

SOCIOLOGY INTERNSHIP OPPORTUNITIES

Western Michigan University, Kalamazoo, MI 49008
Director of Internships: Dr. Ron Kramer, 2408 Sangren, 269-387-5271

The Sociology Program offers a variety of internships to help students in the sociology curriculum to use the skills and knowledge they have learned in an agency setting. Student interns are usually treated as new employees, given general orientation and training, and although circumstances vary, usually spend a few weeks under close supervision doing different jobs within the agency to help the intern understand how their own particular job assignment relates to the overall mission of the agency. While the internship is not required, it is designed to give students hands-on experience that cannot be obtained in the classroom. The sociology major actually works in an agency that addresses one or more social issues in the community of their choice. This valuable experience can then be used to obtain employment after graduation.

Students must apply for an internship one semester before they wish to be placed. The Director carefully reviews each application. Placement is contingent upon meeting specific job and background requirements. In addition to review by the program director, the prospective intern will be interviewed by a staff member from the host agency prior to actual placement. Many agencies require the intern to work 16 weeks; the student earns 3 credits for every 150 hours worked. The internships must be pre-arranged and pre-approved by both the Sociology Program and the agency before placement. The internship includes specific expectations and requirements that must be fulfilled under supervision of an agency staff member for academic credit to be earned.

The intern is required to work 10-15 hours per week, or the equivalent of two working days, during academic-year semesters (i.e., fall and winter semesters). Weekly work expectations vary during spring and summer sessions depending on the length of the placement. Work schedules are arranged by the agency and are usually very flexible to fit around class and other employment schedules.

The internship is designed for second semester juniors and seniors who have successfully completed core required courses in the sociology major as well as some electives relevant to their placement. Internships are available to students who meet the basic prerequisites. However, there are a limited number of placements and a placement cannot be guaranteed. Some placements are available outside of the Kalamazoo area, and students may arrange their own internship with an agency of their choice provided they are approved by the Sociology Program. Department and Agency interviews are required before placement.

Some of the agencies in the Kalamazoo area that have agreed to participate in the internship program include:

- Arts Council of Greater Kalamazoo
- Cheff Center for the Handicapped
- Comstock Community Center
- Gryphon Place
- Kalamazoo Animal Rescue
- Kalamazoo County Human Development Bureau
- Kalamazoo Humane Society
- Kalamazoo Neighborhood Housing Services
- Oakwood Neighborhood Association
- Park Village Pines
- Portage Community Outreach Center
- Safety Council of West Michigan
- Southwest Michigan Land Conservancy
- Stuart Area Restoration Association
- U.S.D.A. Natural Resources Conservation Services
- Vine Neighborhood Association
- Waste Management Division of the Michigan Department of Environmental Quality

Internships are unpaid, yet most students find that investment of their time pays off in work experience gained, possible future job recommendations, and in the satisfaction they derive in using their skills and knowledge to benefit the community.

Applications are available on the sociology department website or in the internship office, 2406 Sangren. Each prospective intern is required to have a personal interview with the Director of the Internship Program, Dr. Kramer. You will also be asked to fill out an internship agreement form, emergency medical consent form, and a WMU waiver.

INTERNSHIP APPLICATION

Western Michigan University

SOCIOLOGY



FOR OFFICE USE ONLY

Agency _____

Contact Person _____ Phone _____

Contacted: _____ (date) Soc 4980 Call # _____

Application is for: ___Spring 2010 ___Summer I/II 2010 ___Fall 2010 ___Spring 2010

1. Last Name _____ First Name _____ Middle. Init. _____
 Win # _____ E-Mail Address _____
 Local Street Addr: _____ City: _____ State: _____ Zip: _____
 Permanent Street Addr: _____ City: _____ State: _____ Zip: _____
 Cell Phone: _____ Local Phone (if different): _____ Permanent Phone: _____

2. Total Credit Hours Completed as of last Semester _____
 3. Year in School: Junior ___ Senior ___ Grad ___ Estimated Last Semester at WMU will be _____
 4. Major Field: ___ Sociology ___ Other, (Specify) _____
 Overall G.P.A. _____ Sociology G.P.A. _____
 What are your career plans?

Indicate grade received in completed core courses in Criminal Justice and add any closely allied courses. (Place an asterisk in lieu of grade if currently enrolled.)

SOCIOLOGY COURSES:

<u>Course#</u>	<u>Title</u>	<u>Grade</u>
Soc. 2000	Principles of Sociology	_____
Soc. 2820	Methods of Sociological Inq. I	_____
Soc. 2830	Methods of Sociological Inq II	_____
Soc. 3000	Sociological Theory	_____
Soc. 3200	Intro to Social Psych	_____
Soc. 4800	Advanced Sociology	_____

OTHER CLOSELY ALLIED COURSES:

<u>Course #</u>	<u>Title</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. What courses have you had at a Community College or elsewhere that are relevant to this internship?

6. At what agency would you like to do your internship? (Give three choices).
 (If pre-arranged by you, give Agency address,/phone number, and name and email of person you contacted).

