To: Internship Site Supervisor

From: Dr. Robert L. Peralta, Sociology Department Internship Coordinator

Date: 12/14/2015

Re: Internship description and expectations

- Internships are an effective way for students to gain work experience before graduation. In fact, many internships turn into full-time jobs. Students can partake in the internship course in the summer, fall, or spring. Most internship forms and paper work can be found on our departmental website (https://www.uakron.edu/sociology/internships/).

- The Purpose of the Internship is to:
  o a) Help students identify targeted career interests;
  o b) Expose students to organizations/agencies;
  o c) Provide opportunities to foster and develop professional networks in targeted organizations/agencies;
  o d) Facilitate the securing of an employment position upon graduation for students.

- Students must take a minimum of 4 credit hours of internship when enrolling; each credit hour requires 30 hours of internship activity. Students can take more than 4 credit hours of internship in consultation with the Internship Coordinator and Internship Site Supervisor. For Example:
  ▪ 4 Credit Hours of Internship = 120 hours of internship
  ▪ 5 Credit Hours of Internship = 150 hours of internship

- The academic side of our Internship Course involves conducting a sociological observation of an aspect of the internship experience of the student’s choice. The student will be expected to document the sociological observation via reflective journal entries and the writing of a formal research proposal pertaining to your internship experience. These two exercises will evidence the specific skills and training you have gained via your sociology coursework. The internship coordinator grades all materials.

- Detailed Course Requirements:
  1. Complete 120 hours of internship* All assignments and forms must be uploaded by the student onto Springboard via Dropbox including journal entries,
assessment forms, and final paper.

2. Midsemester Assessment Form must be completed by the student: This form must be filled out in full by you the student and turned halfway through your internship experience.

3. Mock Interview at the Career Center: In order to prepare students for the job market, interns are required to be mock interviewed by the Career Center.

4. Resume Critique at the Career Center or by Dr. Peralta

5. Performance Evaluation: The final “Performance Evaluation” is filled out by the Internship Supervisor. A grade will not be assigned until I receive the evaluation. Most of the student’s grade is based on this evaluation.

6. Daily Journal: The student will keep a typed daily journal to be read by the Internship Coordinator.

7. Research Proposal. The student will write a research proposal based on sociological questions raised by the student. The student will not be collecting any original data or analyzing any data. The student will simply propose a method of research that would effectively answer her or his question stemming from the internship experience.

We thank you for giving one of our students at The University of Akron the opportunity to gain valuable experience. If you have any questions, please feel free to contact me at:

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