**DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY, AND CRIMINOLOGY**
**SOC/ANTH/CRIM INTERNSHIP & FIELD EXPERIENCE**

**Internship Coordinator: Dr. Kimberly Baker**
Email – kimberly.baker@uni.edu
Office: Bartlett 2128
Office Hours for Summer 2018 will be by appointment

**Course Description**
The course is designed to provide students with practical and applied experience in the career fields of Sociology, Anthropology, and/or Criminology. 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 Dr. Baker 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 in person (or by phone). Contact Dr. Baker to schedule a time to meet or talk on the phone. Dr. Baker will check her email on weekday during regular business hours and will respond within one day during the regular workweek.

Dr. Baker will not hold regular office hours during the summer. Dr. Baker will be on campus but is not committing to a specific schedule. To schedule a time to meet in person or talk on the phone, contact Dr. Baker by email.

**Emails**
Because this class is about professionalization, students should write formal emails to both the Dr. Baker 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!

***Sometimes summer placements present unique challenges for students. If you do not have regular access to the internet and cannot reliably submit assignments to eLearning or by email, contact Dr. Baker ASAP to establish an alternative plan. Dr. Baker will work with you if these arrangements are made early in the internship (or as soon as a problem is discovered). Students who fail to communicate throughout the summer and then attempt to make alternative arrangements at the end of the term will not be accommodated. ***

**Evaluation**
The final grade in this course will be determined as follows:

I. Completed Internship Hours
   Credit/No Credit

II. Work Schedule
   10 points

III. Professionalization Assignments
   15 points
   - Career Center Sessions (5 points)
   - Financial Aid Review (5 points)
   - Social Media Self Evaluation (5 points)

IV. 3 Written Assignments (10 points each)
   30 points

V. Poster
   15 points

VI. Final Paper
   30 points

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

**I. 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, the student’s advisor, and the Internship Site Supervisor at the workplace. The number of credit hours cannot be modified after the registration period is complete. 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).

Students who resign or are fired from their internship placement should contact Dr. Baker immediately. These situations will be handled on a case-by-case basis. In most cases, students will not have an option to complete their remaining hours and will fail the internship (per the above hours requirement). Exceptions will be made only for students whose ended internship was the result of circumstances beyond their control (such as the agency closing).

A student who has failed the internship in the past will only be allowed to re-enroll for an internship or field experience at the discretion of the internship coordinator. These students will only be considered for re-enrollment one year after the failed enrollment. The student will be required to submit additional materials for reconsideration.
**Graded Assignments:** If the student completes all of their internship work hours, the final grade will be computed based on the following graded assignments.

**II. 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
- 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.

NOTE: If your schedule will be irregular, please provide as much information as possible about your schedule. Keep in mind that the purpose of this assignment is to show that you have a clear plan to complete all of the required hours during the summer term. In any circumstance, please provide enough information to demonstrate this kind of planning.

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).

**III. Professionalization Assignments:** These assignments are all created as preparation for graduation and your career afterwards.

**Career Center:** If you have not already done so, you will need to complete the two sessions with the career center that were part of the application process. The first session is a workshop style session that offers an overview of resume-writing, cover-letter writing, and interview tips. If you have not previously attended a workshop you may schedule a one-on-one session with TJ Warren in the Career Services. The second session is a one-on-one mock interview and resume review. This session is also scheduled with TJ Warren in the Career Services. To schedule these sessions, call Career Services at 319-273-6857. To demonstrate completion of these requirements, TJ Warren from Career Services will complete the career services form (available at [https://csbs.uni.edu/sac/sac-internships](https://csbs.uni.edu/sac/sac-internships)).

If you completed these sessions during your application process and you provided documentation, this item will be marked as complete in eLearning. If you completed these items but forgot to gather signatures, contact TJ Warren in the Career Center for verification.
If there is any reason that you cannot complete this requirement, contact Dr. Baker to discuss your options.

**Financial Aid Review:** You are nearing the end of your collegiate career, and it is important to understand your financial obligations after you graduate. For this assignment, you will make an appointment with Colleen Sullivan (colleen.sullivan@uni.edu, 319-273-7394) in Student Financial Aid to review your loan obligations and other financial information. This assignment can be done in person (preferred) or via telephone. Once you have met with Colleen Sullivan, please ask that representative to send a quick email stating that you have fulfilled this requirement.

NOTE: Colleen Sullivan will be on vacation from April 23 to May 7 and will not be available for meetings during this period.

**Social Media Self-Evaluation:** Your presence on social media can be a detriment or an asset in your career search. Did you know that 69% of employers say they have rejected a candidate because of what they saw on a social media site? Meanwhile 68% of employers admit that the presences of positive social media contributed to their hiring!

A worksheet is posted on eLearning. Use this worksheet to self-evaluate your social media presence. Even if your sites are “hidden” you should still analyze them.

**IV. Writing Assignments:**
In addition to work at the internship site, students are also required to complete three written assignments throughout the semester. These assignments are each submitted at the start, middle, and end of the internship and gradually build on each other. These assignments should be written a few weeks apart. If these assignments are submitted simultaneously, there will be grade penalties.

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.

**Written Assignment 1:** This essay is written early in your internship and should describe your initial experiences. The essay should be 3-4 pages (longer is fine) and should address the following issues. Please use headers to identify each required section.

1. Describe in detail the first few weeks of your internship. What have you been doing at your internship? Who have you worked with? What training have you received? What are you looking forward to? Is there anything else you want me to know about your internship?
2. Site overview: Conduct research on the agency you are working with. Discuss each of the following:
   a. Identify and describe the agency or organization - What is its mission, jurisdiction, and clientele? How is it organized?
   b. The role you will be performing, including expected duties and activities
   c. Concerns you have about this internship
d. 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.

3. Academic connection: Identify one scholarly idea or theory that helps you better understand your internship experiences so far. You may pick an idea/theory that you previously encountered in your coursework in your field (Sociology, Anthropology, or Criminology). Ideas/theories from class might include things like the prison industrial complex, strain theory, or stigma. Alternatively, you may pick an idea/theory that you have been introduced to at your internship (e.g. the crisis cycle, drug court, nature therapy, etc.).
   a. Identify one scholarly source related to the idea/theory you have selected. A scholarly source may include a research article from a journal, a textbook, or other academic reading you might be assigned in a class. Popular magazine articles and online sources do not qualify as scholarly. If you’re unsure if your source is appropriate, contact Dr. Baker for clarification.
   b. Using what you have experienced at your internship and at least one scholarly source, discuss the following:
      i. Clearly identify the issue/theory. Define or explain the issue thoroughly. Imagine that your reader know little about your academic field or your internship.
      ii. Describe how this idea/theory applies to your internship. How does this idea/theory help you better understand your experience (or the experiences of the people you are working with).
      iii. Explain the importance of understanding the issue from a scholarly perspective. How does a deeper understanding of your academic field help you to have a more sophisticated or complex understanding of your internship than would be the case if you were not a college student?

Written Assignment 2: This essay is written roughly around the mid-point of your internship and should describe your how your internship experience is progressing. The essay should be 3-4 pages (longer is fine) and should address the following issues. Please use headers to identify each required section.

1. Describe in detail your internship since your last written assignment. What have you been doing at your internship? How has your internship progressed? What changes have occurred in your training, who you work with, and the kind of work you are doing? How has your thinking about your internship changed since the start of your internship? Is there anything else you want me to know about your internship?

2. Interview: Select one person at your internship to interview. Ideally this will be your supervisor, but could also be some other significant person at your work site.
   a. Plan ahead for your interview and script out questions ahead of time. It is recommended that you plan out some follow-up questions so that you can ask for more detail if the conversation stalls or does not elicit the information you would like to learn. Interview questions should address the issues listed below (although you are welcome to add more questions based on your interests):
      i. The person’s professional background
      ii. What they like and dislike about their job
iii. A typical workday
iv. Problems/challenges at the job
v. Advice to someone starting their job

b. 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.

3. Academic connection: Identify an additional scholarly idea or theory that helps you better understand your internship experiences so far. Pick an idea/theory that is clearly distinct from the first issue you selected.
   a. Identify one scholarly source related to the idea/theory you have selected. A scholarly source may include a research article from a journal, a textbook, or other academic reading you might be assigned in a class. Popular magazine articles and online sources do not qualify as scholarly. If you’re unsure if your source is appropriate, contact Dr. Baker for clarification.
   b. Using what you have experienced at your internship and at least one scholarly source, discuss the following:
      i. Clearly identify the issue/theory. Define or explain the issue thoroughly. Imagine that your reader know little about your academic field or your internship.
      ii. Describe how this idea/theory applies to your internship. How does this idea/theory help you better understand your experience (or the experiences of the people you are working with).
      iii. Explain the importance of understanding the issue from a scholarly perspective. How does a deeper understanding of your academic field help you to have a more sophisticated or complex understanding of your internship than would be the case if you were not a college student?

Written Assignment 3: This essay is written roughly around the mid-point of your internship and should describe your how your internship experience is progressing. The essay should be 3-4 pages (longer is fine) and should address the following issues. Please use headers to identify each required section.

