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1. Overview of the Sociology Program

Sociology is the study of social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people navigate and interact within these contexts. As a social science, sociology employs a rigorous methodology that includes both quantitative and qualitative data analysis. Some central areas of sociological inquiry include social class, race and ethnicity, gender, religion, urban life, work and organizations, social welfare, family, politics, economic institutions, and international development.

The sociology major is designed to provide the student with the basis for a broad liberal arts education and the associated conceptual, theoretical, and methodological tools applicable to a wide range of career opportunities in social services, administration/management, sales/marketing, and social research. The sociology major also prepares students for graduate study in social work, the social sciences, and business.

1.1 Student Learning Outcomes for Sociology

Communication Skills

- Communicate in a clear, logical style
- Support arguments with evidence
- Know major forms of bibliographic citation and reference

Discipline Specific Content Knowledge & Skills

- Understand the basic subject matter of sociology, including central structures, processes, methodologies and theoretical orientations
- Know the role of evidence and data in sociological research

Critical Thinking Skills

- Apply appropriate methods to investigate specific research questions
- Evaluate the merit of arguments and knowledge claims in sociology
- Apply sociological theory and research to social problems
2. Sociology Internship (SY4943) Overview

2.1 Use of this Handbook

The purpose of the Handbook is to provide information regarding the sociology internship for students majoring or minoring in sociology at the University of North Florida. The contents of the Handbook constitute terms of agreement with the student, internship agency and the Department of Sociology, Anthropology, and Social Work. Its intended readers include Internship Instructor, students, and internship agency personnel (On-site Supervisors). The Handbook also serves as a reference for students, instructors, and agency personnel on procedures, role expectations, requirements, and forms of assessment.

2.2 Sociology Internship/Applied Sociology Student Learning Outcomes

The Sociology Internship is designed to give students a supervised pre-professional experience applying sociological knowledge and research methods in a community based organizational setting. To that end, for the Sociology Internship students will be carrying out “Applied Sociology” projects in local agencies and non-profits. Applied sociology can be defined as “using sociological tools to address specific social problems (issues), often for a particular group of people” (Steele and Price, 2008, p. 3). Specifically, it is the use/application of sociological methods (all types) and theory (all types) to address some issue or problem.

Students will have the opportunity to identify projects and assess needs with the on-site supervisor, apply sociological skills of critical analysis and problem solving to organizational challenges, and develop their competencies navigating within a bureaucratic workplace setting. The internship experience will also assist students identifying career paths, improving career skills, and developing a network of career professionals and mentors.

Upon successful completion of this course, students should be able to:

- Demonstrate substantive and detailed knowledge of the organization and work environment in relation to social, cultural and technological factors;
- Evaluate their own work experience in a reflexive manner as a developmental process with reference to sociological concepts, debates and conventions;
- Perform effectively as a beginning professional in the workplace as demonstrated through reliability, creativity, self-direction, the ability to function as a working member of a diverse workplace team, and engage in reflective sensitivity to ethical issues in applied and collaborative settings;
- Demonstrate the ability to critically assess and identify organizational strengths and weaknesses and offer constructive suggestions for improvement; and
• Write a report that demonstrates competence in communicating and formulating arguments and/or alternatives/solutions informed by the sociological literature in response to the issues identified.

2.3 Assessment and Evaluation

The following is based on activities and tasks students will be likely to complete that are designed to assess how well the students achieve the learning outcomes. Final details will be provided to students in their first week of attendance in this course.

<table>
<thead>
<tr>
<th>Type of Assessment Tasks/Activities</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT1: Attendance at Scheduled Internship Class Meetings</td>
<td>10%</td>
</tr>
<tr>
<td>AT2: Reflective Narrative</td>
<td>15%</td>
</tr>
<tr>
<td>AT3: Evaluation from the On-site Supervisor</td>
<td>25%</td>
</tr>
<tr>
<td>AT4: Written Report</td>
<td>50%</td>
</tr>
</tbody>
</table>

AT1: Attendance at Internship Class Meetings (10%)

SYA 4943 is considered a “Hybrid” course in which students will meet in a classroom setting for a limited number of times during the semester. As part of the Internship, students are required to attend these sessions (approximately 6 times per semester), where they will discuss assigned readings on appropriate topics and discuss the internship process with fellow interns. These sessions meeting dates and times will vary by semester.

