

**BSU Department of Sociology**  
Internship (SOC 493) / Practicum (SOC 490)

**General Instructions and Responsibilities:**

The internship or practicum requires a different set of skills and knowledge than academic classes. In the classroom we emphasize the knowledge of facts and evaluate you on “what” you must know relative to the content. Experimental learning via internship and/or practicum is based on “what you can do” with “what” you know and how well you relate it to the situations you encounter.

Another difference is that unlike an academic course, it is never clear beforehand just what you will have to know. There is no study guide. You must be ready to use any knowledge or skills you have and some that you do not have. To gain the most from the experience, appreciate that the experience is related to, but markedly different from the typical academic class.

While internship or practicum are not the same as a class, you are expected to learn. Be honest about your limited skill or knowledge; be willing to say, “I don’t know.” If you see or hear something that you don’t understand, ask your supervisor or internship/practicum professor. As a student, be open about what you need to learn and pursue the knowledge. By acknowledging what you do not yet know, you enhance your potential to learn.

**Ethical Responsibilities:**

You are expected to know and follow some basic ethical considerations and to learn about special ethical issues germane to the site where you will be placed during the semester. The following principles apply to all students who enter into an internship or practicum experience.

*Confidentiality:* The individual identity of people who are “clientele” and with whom you work must not be revealed without specific permission of the person or persons. This holds true in terms of discussion about your experience with other students or professors, identities must not be revealed in journal notes or your final paper.

*Know your strengths and weaknesses:* You must recognize your limitations in training and abilities. When situations arise where you need help, seek help from your site supervisor or professor.

*Reports and Records:* You are responsible to maintain accurate and reliable records as required by your placement site and those required by the Department of Sociology.

**Learning Agreement:**

You are required to complete the Learning Agreement form in collaboration with the person who will be your site supervisor. This will require that you give consideration to what you hope to learn during the course of the semester, what activities will enable this learning and upon completion to evaluate the outcome of your experience. After you have completed the form both the site supervisor and the internship/practicum professor will sign it. Each person shall keep copies.

**Journal Instructions:**

Effective journal work takes time, but journals that are done provide a unique and valuable form of learning. To make the most of journal work you should use a journal to (a) record experiences, (b) reflect on your experiences to better understand your own reactions and impressions (c) make notes about questions, ideas, or discoveries you wish to discuss or study further and (d) provide a foundation for your final paper. These journals will be delivered to the internship coordinator on a weekly/bi-weekly basis either in hard copy or via e-mail.

**Final Paper:**

You will complete a 5-10 page paper on your experience. This paper will cover what you have learned, how your education affected your internship/practicum, and what this internship/practicum tells you about your future career. This paper is due absolutely no later than the last day of finals week. Earlier is better.

**Site Supervisor Evaluation:**

Your site supervisor will evaluate your internship. There is a form available in the department/on the departmental website/or the internship coordinator can e-mail you a copy. If you have done everything I ask your grade will be based mostly on this evaluation so take it seriously and let your site supervisor know this too. This evaluation is due to the internship coordinator absolutely no later than the last day of finals week.