

Attention: Glenda Walden, Internship Director

Application for Internship in Sociology

Prerequisites:

- junior or senior standing,
- Sociology major or minor,
- Successful completion (C or better) of Introduction to Sociology (SOCY1001) and one upper-division Sociological theory course (SOCY3001 or SOCY3011 or other with approval of internship coordinator), and
- have a minimum cumulative grade point average of 2.0 in Sociology and overall

Please complete this form and submit it to Glenda.Walden@Colorado.Edu or Glenda's office Ketchum 171.

Application Due Dates*:

August 1 for **Fall** semester internship
December 1 for **Spring** semester internship
May 1 for **Summer** term internship**

*internships may be located anywhere in the world as academic work can be completed online.

**Summer session internships are run through Continuing Education's Individualized Instruction program to reduce costs. They run from mid-May to mid-August. Summer Internships can be a first or second semester course, local or distance.

Student Name _____ Student ID Number _____

Email Address _____

Semester/yr of internship (**ex:** fall 2027) _____

Class status during the semester you wish to be in the internship program (please circle)

Junior/3rd Year

Senior/4th Year

Senior/5th Year

Grade Point Average (GPA) Sociology: _____ Overall: _____

For 3 units of credit for the first semester class you are required to work a total of 90 hours at your internship site for the semester, attend bi-monthly class meetings (10 hours), and complete reading and writing assignments (approx. 20 hours). For 4 units of credit all classroom and course work remains the same and you are required to work 130 hours at your internship site, for 5 units. 170 hours per week, and for the maximum of 6 hours you are required to work 210 hours at your internship site.

Number of Credits you intend to earn this semester (3-6): _____

Please list courses you will have **completed** in Sociology by the time you plan to begin internship program:

Course Number	Course Name	Professor	Grade attained

Internship Information

If you know where you would like to do your internship:

Where do you plan to do your internship? _____

By what date have you or will you contact the agency? _____

Has your request been approved? _____

What will you do for your internship?

If you do not know where you would like to do your internship:

What fields or organizations are relevant to your career and/or personal interests?

What steps have you taken to determine areas of interest, availability, etc?

What work or volunteer experiences do you have that might be relevant to an internship experience?

University of Colorado at Boulder

College of Arts and Sciences and Department of Sociology Credit Internship Guidelines

For your records (you don't need to turn in this page, but please read carefully):

This application must be completed, signed and returned to the department awarding the academic credit in order for the internship to be sponsored by the University of Colorado at Boulder.

Completion of this agreement is also necessary to ensure a high quality experience and satisfaction among all parties. Students pursuing approval for a **non-credit** internship should NOT use this form and, instead, should contact Career Services.

- All internships for credit in the College of Arts and Sciences (including the department of Sociology) have prerequisites that students must meet before they are eligible to apply. For information about the prerequisites for internship credit, visit <http://sociology.colorado.edu/undergrad-resources/Internships>.
- Students are required to have a minimum cumulative GPA of 2.00 to be eligible to apply for an internship for credit.
- A minimum of 30 hours of credit by the time your enrolled semester begins with specific prerequisites or co-requisites is the base requirement for enrolling in an internship. For sociology this will include a C or higher in Intro to Sociology and Classical Theory or equivalent approved by Internship Coordinator.
- All internships must have a faculty sponsor. For sociology internships this will be the internship coordinator, Glenda Walden.
- All internships must provide work experience clearly related to your academic and professional goals and prior course work. Internships for credit must include an academic component which involves reflection and analysis with regard to how the concepts the student has learned in the sponsoring discipline apply to the experiential nature of the internship. For sociology this will include for the first semester 15-20 hours of online discussions, readings, and writing assignments.
- **Make sure that you read the responsibilities under this agreement at the end of the Sociology Internship Contract and print everything out. Keep a copy of your completed contract for your records and make a copy for your supervisor**
- To receive credit, all internships must have PRIOR approval. No retroactive credit is available for internships already started or completed.
- Internships may be taken for 3-6 hours of academic credit. A maximum of 9 internship hours can apply toward the degree in Arts and Sciences, with no more than 6 hours acquired in one department.
- Students must work a minimum of 40 hours for each hour of academic credit. This translates for first semester credit-120 hours (8 hrs/week for 15 weeks) on site and 15-20 hours of discussion, reading and writing assignments. A minimum of 3 units is required for the first semester course.
- On-campus internships should serve the same purposes and adhere to the same standards as off-campus internships. To ensure that there is no conflict of interest, on-campus internships should be sponsored by a faculty member who is different from the faculty member who is supervising the student's internship work.
- Internship credits from other institutions do not transfer into the College of Arts and Sciences.
- **Only after all approving signatures have been obtained and the internship coordinator has a copy of the approved contract will you be enrolled in the course by the coordinator from the sponsoring department.**
- Once we have a copy of the approved application, you will be registered for the specific course number given by your department for credit internships.
- Methods of grading internships may vary by department. See syllabus for socy 4931 for specific guidelines.
- The Sociology department, in accordance with Arts and Sciences Internship guidelines, allows for paid internships that meet professional and academic standards, goals, and interests.