AT2: Reflective Narrative (15%)

Student interns are required to reflect upon both the academic value and personal impact of the internship. Students should identify a significant experience or challenge that has impacted their learning and understanding and describe how they have grown and developed over the period. This reflective narrative will be carried out on-line in Blackboard as an individual “Blog” and should be completed weekly.

AT3: Evaluation from the On-site Supervisor (25%)

Each intern is assigned an individual on-site supervisor who will coordinate the work, look after the welfare, and monitor the performance of, the student intern. Evaluation by the supervisor will be given to the intern throughout the period, including formal reports at the mid-term and end of the semester.

AT4: Final Written Reports/Projects (50%)

As stated above, the Sociology Internship is basically an Applied Sociology activity, where students will be working directly with a “client” (an agency, non-profit, or perhaps an
individual) to carry out an applied project relevant to that entity. To that end, the Final Written Report will be developed specifically for the agency as a final “deliverable” at the end of the Internship. The report should include:

- A statement of the issue/problem the student will be addressing;
- A discussion of the specific research/project carried out as agreed to between the Agency On-site Supervisor and the Internship Instructor;
- A review of past research/studies associated with the issue/problem;
- A sociological description/analysis of any social problems and phenomena with proposed solutions/alternatives;
- Any sociological descriptions/analyses related to how students addressed the agency project, and
- Conclusions and recommendations, as appropriate, based on the project.

This final report will vary in length and format, depending on the needs of the agency. A sample of components of many reports can be seen in Appendix A. It is anticipated that the Final Report will include an oral presentation of the findings to the Agency and the Internship Instructor.

2.4 Length of the Internship

The internship provides students with real life working experience using their sociological knowledge in a community-based organizational setting. The total number of hours required for the internship is 120 hours. These should be distributed evenly across the semester. This works out to about 8 hours per week. The internship hours will be arranged in consultation with the on-site Internship Supervisor. Students will also be required to attend on-campus meetings with the Internship Instructor and other student interns in the field on a number of occasions during the semester. These meetings will vary depending on the semester and the number of interns in field placement.

2.5 Requirements for Enrolling in the Sociology Internship

Prerequisite Courses: Students interested in enrolling in the Sociology Internship should be in their senior year of study and should have completed the following courses:

SYA3300, Logic of Inquiry

Other courses as deemed necessary for adequate preparation based on the nature of the internship

Transportation: Student interns will need to be able to provide for transportation to and from the internship site, and possible activities associated with the internship project.
Background Checks: Some agencies may require background checks. If you have concerns about completing a background check, please discuss these with the Internship Instructor prior to enrolling in the course.

2.6 Internship Process

Enrolment, registration, and completion of the Sociology Internship requires the following:

1st Step: If the student meets the above requirements, the first step in the process is to complete the Sociology Internship Application. The application should be submitted to the Department of Sociology, Anthropology, and Social Work no later than six weeks prior to the start of the semester in which they will be participating in the Sociology Internship.

2nd Step: After the application has been received, students will be contacted to have a meeting with the designated internship instructor to discuss the student objectives for the internship and to determine the best agencies likely to accommodate the student’s interests.

3rd Step: Students will arrange meetings with the designated contact personnel at the potential agencies selected. Based on the information gathered by the student about the potential agencies, the student will select and secure a placement at one of the agencies.

4th Step: In order to formalize the internship placement, the student will complete the Acknowledgment of Receipt of Handbook form and the Sociology Internship Placement Confirmation form. The completed forms must be submitted to the designated Internship Instructor prior to the start of the internship.

5th Step: Once the Acknowledgment of Receipt of Handbook and the Sociology Internship Placement Confirmation forms have been received, the student will be notified that they have been cleared to register for the Sociology Internship.

6th Step: Begin internship (typically during the first week of the semester), attend Internship class meetings as scheduled, and complete weekly reflective narrative assignments. At mid-term, On-Site Supervisor will complete an On-Site Supervisor Feedback on Student Performance form.

