

RADFORD UNIVERSITY
SOCIOLOGY AND ANTHROPOLOGY DEPARTMENT INTERNSHIP MANUAL

Updated April 2008

PHILOSOPHY AND OBJECTIVE

The Internship Program outlined here is designed to prepare the Sociology or Anthropology major to enter a job in a field related to his or her undergraduate course of study. Participation in this program will expose students to the qualifications and requirements of various public and private agencies and give them the experience to meet those requirements.

It is intended that the student will apply the theory and methods learned in their courses to the practical setting of the agency within which they are placed. Thus, participating agencies will permit students to become involved in the work of their agency and, if possible, be allowed to make contributions.

The major goals of SOCY or ANTH 499 Internship are for the student:

1. To receive an introduction to an agency (or agencies) in the private or public sector which utilize the training of Anthropology and Sociology graduates.
2. To comprehend the communications, decision-making, and problem-solving mechanisms used by agencies in providing services for their clients.
3. To develop communication, interpersonal, and technical skills.
4. To connect theory and method with practice in a work setting.
5. To enhance and enrich the skills the students have learned thus far in their Anthropology and/or Sociology training.

CREDIT HOURS AND ON-SITE HOUR REQUIREMENTS

The credit hours for the internship will range from three to a maximum of 12 credit hours. The work hour requirements vary by the number of credit hours for which one is enrolled. For every one credit hour, the student is expected to complete 40 hours *on site*. This is *in addition to* the time needed to complete the academic component of the internship.

For Sociology

Only three SOCY 499 credit hours may count toward the 400-level Sociology electives required for major. Any hours above those three will count as general elective credits toward the 120 hours required for graduation.

For Anthropology

No more than a total of nine hours credit from ANTH 492, Field School in Archaeology; ANTH 493, Practicum in Anthropology; ANTH 498, Independent Study; and ANTH 499, Internship may be counted toward the total hours for the major. Any hours above those nine will count as general elective credits toward the 120 hours required for graduation.

MINIMUM ACADEMIC REQUIREMENTS

The following minimum standards have been established for acceptance into the Sociology and Anthropology Internship (SOCY or ANTH 499):

1. The student's cumulative grade point average should be at least 2.5.
2. The student's major grade point average should be at least 2.5. (This requirement can be waived at the discretion and with the permission of both the department chairperson and the internship coordinator.)
3. The student must be at least a first semester junior with a minimum of 56 semester hours completed toward graduation.
4. The student must be a Sociology or Anthropology major or minor.
5. The student must be off academic probation for one full semester preceding internship placement.
6. The student must have completed the following courses prior to beginning the internship experience:

For Sociology

SOCY 110: Introduction to Sociology

AND

SOCY 250: Social Inequality

OR

Six hours of elective Sociology or Anthropology courses related to the type of work required in the internship.

For Anthropology

ANTH 121: Cultural Anthropology and **ONE** of the following three courses, depending on the site of the internship.

AND

ANTH 480: Practicing Ethnographic Methods (a prerequisite for any social service or community organization site)

OR

ANTH 122: Introduction to Archaeology (a prerequisite for any archeological site)

OR

ANTH 120: Physical Anthropology (a prerequisite for any physical anthropology site)

OR

Six hours of elective Sociology or Anthropology courses related to the type of work required in the internship.

PROFESSIONAL PERFORMANCE CRITERIA

In order to be considered for an Internship in the Sociology and Anthropology department, students must demonstrate the following:

1. Behavior that reflects responsible human relations skills.
2. Personal characteristics related to good job performance.
3. Ability to function in a semi-autonomous manner.

These qualities will be confirmed by three Radford University Sociology or Anthropology faculty in their evaluation of the student. (Appendix B)

SELECTING A SITE AND COMPLETING THE PAPERWORK

In the semester *prior* to the desired internship experience, students should submit the Sociology and Anthropology Department Internship Application Form (Appendix A) to the Internship Coordinator and distribute three Faculty Evaluation Forms to Radford University Sociology and Anthropology faculty (Appendix B). After the academic requirements and professional performance criteria have been met, the following procedures must be followed:

