Internship Coordinator: Dr. Kimberly Baker  
Email – kimberly.baker@uni.edu  
Office: Bartlett 2128  
Office Hours for Spring 2018: Tuesdays, Wednesdays, and Thursdays, 2-3 PM; and by appointment

Course Description  
The course is designed to provide students with practical and applied experience in the Sociology, Anthropology or Criminology career fields. It is an exceptional opportunity for students to take what they have learned in the classroom and apply this knowledge. Students will communicate regularly with the internship coordinator, work the required number of hours, complete required writing assignments, and receive a favorable evaluation from the employer before receiving credit. Internships are intended for junior and senior-level students.

Course Prerequisites  
Check catalog for prerequisites for each major’s specific course prerequisites. In addition to course prerequisites, students must have at least junior standing (60 completed credit hours); major GPA 2.80 or higher; completion of internship orientation; and Consent of Internship coordinator and department head.

Contacting the Internship Coordinator  
The best way to reach the Internship Coordinator is by email. Many issues can be included in email (e.g. simple questions, changes in schedule, schedule an appointment). Complex questions are best discussed face-to-face during office hours (or by appointment). If a face-to-face meeting is not possible, a phone meeting can also be scheduled. Dr. Baker will check her email on weekdays during regular business hours and will respond within one day during the regular workweek.

Because this class is about professionalization, students should write formal emails to both the Internship Coordinator and the Internship Site Supervisor. Include a greeting and the person’s name. Write in complete sentences. Be as clear as possible. Avoid jargon and the kinds of abbreviations used in texts.

eLearning  
This course is managed through eLearning. All written assignments should be submitted on eLearning. It is the student’s responsibility to ensure that assignments have been properly submitted. Failure to properly upload an assignment will result in late penalties/zeros on assignments.

If at any time there are problems submitting an assignment on eLearning, an assignment can be emailed as an attachment to Dr. Baker. When sending email attachments, be sure to write a formal email with the attachment. Any emails sent as attachments with no content will directed to Dr. Baker’s junk folder and will not be graded.
Evaluation
The final grade in this course will be determined as follows:

<table>
<thead>
<tr>
<th>Completed Internship Hours</th>
<th>Credit/No Credit</th>
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<tbody>
<tr>
<td>Work Schedule</td>
<td>Credit/No Credit</td>
</tr>
<tr>
<td>Writing Assignment 1</td>
<td>20 points</td>
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<tr>
<td>Writing Assignment 2</td>
<td>20 points</td>
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<tr>
<td>Writing Assignment 3</td>
<td>20 points</td>
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<tr>
<td>Writing Assignment 4</td>
<td>40 points</td>
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</tbody>
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100 points

Grading Scale
A=100-94 A-=93-90 B+=89-87 B=86-84 B-=83-80 C+=79-77 C=76-74 C-=73-70 D+=69-67 D=66-64 C-=63-60 F=59 and below

Completed Internship Hours
For each academic credit, the student must complete 40 hours of work at an internship. So, for a 3-credit internship, a student will complete 120 hours of work within a semester. The number of credits is determined prior to registration in collaboration with the internship coordinator at UNI and the Internship Site Supervisor at the workplace. The number of credit hours cannot be modified after registration. To earn credit for this internship, the student is required to complete all of the required hours. Failure to complete the required number of work hours will result in failure of the course (regardless of grades on written assignments).

Work Schedule:
By the end of the first week of the internship, the student will submit a planned work schedule on eLearning. This schedule should include the planned start date and end date, the days the student will be working each week, and the number of work hours to be completed each week. This schedule should be approved by the Internship Site Supervisor prior to beginning the internship.

This schedule is the planned schedule at the start of the internship. There may be changes in the schedule throughout the semester. It is the student’s responsibility to update this schedule throughout the semester as changes occur.

Once the student has committed to an internship, the student should make every effort to attend work at the agreed upon dates/times. Absences and tardiness are to be avoided except in the most extreme of circumstances that are beyond the student’s control (such as serious illness or a car accident on your way to work). The student should not schedule other activities at the same time as work (such as a doctor’s appointment or study time). If the student must be absent or tardy, it is the student’s responsibility to notify the Internship Coordinator and the Internship Site Supervisor with as much notice as possible.

As a reminder, failure to complete the required number of work hours will result in failure of the course (regardless of grades on written assignments).

Writing Assignments:
In addition to work at the internship site, students are also required to complete four written assignments throughout the semester. These assignments are due based on the number of hours you
have worked. So, for example, the first assignment is due after the student completes the first sixteen hours of work. The student should submit the assignment within one week after sixteen hours of work have been completed. It is the student’s responsibility to monitor their work hours and submit the assignments in a timely matter. Late assignments will be penalized.

These assignments should be typed and submitted on eLearning. The individual assignment prompts are written below. These assignments should be detailed and should be written for a reader who knows little about the internship. Assignments that are unsatisfactory will be returned for revision. If the student completes all of their internship work hours, the final grade will be computed based on graded written assignments.

**Assignment 1:** An initial report (1-3 pages) due after completing 16 hours of work in the field. The report should address the following:

1. Identify and describe the agency or organization - What is its mission, jurisdiction, and clientele? How is it organized?
2. The role the student is/will be performing, including expected duties and activities
3. Concerns the student has about this internship
4. List at least three learning goals to be achieve during this internship and a discussion of what the student plans to get out of this internship experience.

**Assignment 2:** A Journal with entries to be completed after each 40 hours of work. The number of journal entries will depend on the number of credit hours. So, if a student is earning 3 credits for the internship, the student will complete 120 hours of work and will have three journal entries due (one at the end of 40 hours, one at the end of 80 hours, and one at the end of 120 hours).

The journal should include a detailed daily description that documents the student’s experiences and observations while working at the internship. The student is expected to relate what they are leaning and observing on the job and to what they have learned in their major coursework. Each journal should address the following:

1. Detailed description of a typical work shift
2. Discuss how the internship has met and not met expectations
3. Discuss the problems or challenges encountered
4. Assessment how well learning objectives for this internship are being attained
5. Provide some general observations about the agency and/or experiences

**Assignment 3:** A field interview should be completed after 80 hours of work. The student is expected to conduct at least one interview with someone working at the internship agency. This interview will focus on the person’s professional work experiences and background. Before the interview develop and write out interview questions. These questions must be submitted to the internship coordinator before the interview for approval. The student may not conduct the interview before receiving approval of interview questions.

Interview questions should address (but are not limited to) the issues listed below. (Be sure to plan primary questions and also follow up questions.)
1. The person’s professional background
2. What they like and dislike about their job
3. A typical workday
4. Problems/challenges at the job
5. Advice to someone starting their job

Do not audio record the interview (trust me this will create a lot more work!). Instead, take notes during the interview. Be sure to write down important points and significant quotes. Then, after the interview, do your best to write a transcript based on your memory and notes. You should set aside time to write up your transcript of the interview immediately after the interview. Every hour you wait to write your interview will result in memory loss.

**Assignment 4:** A final essay should be completed **at the end of your internship.** For internships that are completed early in the semester, the final paper should be submitted near the end of the end of the internship. For internships that continue to the end of the Spring semester, final assignments must be submitted no later than May 1, 2017.

This essay should be at least 10 pages. This essay should be based on all three prior written assignments and anything else deemed pertinent. The essay should include but is not limited to the following:

1. An overview of the internship organization and the student’s role in the organization.
   a. Critique the agency strengths and weaknesses
   b. Recommend ways to improve the agency
   c. Do you recommend this placement for future students? Why/why not.
2. Relate criminological/sociological/anthropological knowledge to experiences in the internship
   a. Pick at least two concepts/theories/studies from prior coursework (include cites to the specific classes or course material)
3. Discussion of ethical issues and dilemmas associated with the internship
   a. Ethical dilemmas people encounter in this profession
   b. Ethical dilemmas the student encountered during internship
4. Summarize the overall internship
   a. What was beneficial/what was not? Why?
   b. How has the student been affected by the internship experience?
   c. How have the students’ career goals been affected by the internship experiences?

**Final Note**
If, during the semester, you experience some kind of issue that affects your ability to complete the internship, contact the Internship Coordinator as soon as possible to discuss your options. It is not necessary to give tons of personal details, but it is important to communicate with the Internship Coordinator about your situation as soon as possible. This kind of issue is best discussed in face-to-face (not over email).