7th Step: No later than the last day of classes for the semester submit the Internship Report to the designated internship instructor.
8th Step: On-Site Supervisor completes the final **On-Site Supervisor Feedback on Student Performance** and returns this to the Internship Instructor no later than the last week of the term.

9th Step: At the end of the internship, students are requested to complete the **Student Feedback on Internship Agency** and submit to the Internship instructor.
3. **Responsibilities & Authority:**

**Internship Instructor, Student and Internship Agency**

### 3.1 Internship Instructor

#### 3.1.1 Responsibilities

- Plan and organize the student’s internship;
- Liaise the roles of the student in the agency with the On-site Supervisor or staff member;
- Discuss the student’s goals for the internship experience;
- Offer individual supervision during the internship period;
- Discuss and provide support to the student in the progress of the internship;
- Provide at least one site visit at the internship site at the convenience of the On-site Supervisor;
- Facilitate the student’s learning through discussion of relevant theories and practical models for conceptualization in the workplace and facilitating development of critical thinking and problem solving skills;
- Evaluate the student’s performance on required assessment activities as well as performance at the internship agency; this may include consulting agency staff to better understand the student’s performance.

#### 3.1.2 Authority

The Internship Instructor has the authority to withdraw a student from an internship experience if the student’s performance constitutes a detriment to the On-site Supervisor, staff or clients at the internship site. If such a termination is necessary, it will be done in consultation with the On-site Supervisor.

### 3.2 Student

#### 3.2.1 Responsibilities

- Be proactive in seeking out new learning opportunities and experiences;
- Seek feedback regarding performance, and accept constructive criticism;
- Adhere to agency policies and procedures;
- Adhere to University regulations and policies, including those contained in the UNF Student Handbook (http://www.unf.edu/studentaffairs/);
- Adhere to the American Sociological Association Code of Ethics (http://www.asanet.org/about/ethics.cfm);
• Complete required hours, typically 8 hours per week for approximately 15 weeks, completed within their normal working hours (actual working hours depend on the students’ agreement with their placement agency);

• Meet regularly with the On-Site Supervisor, and keep in contact with the Internship Instructor;

• Understand and complete assigned duties and tasks, meet deadlines, and seek direction when needed;

• Maintain appropriate boundaries with agency employees;

• Understand and follow agency security precautions and safety protocols;

• Report supervision issues, ethical violations, and critical incidents (e.g., threats, injuries, accidents) immediately to the On-Site Supervisor and the Sociology Internship Instructor;

• If working in a team or in a multi-agency setting, cooperate as a team-member and to be responsible for keeping others informed of her/his work;

• Participate actively in the Internship class meetings, and complete all required assignments; and

• Complete and submit all monitoring and evaluation forms.

3.3 Internship Agency

3.3.1 Responsibilities

• Understand the aims and objectives of the Internship course and familiarize themselves with the content of this Handbook;

• Orient students to the goals and expectations of the organization, and of the student’s specific internship assignment;

• Provide regularly scheduled supervision to students;

• Provide students with adequate workspace and equipment;

• Collaborate with students and other agency personnel to create a wide range of learning opportunities appropriate to the student’s knowledge and skill level;

• Model professional and ethical behavior;

• Monitor students’ progress on an ongoing basis, providing regular feedback and constructive criticism;

• Participate in site visits with students and Internship Instructor;

• Complete required student evaluation in a respectful, fair, and rigorous manner; and

• Immediately report performance issues, ethical violations, and incidents of concern to the practicum supervisor and the Internship Instructor.
3.3.2 Authority

The agency Internship Supervisor may initiate termination of an internship placement at any time during the internship in the event of ongoing performance issues, unethical or unprofessional behavior, or serious risk to the student or agency personnel.

4. Policies

4.1 Employment-Based Internships

Employment-based placements are strongly discouraged and generally prohibited by the University and the Sociology Program for the following reasons:

- The agency may focus primarily on the student’s productivity rather than his or her learning and growth.
- If the student’s job duties change, the position may no longer meet the criteria and objectives of the Sociology Internship.
- Both the student and the agency may be less willing to disclose problems that arise during the Internship, such as inadequate supervision, situations that threaten the student’s employment status, etc.

