

Professional Practice Internship in Applied Sociology/Anthropology

Sociology 398.01/Anthropology 398

Course Website:

Listed in Reggienet: reggienet.ilstu.edu

Introduction:

The Internship in Applied Sociology/Anthropology is a learning opportunity in a supervised work setting where using sociological/anthropological skills and concepts, interns learn to bridge the gap between the worlds of education and work, between the formal classroom and the real world. This experience allows students the opportunity to test theory and to explore and experience life in ways not possible in the classroom.

Goals of the Course:

1. Students will apply sociology/anthropology to the "real world", focusing on their employment and how the world of work fits into the wider society.
2. Students will be able to explain sociological/anthropological concepts they observe in their internship.
3. Students will gain professional experience and contacts that will aid in their search for employment.
4. Students will begin to see the institution of work as embedded in the other institutions in society.

Academic Requirements:

In addition to supervised work experience there are also academic requirements the student must complete. Interns must enroll in Sociology 398.01 and they must complete academic work to receive credit.

The internship is graded just like any other class. If you complete the task, you will earn full credit. The following are activities and requirements for this course:

- Internship agreement form signed by the work supervisor. This is the form that you handed in so that you could register for the internship.

• Health Insurance Certification Form. 25 points

Illinois State University REQUIRES that this form is signed and appropriate documentation of your health insurance coverage is provided for you to participate in the professional practice experience.

The form can be found

here: <http://healthservices.illinoisstate.edu/downloads/professional%20practice%20May%202014.pdf>

You will also need to provide a copy of your private health insurance card OR a copy of your ISU insurance.

• Hire A Redbird Registration 25 points

Follow the instructions below to add your internship to Hire A Redbird.

1. Go to <http://careercenter.illinoisstate.edu>.
2. Click on [Hire-A-Redbird](#) tab on the upper left hand side of the screen.
3. Click on Student login.
4. Access your account through ISU's Central login.
5. For first –time users:
 - a. From your Homepage, click on "Profile" on the upper left hand side and complete your Personal and Academic profile.
 - b. Click "Save".
6. To add an internship record, go to Profile – Internships.
7. Click on "Add New Experience".
8. Fill out all internship information.
9. You may only enter an internship record one work term at a time. If your internship period lasts longer than a semester, submit the first work term. Then click on "Edit" and go to the bottom of the page and click on "Copy to a new Work Term." Enter the relevant time period for that term.

10. Click "Submit."
11. The internship record will be "Pending" until it completes the system verification process. Upon completion, the record will be shown as "Approved."
12. You may review and edit internship records any time.

• **Goals & Objectives Paper. 100 pts.**

This is a 1-2 page paper (12 point, double spaced, in Times New Roman font) written in outline form with bullet points, discussing your own personal goals and objectives that you hope to achieve during the course of your internship. The department has already laid out goals for you on the first page of this syllabus. However, since Sociology or Anthropology is a broad and varied field you are to determine your own set of goals for the duration of the internship. Progress toward achieving your goals will be monitored through your monthly reports, which are described in the following section. Your work site supervisor may be a valuable resource in establishing your goals and it will aid them in their evaluation of you. You should keep a copy of this paper for yourself so that you can gauge your progress towards these goals during the internship.

You must set goals in the following three areas:

1. Knowledge acquisition - This area is about learning new skills on the job. You might want to develop goals here in areas where you have had no formal training or course work (company procedures, learning computer software, culture and politics in the workplace, etc.)
2. Personal growth - This internship offers you an opportunity to grow and develop as a person. Inventory your personal assets to determine your strengths and weaknesses. While your other goals will be specific to the agency setting, these goals should be applicable in any setting.
3. Professional - Here you should articulate your career goals. This will aid you in testing out your aspirations during the course of this internship. These goals may be set for long or short range time periods and may change during the course of the internship experience.

Consider the following factors when writing your goals: the amount of time you will spend in the field, the duties you will be allowed (and not allowed) to perform, the skills and competencies that you possess, your knowledge of sociology in theory and in practice, and your personality. Keep your goals simple and short. It is a good idea in this outline form to write "To" at the beginning of your goal followed by an action verb (to learn, to utilize, to perform etc.)

Once your goals are done you need to write objectives for each goal. These are specific tasks that you will accomplish to help you meet your goals. They must be measurable activities. These often times start out with the phrase "I will" or "I intend to..."

• **Daily Activity Sheet (100pts. each time period)**

- o The DAS sheet will be sent via email to all students at the beginning of the semester. Each student is responsible for saving this sheet in order to replicate for further use. The DAS can also be found online through the department's website.
- o The student must record the date, time, and activity that took place while at the internship. This is to keep track of their hours and work achievements over the semester. Students may print out multiple sheets once the front side gets full. You must turn in DAS sheets at THREE points during the semester.

• **Mid-Term Report. 100 pts.**

- o This report is a 1-2 page essay paper (12 point font, double spaced, in Times New Roman font) detailing the work that you have been doing at your internship and discussing how you are working to achieve your goals.
- o At this point you are in the midterm of the semester. This is time to reflect on your internship experience and the progress that you have made.
- o It is closely tied to your goals & objectives paper. Once you have set your goals, you will need to monitor your progress toward them during the internship. Grades are based on content, style, etc.

• **Final Goals & Objectives Evaluation. 100pts.**

- o This is a 2-3 page paper (12 point, double spaced, in Times New Roman font) where you will discuss whether or not you achieved your goals and how you feel about the progress that you made toward them during the internship. This paper is meant to be reflective.
- o You are also expected to explain sociological or anthropological concepts you observed in your internship. I also

expect you to reflect upon how you plan to use the knowledge and experiences from the internship in the future.
o Points will NOT be taken off if you did not meet some of your goals. Instead you may want to write about the fact that you aimed too high with some of your goals or that you were really not allowed to perform certain tasks at your work site.

• **Evaluation by your work supervisor.**

o Near the end of the internship, I will send out an evaluation form to your work site supervisor via email (your supervisor's email was listed on the agreement form). This evaluation will give your supervisor a chance to evaluate you in the work setting. After discussing your capabilities in several areas, the work site supervisor will get a chance to evaluate your performance based on a scale that will be included in the evaluation.

Handing in papers and assignments:

Every assignment must have your NAME, DATE, and TITLE of assignment in the heading. If you are missing any of the following, points will be deducted.

Submit your papers through Reggienet as a Word or PDF file at any time BEFORE or ON the due date.

Remember, you will be assessed tuition and fees for internship credits and hours earned just like you would any other class.