1. _____
2. _____
3. _____

7. Have you ever been convicted of a criminal offense? Yes _____ No _____
 Date _____ Offense _____
 Are there any criminal charges pending against you? Yes _____ No _____
 Date _____ Offense _____

8. If you have completed an internship previously, or done volunteer work in a sociology related agency, fill in the following:

<u>AGENCY</u>	<u>Intern/Volunteer</u>	<u>From</u>	<u>To</u>

9. Have you had any other experiences that might be relevant to this internship? (i.e. Job experience, military service, special skills)

10. **On a separate sheet of paper write a ½ to 1 page explanation of how this internship will further your career goals. This is a VITAL part of the screening process. Therefore, you should write this clearly, precisely, and in the most accurate way you can. The host-agency will make their selection from this statement plus the information supplied above. They will also interview you. THIS MUST BE TYPED.**

- To complete the application process you must:**
- ✓ **Submit Application Form**
 - ✓ **Submit Statement from # 11. Above**
 - ✓ **Submit Signed Internship Agreement**
 - ✓ **Attend an Internship Group Meeting**
 - ✓ **Attend in Individual Meeting w/Dr. Kramer**

Return this form to the Sociology/CJ Internship Office at – 2406 SANGREN HALL.

**SOCIOLOGY PROGRAM
WESTERN MICHIGAN UNIVERSITY
INTERNSHIP AGREEMENT**

I, _____ hereby make application to work as a student intern. If I am accepted, in consideration thereof, I fully understand and agree to comply with each of the following:

1. I understand that I shall serve within this agency strictly as a volunteer and not as an employee. I understand that I shall receive no re-numeration of any form or kind. I further understand that as a student taking advantage of a special educational experience and as a volunteer for the agency, I am not covered by any medical or insurance benefits provided by Western Michigan University or the agency. I agree to obtain medical, automobile and liability insurance to cover me during the term of this internship. I understand and agree that I will not be reimbursed for any expenses incurred while serving in the agency.
2. I understand that all police reports, records, file notations, correspondence, discussions, and conversations in and about the office in which I am working are and must remain confidential. I understand and agree that I shall not examine, read, copy, or otherwise review any documents, files, photographs, or memoranda contained within the offices I work or have any reason to be in without express permission. I agree that I shall keep confidential and not disclose to any person any information or observations which result from my service and research activity, unless I am given express written permission or I am ordered to divulge same by a Court of competent jurisdiction.
3. I expressly agree that, while serving in the capacity as a student intern, I shall abide by all laws of the State of Michigan at all times and at no time shall I conduct myself in a manner as to bring discredit upon the office in which I am working or raise an appearance of impropriety; I expressly agree that, should I be accused or convicted of a violation of any City, State, or Federal ordinance or law, I shall immediately notify the head of the agency and my faculty advisor; I further agree that should any of my relatives, friends, or associates be so accused or convicted, I will advise the head of the agency immediately. I understand that this information is necessary to prevent the possibility of a legal conflict of interest.
4. I understand that I have no rights, powers, or privileges beyond those of an ordinary citizen as a result of my service as a student intern. I further understand and agree that, if in the course of my duties as a student, I am given the responsibility to deal directly with citizens of the community, I must: (1) Always make my capacity as a student, expressly known to those people I deal with, and (2) I must not exceed or misrepresent the scope of my duties.
5. I understand and agree that during the period of my internship, I shall conduct myself in a professional and discreet manner while serving as an intern, and further, that I shall exercise discretion in my conduct outside the office.
6. I further agree that WMU has the right to terminate my internship without refund and without formal hearing, if WMU personnel determine that such termination is in the best interest of either the student, the agency, or WMU. I also agree that Western Michigan University and Agency personnel may establish and determine standards of conduct, behavior and performance of internship participants and to require that compliance as a condition of continued participation in the internship, but that they have no obligation to do so.
7. I understand and agree that while serving as an intern, I must comply with the directions of my Internship Supervisor and faculty supervisor regarding dress and personal appearance. Any failure to comply with the requirements of the host agency may result in termination of the internship placement.
8. I understand that my work week will be specified by my Internship Supervisor. I will be punctual and report directly to my Internship Supervisor at the specified time. If, for any reason, I cannot meet my schedule (e.g. illness, etc.), I will immediately notify my Internship Supervisor. Failure to do so may result in termination.

9. I consent to have my background and criminal record checked by the agency to which I am applying for an internship. For purposes of this record check, I disclose the following information about myself:

Date of Birth _____ Race _____ Sex _____

10. I consent to Western Michigan University and the agency releasing my educational records to each other.

11. I understand and agree that during the period of my internship I shall, as a condition of my internship, comply with all the rules and requirements specified by the Sociology Program and Western Michigan University.

12. I hereby certify that I have read the above thoroughly and understand and agree that the foregoing provisions may require that I undertake duties and responsibilities exceeding those of an ordinary citizen. Furthermore, I agree to abide by the foregoing provisions to the fullest extent of my ability. I expressly agree that I will willingly assume these duties and responsibilities in exchange for my being permitted to work as a student intern within this agency.

SIGNATURE: _____

Date _____

NAME (PLEASE PRINT) _____

EMERGENCY MEDICAL CONSENT

The undersigned further consents to allow Agency personnel or agents to obtain emergency medical treatment by a licensed physician, if necessary, for me during this internship, for which costs I shall be solely responsible, but that neither the Agency nor Western Michigan University have any duty to do so.

STUDENTS NAME:

(Last Name) (First Name) (Middle Initial) (Social Security #)

LOCAL ADDRESS:

Street – Apartment #

City State Zip Phone Number

()
Emergency Contact Person Emergency Phone Number Relationship

Medical Insurance Company Policy Number

SIGNATURE: _____

DATE: _____

This form must be submitted along with Internship Application to:
the Sociology Internship Office at – 2406 SANGREN HALL