1. Students should download and read the Internship Manual which can be accessed online from the Department of Sociology and Anthropology home page at: <http://soc-anth.asp.radford.edu/internship.html>
2. Students should consider internship options by: reviewing the Sociology and Anthropology website, checking with the Center for Experiential Learning, subscribing to the Radford University Sociology and Anthropology job posting and internship listserv, and by utilizing your own network and making contacts in the community.
3. The student will meet with the Internship Coordinator at least three times before s/he can be enrolled in SOCY or ANTH 499.
 - In the initial meeting the Internship Coordinator will assess the Sociology and Anthropology Department Internship Application with the student and review the Faculty Evaluation Forms to determine eligibility. As such, prior to the initial meeting with the Internship Coordinator, the student is expected to (1) complete the Sociology and Anthropology Department Internship Application and (2) have submitted the Faculty Evaluation Forms to three Radford University Sociology and Anthropology faculty.
 - After the student has been approved as an internship candidate, and a site selection has been made, the student is expected to meet for a second time with the Internship Coordinator. At this meeting the Internship Coordinator will discuss (1) expectations for the internship, (2) possible faculty advisors, (3) completion of the Radford University “Memo of Understanding”, (4) completion of the Radford University Student Internship Agreement, (5) Radford University/Agency Site Experiential Learning Program Agreement, and (6) expectations for the Statement of Intern Responsibilities and Learning Goals.
 - At the final pre-admission meeting, the Internship Coordinator will review all required documents with the internship candidate and give final approval for enrolling in the course. Permission to register for SOCY or ANTH 499 will be given only after all paperwork is completed.

STUDENT RESPONSIBILITIES

After the student has earned Internship candidate status, the following expectations are required to:

1. Provide the supervisor with a copy of the Radford University Sociology and Anthropology Department Internship Guide.
2. Arrange a work schedule with the agency representative and report the work schedule to the Faculty Advisor during the first week of the semester.
3. Report to the participating agency dressed and groomed in a manner suitable to the job situation.
4. Meet with the Faculty Advisor during the first week of the semester.

5. Be punctual and reliable. The agency representative must be contacted if the student will be absent or late. All time missed must be made up.
6. Complete all work, written or otherwise, assigned by the agency.
7. Complete all course requirements (see course requirements and syllabus; Appendix C and E).
8. Keep a running log of number of hours worked on site.
9. Become familiar with personnel and agency policy pertaining to security, confidentiality of records, etc.
10. Become sufficiently involved within the agency to understand the day-to-day operations.
11. Become familiar with the policies under which the participating agency operates.
12. Attend regular meetings with your Faculty Advisor.
13. Attend the introductory, mid-semester, and final internship meetings with the Internship Coordinator.

INTERNSHIP COORDINATOR RESPONSIBILITIES

The following is a list of major responsibilities of the Internship Coordinator:

1. Assist students in completing all forms required for the internship application process.
2. Assist students in identifying an internship opportunity that matches their career goals.
3. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
4. Hold periodic meetings with interns during the semester of their experience.
5. Recruit new internship agencies and maintain ties with current site placements.
6. Publicize internship opportunities via the Radford University Sociology and Anthropology Internship and Job Posting Listserv. If you are interested in getting on this listserv, please email Dr. Mekolichick at jmekolic@radford.edu

FACULTY ADVISOR RESPONSIBILITIES

The following is a list of major responsibilities of the Faculty Advisor:

1. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
2. Provide participating agency supervisors with mid-semester and final evaluation forms and confirm that these documents are completed and returned to the Internship Coordinator in a timely manner.
3. Make contact with the agency supervisor within the first two weeks of the semester explaining her/his role in the internship experience.
4. Act as a liaison between the student and the agency supervisor addressing any problems that develop from either side.
5. Work with the student intern to develop an academic project for the internship that encourages the student to make connections between theory and their field experience.
6. Encourage the student to use discussion as a tool to measure their own professional growth and involvement in the agency's work.
7. Maintain accurate records of contacts with participating agencies, supervisors, and student performance.
8. Determine a final grade from the agency final evaluation (60%) and academic work submitted by the student (40%).
9. Assist the participating agency in developing a meaningful internship program for the student.
10. Facilitate discussion of the students' internship experiences.

