


Memorandum

To: Sherry Queener, Associate Dean, IU Graduate School

From: Becky Renollet, Administrative Assistant 
Academic Affairs and Research & Graduate Programs

Date: January 3, 2006

Subject: Proposal for Internship Option for Sociology MA

INDIANA UNIVERSITY
SCHOOL OF LIBERAL ARTS



Please find attached the proposal for an Internship Option for the Sociology MA degree.

Please do not hesitate to contact me if you have questions/comments, 274-8305.

Enc

Cc: Kim Manlove, Assistant Dean of the Faculties

DEAN'S OFFICE

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IUPUI Department of Sociology MA Internship Option Proposal

BACKGROUND: At the faculty meeting of the Department of Sociology on April 8, 2005, there was unanimous support for a proposal to offer students in our MA program the option of doing an internship project instead of writing a thesis. Although students interested in pursuing a Ph.D. degree will still be advised to do a thesis, those who plan to terminate their graduate education with the MA degree might find it more useful to take the proposed internship option.

There is already a course in the Master Course Inventory which is approved for our campus (R594 Graduate Internship in Sociology) that would provide a suitable way to arrange an internship project for academic credit. Several of our faculty members have experience in supervising undergraduate internships. So no new resources or curricular adjustments would be needed.

Under the proposed plan, students will sign up for one or two semesters (3-6 credits) of R594, depending on how extensive and time-consuming their project is and whether they want or need other electives. R594 would be taken in lieu of S569 MA Thesis and (if 6 credits of internship are sought) possibly one elective. Otherwise the students would take the same number of basic (theory, methods, statistics) and concentration-area (Medical Sociology, Family/Gender, Work/Organizations) courses as those doing a thesis. While thesis writers would take 3-6 credits of S569 (depending on the scope and duration of their project), the internship option would involve 3-6 credits of R594 instead. Otherwise the curricula for the two tracks would be the same.

The Internship course (R594) would also be open for thesis-writing students who could use this course as an elective. They could also include it in their concentration-area courses, if the department's Graduate Committee finds the content sufficiently relevant. But in order for the internship project to be considered a worthy substitute for a thesis, approval of the work by a graduate faculty member in Sociology and a second reader (regular or adjunct faculty member in Sociology) would be required. An intern would plan a project in consultation with a member of the Sociology graduate faculty and an on-site supervisor at the selected agency, for the purpose of developing specific problem-solving skills that will benefit the student in the labor force and also provide a service for the agency. The student is expected to spend about 10 hours a week on the internship project. During the semester, weekly journal entries and monthly summaries would be required. At the end of the project, the student would submit a written report (about 25-50 pages) designed to evaluate, analyze or enhance the agency's service delivery. As noted above, approval of the final report by the faculty advisor for the project and a second reader (regular or adjunct faculty in the department) would be required, before it could be accepted in lieu of a thesis.

RATIONAL: Offering the internship option in lieu of requiring a thesis is an attempt to give our program more of the applied emphasis promised in the original proposal for the MA degree. The internship also provides an opportunity for students to make contacts with prospective employers. Possible field sites include battered women's shelters, family planning programs, court offices, health agencies, government agencies, and the IUPUI Public Opinion Laboratory. In some cases, the student's current workplace can serve as the setting for the internship, but then the internship would have to involve duties that are not already being performed by the student.

DESCRIPTION: The attached pages (from the 2005 Graduate Handbook for Sociology MA students) provide the details about how internship projects would be set up, supervised, and evaluated.

The Department. The IUPUI Department of Sociology offers a Master of Arts degree. The degree is designed to prepare its students for conducting applied and policy-oriented research, and to equip those already in the workforce with the critical skills necessary for assessing and applying sociological knowledge in their everyday responsibilities. Currently, the program features three formal areas of concentration—family/gender studies, medical sociology, and work/occupations. The program of study culminates in either an internship or thesis experience. The faculty in Sociology is engaged in a wide variety of scholarly activities including research, journal editing, and community service-related projects. Students will have opportunities to participate in these activities with faculty members and through Department-sponsored internships. The program is designed to accommodate the needs of both full and part-time students.