Students who wish to petition the Sociology Internship Instructor for an exception must do so in writing. Written petitions should be directed to the Sociology Internship Instructor and will be considered by the Sociology Internship Instructor and the Department Chair.

4.2 Confidentiality

During their Internship, students are likely to have access or be exposed to confidential information regarding the agency’s clients or employees. It is the responsibility of Internship students to become familiar with and adhere to all of the confidentiality policies and procedures of the agency in which they complete their Internship.

4.3 Site Visits

All Internship students are required to schedule and participate in a site visit with their agency Internship supervisor and the Sociology Internship Instructor prior to the administration of the Mid-Term Evaluation. Additional site visits may be scheduled, if necessary, to assist in problem solving. If a problem is noted during the initial site visit, the Sociology Internship Instructor will collaborate with the student and the agency On-site Supervisor to create and implement a corrective action plan.
4.4 Evaluations
Internship students are required to submit a Mid-Term Evaluation and a Final Evaluation completed and signed by their agency Internship supervisor. These evaluations are intended to provide feedback to the student and the Sociology Internship Instructor regarding the student’s performance and achievement of learning objectives. In addition, students are required to submit an Internship Evaluation at the conclusion of their Internship. The purpose of this evaluation is to provide information to the Sociology Internship Instructor regarding the nature and quality of the learning experience and supervision offered by the agency.

4.5 Statement of Risks & Prohibited Activities
During their internship, students may be exposed to risks associated with the types of work undertaken by community agency partners. Examples of such risks might include working with individuals who may behave in an unpredictable manner or who have a communicable disease (e.g., HIV, AIDS, Hepatitis). To minimize risk, students are prohibited from engaging in any of the prohibited activities listed in this handbook. Further, students are encouraged to familiarize themselves with their agency’s security precautions and safety protocol and to discuss any safety concerns with their On-site Supervisor and/or the Internship Instructor.

Internship students are expressly prohibited from engaging in the following activities:

- Conducting home visits without being accompanied by an authorized agency employee;
- Transporting agency clients in personal vehicles; and,
- Transporting agency clients in agency-owned vehicles without being accompanied by an authorized agency employee.

4.6 Termination of a Placement
Termination of an internship placement may be initiated by the student, the Sociology Internship Instructor, or the On-site Supervisor at any time during the Internship in the event of ongoing performance issues, unethical or unprofessional behavior, or serious risk to the student or agency personnel. The Sociology Internship Instructor should be notified immediately by the student or the On-site Supervisor if there are issues of concern related to the performance or behavior of the student or the supervisor that cannot be resolved internally. The Sociology Internship Instructor will arrange to meet with the student and the On-site Supervisor to assist with problem solving and the development and implementation of a corrective action plan, if appropriate. If it is determined by the Internship Instructor that it is in the best interests of the student or the agency to terminate the placement, the Instructor will work with the student to make alternative arrangements to complete the Internship elsewhere if possible. Students who do not successfully complete the Internship will not earn a passing grade in SYA 4943. Students who wish to appeal a decision made by the Sociology Internship Instructor should do so in writing to the Chair of the Department of Sociology, Anthropology, and Social Work.
The **On-Site Supervisor Feedback on Student Performance** form is to be completed by the on-site supervisor. The student should request her/his on-site supervisor to fill in the form and send it directly to the Sociology Internship Instructor at mid-term and the final week of the semester (see following two pages).
**On-Site Supervisor Feedback on Student Performance, UNF Sociology Internship**

Name of Student: __________________________________________

Name of Agency/Center: __________________________________________

Internship Period from _____________________________ to _____________________________

Completed by: (print name) __________________________________________

Position: __________________________________________

Signature: _____________________________ Date: _____________________________

We would appreciate your cooperation in completing this feedback form for our student who has been placed with your agency as an intern. The purpose of this agency feedback form is to provide additional information regarding the student’s performance. Comments will serve as a reference for evaluating the student’s performance. This form is to be completed by the On-site Supervisor and returned to the Department at mid-term and during the final week of the student’s internship. The evaluation provides the opportunity to rate the student’s performance on a scale from “Outstanding” to “Poor” addressing various areas. Below each statement, please rank the student regarding each statement. If the on-site supervisor has no ground to assess such item, please check the “Not Applicable” column. Remarks will serve as a reference for evaluating students' performance.