PARTICIPATING AGENCY RESPONSIBILITIES

The following is a list of major responsibilities to be used by the participating agencies in the management and supervision of each Sociology or Anthropology intern:

Paperwork

1. Completion of (1) the Radford University Memo of Understanding, (2) the Radford University Student Internship Agreement, and (3) the Radford University/Agency Site Experiential Learning Program Agreement.
2. Assist student in completing the Statement of Intern Responsibilities and Learning Goals.
3. Complete both a mid-semester and final evaluation of the student's performance. The Faculty Advisor will provide the agency with all necessary forms. The agency representative is to review the contents of the performance evaluation with the student, discuss areas in need of improvement and suggest steps to meet these needs.

Relations with Faculty Advisor

1. Provide the name of the supervising staff member who will be the liaison between the participating agency and the Faculty Advisor.
2. Participate with the Faculty Advisor in developing a meaningful experience for the student.
3. Contact the Faculty Advisor when it is felt that problems are disrupting the student's performance while in placement.

Agency Environment

1. Determine, through mutual agreement, the student working hours; Agencies should be flexible in scheduling to accommodate sufficient hours per week to enable the student to complete the internship by the agreed upon end-date
2. Allow the student to begin placement during the first week of the semester.
3. Orient the student to the agency's expectations of appropriate dress, policies pertaining to confidentiality of record, and any other expectations of student interns.
4. Select and assign a staff member who is familiar with the job to supervise the student during the internship placement.
5. Provide a formal or informal training program to familiarize the student with the function and operation of the agency.
6. Familiarize the student with the various community resources and professional service used by staff members.
7. Allow the student to become as involved with the clients served as appropriate to the specific agency.

ACADEMIC REQUIREMENTS

The student is expected to fulfill all requirements listed on the Course Syllabus (Appendix C) as well as those under "Student Responsibilities" (pgs. 3-4). As is indicated in the syllabus 60% percent of the student's grade will be determined from the final evaluation conducted by the agency supervisor. The remaining 40% percent of the student's grade will be determined from the quality of academic activities completed. These activities will be negotiated by the student and the Faculty Advisor. The actual grade will be assigned by the Faculty Advisor.

EVALUATION AND GRADING SYSTEM

The student will be evaluated twice by the agency supervisor during the semester. A mid-semester evaluation will be used only to assist the student in identifying strong areas as well as those areas where improvement is needed. Only the final evaluation will be used in determining the final grade. The final evaluation accounts for 60% of the final grade. The other 40% of the course grade is determined by academic work (such as a paper, presentation, journal, portfolio—all to be determined by the student and Faculty Advisor).

Appendix A
Radford University
Sociology and Anthropology Department
Internship Application Form

Date: _____

Name: _____

Student ID: _____

 Last First M.I.

Email: _____

Present Address

Phone: _____

Permanent Address

Phone: _____

1. Do you have any health problems that may affect placement?

Yes _____

No _____

If yes, please specify.

2. Do you have any physical conditions that may affect placement?

Yes _____

No _____

If yes, please specify. _____

3. Semester of desired Internship: Fall 20____ Spring 20____ Summer 20____

4. Number of credit hours desired for internship: _____

5. Desired type of placement: _____

6. Desired Faculty Advisor: _____

7. Have you contacted the prospective Faculty Advisor about this internship?

Yes _____

No _____

8. Current Cumulative GPA _____

9. Major GPA _____

10. Total hours completed at the start of the desired internship semester _____

11. Sociology or Anthropology courses completed:

_____	_____
_____	_____
_____	_____
_____	_____

I verify that the information provided here is accurate. The information provided here is bound by the honor code. If I provide false information, I will be subject to the official disciplinary action as stated in the student handbook. Further, as some agencies may require background checks and character references prior to accepting an intern, this application gives consent to such checks as may be necessary.

Signature: _____ Date: _____

Appendix B
**Radford University Department of Sociology and Anthropology Internship
Faculty Evaluation Form**

The following form is to be given to three Radford University Sociology or Anthropology faculty with whom the student has completed course work.

