GUIDELINES FOR INTERNSHIP ORGANIZATIONS (2013)

Thank you for your interest in placing a sociology intern within your organization. Many organizations have experience with college interns and already have in place a formal system for such placements. The following guidelines are offered for those organizations with less internship experience, and to share the Department of Sociology’s expectations for intern organizations regardless of previous intern experience.

The major difference between a job and an internship is the type of duties performed. Interns must perform professional duties related to their academic and career goals, in order to gain marketable experience and skills. A successful internship will provide a positive experience that will be enjoyable and beneficial for both employer and student. To help internship organizations achieve this goal the following steps are recommended.

1. The student should provide you with a transcript at the time of the interview. Review the student’s previous academic work, including specific sociology classes taken. If possible, identify the student’s career field and goals.

2. Assign a job that will provide educational experiences in an area closely related to the student’s course of study or career goals.

3. Outline the specific roles, duties and responsibilities of the job and identify the supervisor who will assign work and directly supervise and mentor the student. List the specific duties of the supervisor.

4. With the aid of the student and the faculty supervisor, identify at least three learning objectives to be mastered during the internship. These objectives should be specific. (See internship proposal form for examples.)

5. Provide programs and activities (orientation, workshops, on-the-job training, etc.) to prepare the student for the job. Include student in staff meetings and related professional activities (conferences, workshops, seminars, etc.) to gain valuable, professional work experience.

6. Set up regular meetings between the student and the work supervisor/mentor to discuss the student’s progress toward meeting the learning objectives as well as concerns or problems that may adversely affect learning and/or productivity. Make adjustments to learning objectives and assignments as appropriate. Review the student’s strengths and any shortcomings that may be evident in the student’s character, work habits, or skill level and offer constructive criticism when warranted.

7. Complete a midterm evaluation form (provided by the student) and discuss the results with the student before returning the form to their faculty supervisor.

8. At the end of the internship, complete the Department of Sociology’s final employer evaluation form (provided by the student) and evaluate the student’s performance and progress toward meeting the specified learning objectives. Share the information with the student before returning the form to the faculty supervisor.

Feel free to contact the faculty supervisor at any time. Contact information is provided on the internship proposal form. You may also contact the Undergraduate Studies Director, Professor Patricia Wittberg, at pwittber@iupui.edu, or 274-4478.