

IMPORTANT INFORMATION REGARDING INTERNSHIPS

Eligibility & Getting Started

1. Prospective Interns must have a cumulative grade point average of 2.50 and be a rising Junior or Senior in good academic standing.
2. The prospective Intern is responsible for finding and securing the internship. Once the site is secured, the attached application should be completed in collaboration with the Internship Supervisor. Once this is done, the application can be submitted to the Internship Coordinator for verification and approval.
3. Student Interns must also complete an EIU Undergraduate Internship Agreement Form before the start of their placement hours.

Enrollment & Academic Policies

1. Internships are paid for in the same way as a traditional classroom-based course. Interns are allowed to be paid for work done in conjunction with their internship.
2. Credit Hour Determination: 1 hour of upper-division, elective college credit will be granted for every 40 hours of on-site work (most agencies and organizations have a standard 40-hour work week).
You can only receive a maximum of 12 hours of credit for an internship – This can be divided across multiple semesters.
3. Internship hours do not count toward the required hours for the Sociology or Criminology majors or for the Sociology, Anthropology, or Criminology minors.
Internship hours earned do count toward the total number of 3000- and 4000-level hours required to earn a degree from Eastern Illinois University.
4. You do not receive letter grades for internship hours completed; rather, internships are graded on a CR (credit) or NC (no credit) basis. No partial credit is given for internships.

Internship Requirements & Successful Completion

1. Student interns are required to complete TWO reflective writing assignments as part of their internship:
 - a. weekly electronic journal entries on D2L.
 - b. meet face-to-face or by phone with the Internship Coordinator at the mid-point of the internship experience as well as during Finals Week.
 - c. a final reflective essay due on the Wednesday of the semester's Final Exam Week.
Directions for each written assignment will be provided by the Internship Coordinator through D2L.
2. Credit is earned when the intern:
 - a. completes the required number of hours at their internship site (verified through daily activity sheets submitted weekly).
 - b. receives positive feedback from site supervisors.
 - c. meets with the Internship Coordinator at the mid-point & end of the Internship semester.
 - d. sufficiently completes and submits each weekly journal entry.
 - e. and the final essay is submitted.

INTERNSHIP APPLICATION

NOTE: *This form is due back to the Internship Coordinator before you can be registered. You do NOT enroll yourself in this course.*

Student Information

Name: _____

E-Number: _____

Email Address: _____

Academic Adviser: _____

Student's Current Address and Telephone Number:

Student's Permanent Home Address and Telephone Number (*if different from current*):

Internship Organization Information

Name and Address:

Telephone: _____

Name of the Internship Supervisor: _____

Internship Supervisor Email Address: _____

Internship Plan

Number of weeks: _____

Number of hours per week: _____

Typical daily schedule: _____

Exact Start date: _____ Exact End date: _____

Internship Semester: Fall Spring Summer

Internship Year: _____

Internship Credit Hours (1-12): _____

Internship credit is 1 credit hour for every workweek of time (40 hours) served at the placement site.

Write a brief description of the expectations and work to be completed during the internship including 3 to 5 learning objectives:

Learning Objectives:

1. _____
2. _____
3. _____
4. _____
5. _____

Eastern Illinois University
Department of Sociology, Anthropology, & Criminology

Verification: I have read and filled out this form to the best of my ability. I completely understand that failure to turn in Daily Activity Sheets (DASs) on a weekly basis, failure to complete weekly journal entries, failure to meet with the internship coordinator at the mid-point of the duration of the internship, or failure to submit a final reflective essay to the Internship Coordinator may result in a negative evaluation for the internship experience. I further understand that grading for internships conforms to "CR" (credit)/"NC" (no credit). Student interns are expected to behave in a professional manner during the course of their internship (being punctual, polite, identifying yourself as an intern, carrying out assigned tasks, etc.). Further, student interns should ensure they exceed the level of professionalization and accountability as determined by the employment policies of the organization with which they are working. *Should a problem develop between you and your placement site, it is your responsibility to contact the Internship Coordinator IMMEDIATELY.*

Student Intern Signature	Date
Internship Site Supervisor Signature	Date
Department Internship Coordinator Signature	Date
Department Chair Signature	Date

This Section For Office Use Only

Course: SOC 4275 ANT 4275 CRM 4275

Part of Term (SU only): _____

Course Built? Y / N

CRN: _____

Student Registered Date: _____