at the discretion of the Internship supervisor.

- A written report on the internship experience is required and will be an important basis for the course grade. As a rule, the report should include but is not limited to the following:

- A statement of the nature of the agency, its mission or goals, its history, sponsors, etc. The role that the intern played within the agency -the range and types of experiences provided the intern by the agency. This section of the report may include a daily log and/or citation of incidents/cases.

- A summary of the intem's experiences with the agency and, where feasible, a discussion of linkages between classroom concepts and theories and intern's observations.

- An analysis and/or critique of the intern's experience, including a discussion of how the intern applied the discipline in the community setting.

Requirements for the Agency Internship Supervisor

A written assessment of the intern's performance will be required from the placement agency. This will also constitute a basis for evaluation of the student's over-all performance in the internship program. A supervisor evaluation form is provided to facilitate this assessment.

INTERNSHIP APPLICATION
University of South Alabama
Department of Sociology, Anthropology and Social Work

(Must be completed and approved prior to University Registration)

Date_____

Name _____ Student Number _____

Address _____

Telephone (H) _____ (W) _____ Major _____

Cum Hrs _____ Cum GPA_____ Semester Requested_____

Course # _____ Section # _____ Cr. Hrs _____ CRN # _____

Area of Interest _____

Agency Requested _____ Telephone _____

Address _____

Contact Person _____ Title _____

Faculty Supervisor _____

** ** **

Approvals:

Advisor _____ Date _____

Faculty Supervisor _____ Date _____

Internship Coordinator _____ Date _____

Departmental Chair _____ Date _____

For Office Use Only

Internship Agency _____
Faculty Supervisor _____
Agency Supervisor/Title _____
Internship Semester _____
Agency Fit for Internship Placements (A,B,C,D,F) _____

STUDENT INTERNSHIPS
IN THE
DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY AND SOCIAL WORK

Information for Field Supervisors
Internship Supervision Requirements

Thank you for agreeing to supervise an intern in the University of South Alabama Department of Sociology, Anthropology and Social Work. Please confirm the number of credit hours for which your intern has registered. Three-hour internships carry the expectation of 6-8 hours per week at the job site for a total of 100 work hours; Six-hour internships carry the expectation of 12-16 hours per week at the job site for a total of 200 work hours. Internships begin the first week of classes and conclude the last class day of the semester. Internships coincide with the current class schedule in start and end dates and holidays. Work schedules are agreed upon by the intern and the Field Supervisor.

The Sociology or Anthropology internship committee has attempted to minimize the paper work required of Agency Supervisors. We require only two written documents from you. If you would like to have further communication in person, by phone, or by e-mail, feel free to contact the Department of Sociology, Anthropology and Social Work at any time. Copies of the required documents are available in the Departmental office. It is our hope that your experience with our intern will be beneficial to your agency and personally rewarding for you.

Two Written documents are required from Field Supervisors:

1) Within one week of the beginning of the internship, the Field/Agency Supervisor should email to the Academic Supervisor the "Undergraduate Internship Plan" signed by the direct supervisor of the intern.

2) During the last week of the internship, the Field/Agency Supervisor should email to the Academic Supervisor a completed Undergraduate Internship Evaluation Field Supervisor form (available from intern). It is suggested that the Field Supervisor discuss both documents with the intern.

Send all reports to:
Dr. Roma Stovall Hanks
Chair, Department of Sociology, Anthropology and Social Work
email: rhanks@southalabama.edu

Rev 1/20/15

UNIVERSITY OF SOUTH ALABAMA
Undergraduate Internship in Sociology or Anthropology
Field Supervisor Evaluation Form

To be completed by the student: Today's Date _____

Semester (Circle one): Fall Spring Summer Year: _____

Student Name: _____ Address:

_____

Phone: _____ Student # J-_____

Major: _____

Placement Agency: _____

Supervisor: _____

Agency Address: _____

Agency Phone: _____

Field Supervisor Report: To be completed by the above named supervisor.
Hours completed per week: _____ Total hours for semester: _____

Internship activities and duties: Please describe the nature of the student's activities and responsibilities with your agency. (Use additional pages if necessary).

Please comment on the extent to which you feel the student has fulfilled their commitment to your agency. (Use additional pages if necessary).

Overall rating of student's performance: (Circle)
Excellent Good Fair Satisfactory Poor

Additional Comments:

Signature of Field Supervisor: _____Date: _____