THE INTERNSHIP/THESIS OPTIONS

As discussed previously, our Department offers you two options to complete your program, an Internship or Thesis. In selecting an option, you should evaluate your career goals and discuss the options with your thesis/internship committee. The thesis option is available to individuals who wish to pursue a more traditional research-based program. Students who plan to continue their education after the Master's level are encouraged to select the thesis option. All students pursuing the internship option are expected to participate in an internship in an organization, school, business, government office, etc.

The Internship Option

The internship option is designed to generalize theory and research skills acquired in the classroom to the reality of the work situation. At a minimum, students will work in an agency for 8-10 hours a week for 14 weeks, prepare journals of activities, write a final paper that reflects their internship experience, and present a summary at a public forum. Some internships are paid; others are not.

Specific Requirements:

1. *Select an Agency:* The IUPUI Internship Program can assist you to locate a variety of internship opportunities. A good first step is to visit their website and attend one of their orientations: <http://www.iupui.edu/~career1/studentsf.html>. The Internship Program is located in the Business/SPEA Building, Room 2010 (phone: 317-274-2554). Because of the time involved in setting up an internship, you should start planning for it at least one semester before you intend to begin. The Sociology Department also maintains a listing of agencies that often seek interns. This list is available through the graduate program website and from the Director of Graduate Studies. In some cases, a student may use their own place of employment for the internship site; however, the student must then complete duties that are in addition to their current duties (normally a minimum of 6 additional hours a week).

2. *Internship Committee:* After you have identified an agency, the first step in getting ready to do your internship is selecting two faculty members to serve on your committee. Your advisor who will chair your committee must have associate or full graduate faculty status (See faculty listing in Appendix A).
3. *Complete the MA Internship Agreement Form (Appendix D):* This form is designed to coordinate and clarify the expectations and responsibilities of the student, the agency, the faculty committee chair and second committee member, and is completed by each of these parties after an agency is selected. Normally this form is completed at least one week prior to the beginning of the semester in which the student plans to enroll in internship credits. Your form should be no longer than 2-3 pages and **MUST** be typed (employers may also add a copy of the job description instead of completing their section of the form). Once approved, make 4 copies: provide the original to the Director of Graduate Studies, one to each of your committee members, one to your internship agency, and keep one for yourself.
4. *Begin and complete your internship.* After completing 18 credit hours, and once you receive final approval from your graduate committee, register for R594 and begin your internship. Normally this is done at least one week before the first day of the semester in which you plan to enroll for internship hours. Remember, you can't begin the internship until it is officially approved in writing on the Internship Agreement Form.
5. *Complete a Weekly Journal of Activities:* You must maintain a WEEKLY journal of your internship experiences that includes the date, hours spent on the internship that week, all activities, and a brief statement that reflects on the sociological relevance of your placement. Journals are submitted to the internship chair every 1-2 weeks. While the specifics of your journal will be decided by your advisor, normally journals follow these guidelines:
 - Journals should be typed.
 - Include date, hours spent on internship that week, and all activities.
 - Be specific! Give details as though you were explaining your activities to a friend.
 - Spell it out! Don't assume your reader will understand abbreviations and slang terms.
 - Include insights gained from your observations that will relate to your final paper.
 - Include reflections on the sociological relevance of your experience
 - Write an entry **EVERY** week.
 - An entry will be approximately 2-3 pages.
 - At the end of each month, total the number of hours you spent on your internship. This will save you and your employer time at the end of the internship.
 - Turn in your journal weekly to your Sociology internship committee chair.
6. *Complete an Internship Paper:* The internship requires completion of a minimum of a 5000 word (approximately 20 double-spaced typed pages) paper at the conclusion of the internship. The format and content of the paper must be planned in consultation with your internship committee. Normally, this paper takes one of the following forms: a research report on a topic of interest to the agency; a research grant proposal for the agency; or a critical reflection on the sociological relevance of your placement.

Provide a complete copy of your internship paper to your committee chair at least one week prior to the last day of classes. After your chair approves this final draft, you may then ask

your second member to read the paper for his/her approval, normally on the last day of classes. BOTH members of your internship committee must approve your internship paper.

7. *Complete an Internship Oral Presentation.* Each student will be required to make a short 20-30 minute presentation on their internship experience before the end of the semester in which he/she enrolls in internship credits. Your presentation may take any of several forms such as a presentation at a conference, to the faculty, or to one of our graduate classes.

Special Rules Regarding Internships

1. There may be a mid-internship site visit or phone conversation between an IUPUI Internship Program representative and/or your internship advisor.
2. A student who chooses the thesis track may also enroll in up to 6 internship credits as electives or concentration area courses. In these cases, students only need to have one Sociology faculty advisor to supervise and approve their course work.
3. No more than 6 internship credits may count towards your degree.
4. No more than 3 internship credits may count towards a student's concentration area.
5. A student who chooses to apply internship credit hours and independent reading credit hours towards their concentration area may count no more than a combination of 6 internship/readings credits towards the concentration area.
6. A student must work for a minimum of 8 hours a week for each 3 internship credits enrolled.
7. Students who intern in their own place of employment may count no more than 3 internship credits completed in their place of employment towards their degree.
8. If the internship involved original research work, subject to the approval of the student's thesis committee and the Internal Review Board, this may be used as part of a Thesis (see the Thesis Research Project description below.)

MA INTERNSHIP AGREEMENT FORM
Department of Sociology, IUPUI

This form is used to coordinate and clarify the expectations and responsibilities of the student, the agency, and the faculty committee chair

STUDENT INFORMATION – completed by student

This internship proposal is presented for _____ credits.

Name:

Email:

Phone:

Address:

City, State, Zip Code:

I am aware that the Internship Program may contact my employer to assess my progress. This information may be discussed with my academic department: Last four digits of your SSN: _____

1. What specific role will you play in the agency?

2. Describe your goals and the work experiences you expect to obtain, and the anticipated sociological relevance of your internship.

3. Briefly describe the final paper that you expect to submit as the formal component of your internship.

Student Signature

Date

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MA INTERNSHIP AGREEMENT FORM
Department of Sociology, IUPUI

AGENCY INFORMATION – completed by the employer in conjunction with the student

Company/Agency Name:

Internship Supervisor and Title:

Email:

Phone/Fax:

Address:

City, State, Zip Code:

1. How often will the intern meet with the supervisor to discuss their progress?

2. Hours per week:

3. Salary (if applicable):

4. This student: _____ is new to this job/agency.

OR _____ is currently employed at this job/agency. How long?

_____ has been previously employed at this job/agency. How long?

5. Describe in detail all work tasks and responsibilities (use additional pages if more space is needed):

Agency Supervisor Signature

Date

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MA INTERNSHIP AGREEMENT FORM
Department of Sociology, IUPUI

FACULTY SUPERVISOR INFORMATION: completed by the student's internship chair

Faculty Name:

Email:

Phone/Fax:

Address:

City, State, Zip Code:

1. Please select the forms of documentation you desire the student to submit to you as part of the internship requirements (at a minimum, the student must complete a journal and a final paper):

Weekly Journal of Activities (Turned in weekly)

Student Evaluation Form (student evaluates his/her performance and the employer for future internships at the end of the semester). <http://www.career.iupui.edu/stueval.pdf>

Employer Evaluation Form (employer evaluates the student's performance at the end of the semester and submits this form directly to the faculty supervisor).

<http://www.career.iupui.edu/empeval.pdf>

Final Paper (written per your instructions)

Evidence of Presentation of the Student's internship experience

Other _____

2. Additional Comments:

Internship Graduate Committee Chair Signature

Date

FACULTY MEMBER INFORMATION: completed by the student's committee member

Faculty Name:

Email:

Phone/Fax:

The above described internship has been presented for your approval

Internship Committee Member Signature

Date

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