Student Name _____ Faculty Evaluator _____

Use the following key to rate the above student on each of the following characteristics:

- 1 = Outstanding
- 2 = Above average
- 3 = Average
- 4 = Below average
- 5 = Unknown or Not Applicable

HUMAN RELATIONS SKILLS

- 1. Interacts well with all ethnic groups regardless of their culture, intellectual, socioeconomic, or academic background. _____
- 2. Works cooperatively with classmates in achieving common goals. _____
- 3. Is able to communicate effectively and tactfully with classmates and faculty. _____

INTERNSHIP COMPETENCE

- 1. By virtue of knowledge displayed in the course work, has the ability to perform the job(s) for which applying. _____
- 2. Has the ability to learn quickly and thoroughly new information which may be required by the job. _____

PERSONAL CHARACTERISTICS RELATED TO JOB PERFORMANCE

- 1. Is punctual _____
- 2. Is self-confident _____
- 3. Has the ability to make decisions and carry out responsibilities _____
- 4. Is open-minded toward change _____
- 5. Has initiative _____
- 6. Is interested in self-improvement _____

In what capacity have you known the above student? _____

How long have you known the student? _____

Further comments about the student's ability to successfully complete the internship:

Signature: _____

Date: _____

Appendix C

Radford University Sociology and Anthropology Department Internship Syllabus

SOCY499 and ANTH 499

Nature and Scope of the Course

The Sociology and Anthropology Internship includes a field placement in a private or public agency, regular meetings with the Faculty Advisor, and periodic meetings with the Internship Coordinator. The student works with designated agency personnel, receives an overview of agency functions, and completes assigned tasks within the agency. Students meet with the Faculty Advisor to discuss concerns. The Faculty Advisor will assign readings, assignments, and projects appropriate for the specific site placement to provide opportunities to relate theory and practice. The Internship Coordinator will periodically meet with all interns as a group to discuss the Internship experience.

Course Objectives

The major objectives of Sociology and Anthropology Internships are for the student:

1. To receive an introduction to any agency related to the student's area of study.
2. To understand the communications, decision-making, and problem-solving mechanisms within the agency.
3. To develop communication, interpersonal, and technical skills.
4. To relate theory with practice in an agency setting using the theory and skills learned in your Sociology and/or Anthropology course work.
5. To discuss how theory and methods interact with practice in a seminar setting with other interns.

Appendix D

**Radford University
Sociology and Anthropology Department
Student Performance Evaluation**

_____Mid-semester _____Final (check one)

Intern Name: _____

Agency Name: _____

Intern's Major Responsibilities: _____

Agency Representative: Please evaluate the student in each of the following areas. Upon completion of the evaluation, please review the results with the student. The review should emphasize major strengths as well as areas in need of improvement and the student's potential for continued work in the field. In the area provided under each evaluation factor, please write a brief justification for each rating that is placed in the "Needs Improvement" or in the "Exceeds Expectations" category.

Factors	Needs Improvement	Meets Expectations	Exceeds Expectations
1. Quality of Work:			
• Completeness	_____	_____	_____
• Neatness	_____	_____	_____
• Accuracy in oral expression	_____	_____	_____
• Accuracy in written expression	_____	_____	_____

2. Quantity of Work			
• Amount of work completed	_____	_____	_____
• Promptness in completing assigned tasks	_____	_____	_____

Factors	Needs Improvement	Meets Expectations	Exceeds Expectations
3. Initiative			
• Resourcefulness	_____	_____	_____
• Self reliance	_____	_____	_____
• Degree of initiative	_____	_____	_____
• Degree of supervision needed	_____	_____	_____

4. Dependability			
• Reliability	_____	_____	_____
• Promptness and attendance	_____	_____	_____
• Ability to follow agency rules and regulations	_____	_____	_____

5. Relations with people			
• Ability to effectively manage			
○ clients	_____	_____	_____
○ staff	_____	_____	_____

6. Job knowledge. Understanding of			
• Job	_____	_____	_____
• Agency functions	_____	_____	_____
• Assigned tasks	_____	_____	_____

Agency Remarks: _____

Signature: _____
Agency Representative (Evaluator) Date

Student Remarks: _____

Signature: _____
Student Date

Upon completion, please email to jmekolic@radford.edu or mail to:

Jeanne Mekolichick
Internship Coordinator
Sociology and Anthropology Department
P. O. Box 6948
Radford University
Radford, VA 24142

Appendix E

**Radford University
Sociology and Anthropology Department
Internship Program**

Statement of Intern Responsibilities and Learning Goals

In the semester prior to the internship experience, the student, in conjunction with the agency supervisor should develop a statement of the anticipated responsibilities and learning goals for the internship.

Anticipated Responsibilities:

Learning Goals:

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____