<table>
<thead>
<tr>
<th>The students has:</th>
<th>Outstanding</th>
<th>Good Satisfactory</th>
<th>Not Satisfactory</th>
<th>Poor</th>
<th>Not Applicable</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>been punctual.</td>
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<td>shown courtesy to colleague/clients.</td>
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<tr>
<td>managed his/her time well.</td>
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<td>observed agency policies and procedures.</td>
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<td>respected agency space/equipment/property.</td>
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<td>responsibly carried out assigned duties.</td>
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<td>worked well with others in the agency or as a member of a team.</td>
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<td>demonstrated professional ethics.</td>
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<td>responded well to feedback.</td>
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<tr>
<td>sought out appropriate new experiences and opportunities.</td>
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<tr>
<td>applied sociological insights to the agency’s work.</td>
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<tr>
<td>demonstrated competence as a sociological practitioner.</td>
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</tbody>
</table>
Unfinished business (if any)

Any other comments

Please return this form directly to the Department at the mid-point of the internship and during the final week. Address the form to:

Sociology Internship Instructor  
Department of Sociology, Anthropology, and Social Work  
University of North Florida  
1 UNF Drive  
Jacksonville FL 32224  

- or -  

Fax (904) 620-2540
<table>
<thead>
<tr>
<th>Presentation Style &amp; Organization</th>
<th>Max Score</th>
<th>Actual Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free from spelling, punctuation and grammatical error</td>
<td></td>
<td>5</td>
<td></td>
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<tr>
<td>Writing style, organization and referencing</td>
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<tr>
<td>There is a clear outline of the purpose of the project (topic or research question)</td>
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<tr>
<td>Nature of the problem/issue is focused and thoroughly explained</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Internship Agency</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The nature and background of the organization is clearly presented</td>
<td></td>
<td></td>
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<tr>
<td>The strengths and weaknesses of the organization is well presented</td>
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<tr>
<td>The opportunities and threats facing the organization is well presented</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Issues in the Agency-Context</td>
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</tr>
<tr>
<td>Nature of the issues is well focused and thoroughly explained</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>The issues identified are well anchored to the contexts of the agency</td>
<td></td>
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<tr>
<td>The utilities for the agency by adopting a sociological point of view on the issues identified are well argued</td>
<td></td>
<td></td>
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<tr>
<td>Theoretical Framework, finding, and analysis</td>
<td>45</td>
<td></td>
<td></td>
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<tr>
<td>Literature review is relevant and consistent with the topic</td>
<td></td>
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<tr>
<td>Discussion of relevant literature (theoretical and empirical) is clear and critically reviewed</td>
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</tr>
<tr>
<td>Research strategies used are well described and justified</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Major findings are presented</td>
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<tr>
<td>The findings are discussed and analyzed in terms of the theoretical framework adopted</td>
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<td></td>
</tr>
<tr>
<td>Evidence of creativity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Synthesis &amp; Conclusions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The contributions of the analysis to the agency are well argued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss the practicality of applying the project findings in the agency</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>The project can meet the objectives it set out to achieve</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Evidence of creativity</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reflection</td>
<td></td>
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<tr>
<td>The ways one is adhered to the code of ethics for sociological practitioners are well described</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>The personal value orientations and perceptions one had brought to the workplace are well discussed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New perspectives brought to the agency are clearly articulated</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructor (Name) : _________________________________ (Signature) : _________________________________**

