Western Illinois University

Department of Sociology and Anthropology

Sociology Internship (SOC 694)

Soc 694: Graduate Internship - Supervised applied experience in sociologically related areas such as social services, law enforcement, or research. Written report required. Prerequisites: Approval of department chairperson and completion of at least 21 s.h. Of graduate coursework (including Soc 510, 518, and 531), 3-6 s.h., repeatable to 6 s.h.

1. **CONTACT INFORMATION**

Dr. John F. Wozniak, Chair

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1. **PROTOCOL**
2. Students interested in completing a graduate internship in sociology should identify a sociology professor in our department with whom they wish to work.
3. It is the student’s responsibility to identify an internship site and obtain a detailed job description and written approval from an internship site coordinator prior to requesting enrollment in Soc 694.
4. Students must submit a completed graduate internship approval form (signed by the sociology professor who will serve as internship adviser).
5. Students should also submit a 2-3 page statement regarding the potential relevance of sociological concepts to the selected site, a job description and letter of approval from a site coordinator to the department chair, and a list of relevant readings (if required) to be completed in connection with this graduate internship.
6. Once these materials are submitted, students must schedule a meeting with the department chair to discuss the proposed graduate internship in sociology.
7. The department chair oversees and submits the final grade in Soc 694.

3. **APPLICATION REQUIREMENTS**

1. The graduate internship program is available to graduate students in sociology who have completed at least 21 credit hours of graduate work within the program.
2. Students may enroll in 30 hours of Sociology 694 (Graduate Internship).
3. The internship option is intended for students in the “non-thesis” track.
4. Thesis students who choose to enroll in the graduate internship may not use internship credit hours toward their 30 hour requirement for the master’s degree.

4**. REGISTRATION REQUIREMENTS**

1. Students register for Soc 694 upon the approval of the department chair.

5. **STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the University Internship Supervisor.

1. In general, students should log at least 300 contact/work hours for Soc 694 (6 credit hours maximum).

1. Additional unlogged time will be required for the completion of a daily log, readings, and preparation of the final report and presentation.
2. Students should maintain a weekly log, which examines the internship in terms of a sociological perspective or relevant sociological literature.
3. The students’ log should be more than a “diary” of events and tasks. It should reflect on social interactions and organizational features using concepts, theories, and research from their graduate coursework in sociology.
4. Internship advisers may require students to complete a set of required readings relevant to the internship site.
5. Students will submit a formal report to their internship adviser by the end of the semester or summer term in which the internship was conducted.
6. For students, the length and scope of this report will be determined by the internship adviser, but this report should compare their experiences to the findings in sociological theories and research in their previous courses and relevant readings and comment on the relationship

(or lack of) between their substantive coursework in at least two of their graduate sociology

courses at WIU and this graduate internship experience.

1. Students should be in regular contact (at least monthly) with the sociology professor

advising the graduate internship.

6. **ON-SITE SUPERVISOR RESPONSIBILITY:**

1. A report must be submitted by the student’s internship site coordinator, verifying the accumulation of the minimum 300 contact/work hours, outlining the student’s internship responsibilities and tasks completed, and evaluating the student’s performance in these tasks.

**7. UNIVERSITY COORDINATOR RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site coordinator.
2. Assign a letter grade at completion of evaluation; the department chair then submits that grade as the final grade of the graduate internship.