1. Describe in detail your internship since your last written assignment. What have you been doing at your internship? Have there been any significant changes in your internship in this final stage? Describe the changes have occurred in your training, who you work with, and the kind of work you are doing. What aspect of your internship has been the most significant? If you could change anything about your internship, what would you change? Is there anything else you want me to know about your internship?

2. Career preparation: Based on what you have done in your internship so far, do you want to go into this field when you graduate?
   a. If so, explain what aspects of this field appeal to you. What steps do you need to take to ensure that this path is realistic (answering this question may require some research and/or conversation with colleagues)? Do some search on job availability. Can you find entry jobs posted in the field where you want to work? If so, describe what you find. If
not, what are some jobs you can find available that could help prepare you and/or build your resume until a job you want is actually available.

b. If you are learning through your internship that this is not field you want to go into, explain what aspects of your internship has lead you to this conclusion. What other field do you think you might be interested in? (Pick one for the sake of ease.) What steps do you need to take to ensure that this path is realistic (answering this question may require some research and/or conversation with colleagues)? Do some search on job availability. Can you find entry jobs posted in the field where you want to work? If so, describe what you find. If not, what are some jobs you can find available that could help prepare you and/or build your resume until a job you want is actually available.

3. Academic connection: Identify an additional scholarly idea or theory that helps you better understand your internship experiences so far. Pick an idea/theory that is clearly distinct from the previous two issues you selected.
   a. Identify one scholarly source related to the idea/theory you have selected. A scholarly source may include a research article from a journal, a textbook, or other academic reading you might be assigned in a class. Popular magazine articles and online sources do not qualify as scholarly. If you’re unsure if your source is appropriate, contact Dr. Baker for clarification.
   b. Using what you have experienced at your internship and at least one scholarly source, discuss the following:
      i. Clearly identify the issue/theory. Define or explain the issue thoroughly. Imagine that your reader know little about your academic field or your internship.
      ii. Describe how this idea/theory applies to your internship. How does this idea/theory help you better understand your experience (or the experiences of the people you are working with).
      iii. Explain the importance of understanding the issue from a scholarly perspective. How does a deeper understanding of your academic field help you to have a more sophisticated or complex understanding of your internship than would be the case if you were not a college student?

V. Poster: There are multiple opportunities for you to present about your internship experiences to other audiences. One way that students often present this information is through a poster. You will design a poster that describes some aspects of your internship for outside audiences. Additional instructions, templates, and samples of posters will all be posted on eLearning.

VI. Final Essay: A final essay should be completed at the end of your internship. For internships that are completed early in the summer term, the final paper should be submitted near the end of the end of the internship. For internships that continue to the end of the summer term, final assignments must be submitted no later than July 30, 2018.

This essay should be at least 6 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 three ideas/theories and explain how they relate to your internship
      i. Ideally you are using the three issues you previously identified in written assignments 1-3. You should revise and elaborate on these discussions.
      ii. You should include at least one scholarly source for each issue/theory.
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?
5. Works Cited Page – include entries for any material cited in your paper.

Citations: You may use any standard citation format (MLA, APA, ASA, etc.) as long as you are consistent throughout the paper.

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).
**Schedule**

Summer internships occur on a variety of schedules. Officially your registration is from June 4 to July 27 (8 weeks). Many students, however, will begin their work in May. Additionally, students may have periods of vacation in which they are not working. Below, I am providing an ideal 8-week schedule. You may begin this schedule at any time.

When you begin your internship, you should start at Week 1. If your work will last more than 8 weeks, you may skip a week here and there in submitting an assignment. If you are working for less than 8 weeks, you may turn assignments in more quickly. Any student who begins their work on the Week of June 4 should expect to submit at least one assignment per week.

In any case, your work should be spread out over your internship (you should not submit all of your assignments at once). The Writing Assignments, in particular, should be spread fairly evenly throughout your internship. Additionally, I will not accept assignments submitted after July 30 at 5 PM unless prior arrangements have been made.

For the most part, I will trust you to monitor your own schedule. You should not go long periods without submitting assignments or communicating with me.

Week 1 – Work Schedule  
Week 2 – Written Assignment 1  
Week 3 – Career Services & Financial Aid Review  
Week 4 – Written Assignment 2  
Week 5 – Social Media Self-Evaluation  
Week 6 – Written Assignment 3  
Week 7 – Poster  
Week 8 – Final Paper (Submit by July 30 at 5 PM)

**NOTE:** If your internship hours will not be complete by the end of July, contact Dr. Baker ASAP to discuss the situation. There may be options to extend the internship period, but this accommodation will only be made for students who provide sufficient notice.