**Total Score**
### Student Feedback on Internship Agency

**Name of student:**

**Internship agency:**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Agree</th>
<th>Agree Somewhat</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The agency has been responsive to my learning needs.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>b) The agency is able to provide direct practical experience for me.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>c) I have good access to agency staff in getting assistance and in learning about their work.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>d) The agency supervisor is generally supportive.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>e) The agency supervisor is responsible in helping me to learn.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>f) The social environment in the agency conveys a spirit of professionalism.</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>g) The social environment in the agency conveys a spirit of commitment to professional values and ethical practice.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>h) Overall, I think my internship agency is suitable for placing UNF students.</td>
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**Additional Comments:**
## Log Book

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After you have been offered and have accepted an internship placement, please complete and submit this form to the designated Sociology Internship Instructor to confirm your placement. In addition to this form, you should also review the Sociology Internship Handbook, sign, and submit a copy of the Acknowledgment of Receipt. Both documents must be submitted to the designated instructor prior to beginning the internship.

**General Information**

| Student’s Name:                                                                 |                                   |
| Agency:                                                                        |                                   |
| Agency Address:                                                               |                                   |
| Internship Supervisor:                                                        |                                   |
| Phone #: Email Address:                                                       |                                   |

**Internship Activities**

*List the activities you will participate in during your internship. Attach an additional page, if necessary.*

By signing below, the Student and Internship Supervisor confirm that the Student will complete his or her internship (120 hours), engaging in the activities described above, at the agency identified in this Placement Confirmation. Any questions or concerns regarding this placement should be directed to the Internship Instructor or the Chair of the Department of Sociology, Anthropology, and Social Work (904) 620-2850.

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<th>Student’s Signature</th>
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<td>Internship Supervisor’s Signature</td>
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Acknowledgement of Receipt of Sociology Internship Handbook

After reviewing the Sociology Internship Handbook, please sign the acknowledgement below and return this page to the Sociology Internship Coordinator. Please maintain a copy of the handbook for your records.

I _____________________________________________ have read and received a copy of the Sociology Internship Handbook. I understand that I should contact the Sociology Internship Instructor if I have questions about the policies and procedures discussed in this handbook. I also understand that I am required to adhere to the policies and procedures detailed in this handbook while completing my Sociology Internship.

________________________________________________________________________________________

Student Signature                      Date

________________________________________________________________________________________

Instructor Signature                   Date
APPENDIX A: General Guidelines for the Written Report

1. Introduction
   a) What are the objectives of the project?
   b) What are the issues dealt with by the project (i.e., nature and scope of the project)?

2. About the internship agency
   a) What are the major characteristics of the agency?
   b) In which contexts is the agency situated?
      • What are the background of the agency, its mission, clients or constituents, and focus of services?
      • What are the strengths of the agency?
      • What are the weaknesses the agency?
      • What are the opportunities facing the agency?
      • What are the threats facing the agency?

3. Issues-in-the-agency-contexts
   a) Discuss the issues you identified in 1) against the contexts of the agency discussed in 2) (e.g., the significance of the project to the internship agency).
   b) Discuss the utilities for the internship agency by adopting a sociological point of view on the issues identified.

4. Theoretical framework, findings, and analysis
   a) What is the theoretical framework chosen for the analysis? What is(are) the justification(s)?
   b) Discuss the contributions of various theoretical and empirical research related, directly and indirectly, related to the project.
   c) Describe the methods: who was studied and why; how informants were recruited; the rationale for the data collection methods adopted; where and when the data were collected; the rationale for the methods of analyses adopted (e.g., why the identification of themes is used? Or, why the factor analysis is used?)
   d) Outline the chief findings.
   e) Discuss and analyze the findings in terms of the theoretical framework chosen.

5. Synthesis and conclusion
   a) What are the main contributions of the analysis to the agency?
   b) Suggest ways to evaluate the contributions of your analysis, if it is applied by the agency in the future.
   c) To what extent does your project meet the objectives set out to achieve?

6. Reflections on the roles as a sociological practitioner in the agency during the internship experience
   a) In which ways have you adhered to the code of ethics for sociological practitioners throughout the internship experience?
   b) What personal value orientations and perceptions about individuals and groups, and issues examined above – as a sociological practitioner – have you brought to the workplace?
   c) To what extent have you introduced new perspectives to the agency to understand the issues examined?