

## OBJECTIVES, GUIDELINES AND APPLICATION

A. To provide undergraduate and graduate students  
Anthropology students an opportunity to gain  
practical

1. To enable them to apply  
theories and research in the community

B. To provide ongoing education and training  
experience in the measure of training

C. To establish a  
agency

### II. Student Eligibility requirements

A. Major or minor in Sociology or related

B. Must be enrolled in the Sociology program  
(Undergraduate SY 200 or above; Graduate SY 500 or above)  
(GRN 400 or above may be accepted)  
Gerontology program

C. Must complete prerequisites for the membership area

1. The prerequisite must be approved by the membership committee  
must be related to the area  
are selected from the following

a. For Sociology Undergraduate

SY 211: Ethnology

SY 242: Cultural Studies

SY 243: Cultural Anthropology

SY 372: Social Gerontology

SY 376: Modern Sociological Theory

SY 381: Statistics

SY 382: Social Gerontology

SY 410: Population (graduate)

SY 412: Applied Sociology

SY 413: Applied Sociology

1. The needs and interests of both the student and the agency will be given consideration in placement decisions.
2. A student may make the initial contact with an agency to inquire about the nature and availability of the internship.

#### IV. Requirements for Completion of the Internship Course

- A. A student may take a total internship credit of 6 hours with a maximum of 3 hours in a semester. Except in rare cases internship credits will be limited to 3 hours a semester.
- B. The student must complete a total of 100 hours of on-site agency or internship work (including orientation/training sessions) for three credit hours.
- C. Ideally, the intern will spend a minimum of three classroom hours to be allocated as follows: 1 hour at the beginning of the internship, 1 hour at mid-term, and 1 hour at the end of the semester. In extraordinary circumstances, e.g., the internship program is outside of Mobile County, alternative arrangements will be made.
- D. A written report on the internship experience is required and will be a component of the course grade. To satisfy the report should include (but is not limited to) the following:
  1. A statement of the nature of the agency, its mission or goals, its history, sponsors, etc.
  2. The role that the intern played within the agency, the types and types of experiences provided the intern by the agency. This section of the report may include a daily log and/or citation of incidents/cases.
  3. A summary of the intern's experiences with the agency and, where feasible, a discussion of links between classroom coursework and theories and intern's observations.
  4. An analysis and/or critique of the intern's experience.
- E. A written assessment of the intern's performance will be required from the placement agency. This will also constitute a basis for evaluation of the student's over-all performance in the internship program. A report form will be provided to facilitate the assessment.
- F. These course requirements may be modified with the approval of the Internship Committee, the student's advisor and the appropriate program director or the department chair.

INTERNSHIP APPLICATION  
University of North Carolina  
Department of Sociology, Anthropology, and Social Work

(Must be completed and approved by the student's advisor)

Date \_\_\_\_\_

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Minor \_\_\_\_\_

Cum Hrs \_\_\_\_\_ Cum GPA \_\_\_\_\_ Semester Requested \_\_\_\_\_

Course # \_\_\_\_\_ Section # \_\_\_\_\_ Cl. Hrs \_\_\_\_\_

Area of Interest \_\_\_\_\_

Agency Requested \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_

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Approvals:

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Internship Agency \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_

Agency Supervisor/Title \_\_\_\_\_

Internship Semester \_\_\_\_\_

Agency File # \_\_\_\_\_

STUDENT INTERNSHIP  
IN THE  
DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY AND SOCIAL WORK

Information for Field Supervisors  
Internship Supervision Requirements

Thank you for agreeing to supervise or visit an intern in the University of South Alabama  
Department of Sociology, Anthropology and Social Work.

8 hours per week of the job for a total of 16 work hours. Student internships  
expectation of 12-16 hours per week and no more than 16 hours per week.  
Internships begin the first week of the semester and end the last week of the semester.  
Internships coincide with the current class schedule in the semester.  
Work schedule is 8-16 hours per week.

The Sociology or Anthropology curriculum committee has attempted to meet the  
work required of the student. This requirement is available at the end of the semester. If you  
would like to have further communication in person, by phone, or by e-mail, feel free to  
contact the Department of Sociology, Anthropology and Social Work at 904.767.2222.  
Required documents are available in the Department of Sociology, Anthropology and Social Work  
with our intent.

Two Written documents are required from Field Supervisors:

1) Within one week of the beginning of the internship, the field Supervisor should  
mail or fax to the Academic Supervisor the Undergraduate Internship Plan. The  
Field Supervisor's signature is required.

2) During the last week of the internship, the Field Supervisor should  
the Academic Supervisor a completed Undergraduate Internship Supervision  
Supervisor form (available from intern documents).

Fax the completed reports to: 904.767.2222  
Dr. Roma Sivall-Harris, Chair  
Department of Sociology, Anthropology and Social Work  
University of South Alabama  
5991 USA Drive, Normal Hall  
HUMB #34  
Mobile, AL 36688

UNIVERSITY OF SOUTH ALABAMA  
Undergraduate Internship  
Field Supervisor Evaluation Form

To be completed by the supervisor

Semester (Circle one): Fall Spring Summer Year

Student Name:

Address:

Phone:

Major:

Placement Agency:

Supervisor:

Agency Address:

Agency Phone:

Field Supervisor Report To:

Hours completed per week:

Internship activities and duties: Please describe the student's primary activities and responsibilities with your agency. (If additional pages are necessary)

Please complete a comment on the last page of this report and return it to your agency. (Use additional pages if necessary)

Overall rating of student's performance: Circle one

Excellent Good Fair Satisfactory Poor

Additional Comments:

Signature of Field Supervisor: