

## SOCIOLOGY 493: INTERNSHIP IN SOCIAL WELFARE

**MICHAEL MARTIN- Spring 2012**

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**OFFICE HOURS: TR 9:30-10:30; MW 9-10:30 OR BY APPOINTMENT**

### **COURSE OBJECTIVES:**

At end of the internship each student should be able to:

1. apply sociological and social welfare knowledge and skills in community settings;
2. comprehend the challenges and complexities of the human service work;
3. better understand the relationships between social work theory, research, and practice;
4. enhance his/her chances of obtaining entry-level employment and/or admission to graduate programs in sociology and social work.
5. write more effectively.

### **REQUIREMENTS:**

1. During the semester, students will attend three conferences with the instructor. The purpose of the conferences is for students to report on their internship experiences and identify any problems or changes that need to be made regarding the internships. **Students will turn in their journal notes and time logs to the instructor at least one day prior to the scheduled conferences. Missed conferences or late assignments will result in an unsatisfactory grade for the class.** The conferences are scheduled at the following dates and times:

Friday, February 24, 12:00, MCD 380

Friday, March 30 12:00, TBA

Friday, May 4, 12:00, TBA

2. Students will keep a weekly **Journal** of activities, impressions, and reactions to the internship. The **Journal** should be well-written, edited, and typed; a minimum of two pages per eight internship hours is expected for a total of 30 pages for the entire internship. **Journal** entries are due at least one day prior to each conference.

The **Journal** should include the following:

- Descriptions of work activities
- An analysis of how the content of sociology classes is helping or hindering your performance (i.e., did you learn anything in the classes that is particularly relevant to enhancing your internship performance and better understanding your clients and agency?)
- Your honest impression of how the internship is working out (i.e., a description of what you like and what you don't like and a detailing of any problems that you may be having)
- Examples of internship-related documents (intake summaries, case histories, etc.)
- A brief analysis of the agency and clients to be served; it should include the following:
  - general description of the agency (name, location, staff size, mission or goals, etc.)
  - a list and explanation of programs and services

- the funding sources for the agency
- a client profile including eligibility criteria and caseload sizes

3. Students will keep a **Time Log** indicating the number of hours spent in internship activities. The **Time Log** should be initiated weekly by the **Agency Supervisor** and is due at least one day prior to each conference. A total of **120 hours** of internship experience is required to receive a "PASS" in this course.

4. The final two requirements for the internship are:

-An **Internship Final Review** form, completed, dated and signed, from the **Agency Supervisor** indicating that the student has met the supervisor's expectations and has completed the required 120 hours.

-A **Student Evaluation of the Internship Experience** is an additional requirement. A minimum of four double-spaced, typed pages is required.

Both requirements are due one day prior to the final conference.

#### **ACADEMIC SUPERVISOR'S EXPECTATIONS:**

The field study involves **120 hours** of supervised agency experience (an average of 8 hours per week for 15 weeks). Your grade, "P" or "F" will be based upon the degree to which the internship requirements are met.

All written assignments should be completed on time and according to specifications.

All scheduled conferences with the academic advisor should be attended. Late assignments will not be accepted and missed conferences will not be tolerated. **Failure to meet deadlines or missed conferences will result in a grade of "F."**

As students in field placements, you are representatives of the Department of Sociology and Adams State College in the community. Act in a courteous and professional manner at all times. Future internships in the community may be contingent upon your performance.

**CONFIDENTIALITY IS THE LAW:** Any serious and substantiated breach of confidentiality will have harsh consequences for the student: a grade of "F" in the course and dismissal from the Sociology program at Adams State College. Please: **DO NOT REPEAT ANY INFORMATION ABOUT AGENCY CLIENTS, STAFF, OR INCIDENTS TO OTHERS OUTSIDE THE AGENCY.**

*\*\* If you require course adaptations or accommodations because of a documented disability, if you have emergency information to share with me, or if you need particular arrangements in the case the building must be evacuated, please make an appointment with me as soon as possible. My office location and hours are listed on the first page of the syllabus.*