



INTERNSHIP APPLICATION
Department of Sociology

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SOCI 4379:
Internship in Applied Sociology

2018-2019

SAM HOUSTON STATE UNIVERSITY

A Member of the Texas State University System

Overview of Internship Process and Requirements

SOCI 4379: Internship in Applied Sociology

An Internship in Applied Sociology is designed to give students a supervised pre-professional experience applying sociological knowledge and research methods in a community-based, government agency or for-profit organizational setting. To that end, students will carry out “applied sociology” projects in the field.

Participation Requirements:

- Sociology major or minor
- Class rank of junior or senior
- Minimum 2.5 GPA
- Enrollment in SOCI 4379 Online during the semester of the internship

Internship Expectations:

- The ability to work approximately 10-12 hours per week for a total of 120 hours per fall/spring semester; or a total of 120 hours over at least 6 weeks during the summer semester.
- Transportation to and from the work assignment
- A professional attitude, appearance, and desire to learn and work

Online Course Requirements:

- Readings and Exercises
- Occasional discussions
- Completion of reflection essays and organizational reports

Application and Internship Process:

- Submit Application Packet
 - ✓ Summer application deadline April 20
 - ✓ Fall application deadline July 20
 - ✓ Spring application deadline October 20
- Schedule an informal interview with the Internship Coordinator
- Schedule an appointment with your academic advisor to discuss your course schedule
- Receive internship assignment, application, or referral
- Contact employer and arrange meeting at agency
- Develop work schedule with internship agency
- Complete Internship Placement Agreement Forms
- Consistently meet work and course deadlines
- Submit Internship Assessment and Completion Forms

Application Checklist:

- ☐ Complete the Internship Application
- ☐ Complete the Internship Preference Form
- ☐ Submit an Unofficial Transcript
- ☐ Submit two reference letters (preferably a faculty member and an employer)

Internship Application
SOCI 4379: Internship in Applied Sociology

Please print clearly. Contact Dr. Melissa Tackett-Gibson with any questions regarding this application at (936) 294-4537 or by email at sociologyinternships@shsu.edu.

Submission deadlines: Fall Placement - July 20; Spring Placement - October 20; Summer Placement – April 20

Date: _____	Internship Semester:	Fall	Spring	Summer
Student Information				
Name: _____		SAM ID: _____		
DOB (mm/dd/yyyy): _____		SHSU Email: _____		
Home Phone: _____		Cell Phone: _____		
Mailing Address:				
Street: _____				
City: _____		State: _____		Zip Code: _____
Emergency Contact				
Name: _____		Relationship: _____		
Email: _____		Home Phone: _____		
Cell Phone: _____		Work Phone: _____		
Mailing Address:				
Street: _____				
City: _____		State: _____		Zip Code: _____
Primary Physician: _____		Phone: _____		
Academic Experience				
Major: _____		Minor: _____		
Current SHSU Overall GPA: _____		Major GPA: _____		Minor GPA: _____

Academic Experience information is *REQUIRED*. Application will not be processed without requested GPA.

Completed Courses		
	Course	Final Grade
	SOCI 1301 Principles of Sociology	
	SOCI 2399W Writing in Sociology	
	SOCI 1306 Social Problems	
	SOCI 3443 Social Statistics	
	SOCI 4340 Research Methods in Sociology	
	English composition of technical writing	
	Public Speaking (University level)	
	Other Research Methods Courses _____	
	Courses with an ACE designation (List) _____ _____ _____	
	Human Services Minor Courses (COUN) _____ _____	
	CRIJ 4336 Understanding Human Behavior	
	CRIJ 4370 Interviewing and Counseling	
	CRIJ 3000-4000 Level Victimology Courses	
	Other courses relevant to work in a professional setting: _____ _____ _____ _____	

Internship Objective/Career Goals: *Briefly describe what you hope to gain from the internship in relationship to your career goals, including plans to attend graduate school. Include any special areas of sociology or community services that interest you.*

Work Experience: *Briefly describe any experiences you have in community service and/or in applying sociological skills in the workplace.*

Other Employment or Volunteer Experience: *Briefly describe any other work or volunteer experience that you have.*

Special Skills: *Please list any special skills that you possess such as language proficiency other than English, research skills, skills in computer applications, etc.*

Attach with this application:

- Placement preference form
- Two reference letters (preferably from a faculty member and an employer),
- A copy of your unofficial transcript
- A current resume

Please submit your completed application to:

Mailing Address

Department of Sociology
Sam Houston State University
Attn: Dr. Melissa Tackett-Gibson
Box 2446
Huntsville, Texas 77341-2446
Phone: 936.294.1942
Fax: 936.294.3573

Physical Address

Department of Sociology
CHSS Building
1901 Avenue I, Suite 270
Huntsville, Texas 77341

Online application available at:

<http://www.shsu.edu/academics/sociology/internships>

Internship Placement Preference Form
SOCI 4379: Internship in Applied Sociology

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Submission deadlines: Fall Placement - July 1; Spring Placement - October 1; Summer Placement – April 1

Student Information

Name: _____ SAM ID: _____

SHSU Email: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Agency Preferences

Select four categories of agencies that you are interested in interning with. Rank agencies in terms of your level of interest.

Select	Agency Type	Rank (Please Select)			
	Advocacy and Lobbying Groups	1	2	3	4
	Colleges/Universities	1	2	3	4
	Community Service Organizations	1	2	3	4
	Elder Service Agencies and Retirement Communities	1	2	3	4
	Elementary, Middle and Secondary Schools	1	2	3	4
	Family and Child Services Agencies	1	2	3	4
	Foundations (Corporate and Privately Financed Community Service Agencies)	1	2	3	4
	Government Agencies – Federal	1	2	3	4
	Government Agencies – State or Local	1	2	3	4
	Hospitals and Wellness Centers	1	2	3	4
	Marketing Research and Public Relations Firms	1	2	3	4
	Medical Advocacy or Community Health Agencies	1	2	3	4
	Mental Health Service Organizations	1	2	3	4
	Non-Profit Organizations	1	2	3	4
	Policy Analysis and Research Institutes	1	2	3	4
	Public Opinion Research	1	2	3	4
	Religiously Affiliated Organizations	1	2	3	4
	Substance Abuse and Health Rehabilitations Centers	1	2	3	4
	Other: _____	1	2	3	4
	Other: _____	1	2	3	4

Geographic Location of Internship

Select four geographic locations in which you are able to work. Rank the locations in terms of preference.

Select	Location	Rank (Please Select)			
	Austin	1	2	3	4
	Bryan/College Station	1	2	3	4
	Conroe/Montgomery County	1	2	3	4
	Dallas/Fort Worth	1	2	3	4
	Huntsville/Walker County	1	2	3	4
	Downtown Houston (Within Sam Houston Tollway/Beltway 8)	1	2	3	4
	Northeast Houston (Humble Area)	1	2	3	4
	Northwest Houston (Katy/Cypress Area)	1	2	3	4
	Southeast Houston (Pearland/Baytown Area)	1	2	3	4
	Southwest Houston (Sugarland Area)	1	2	3	4
	San Antonio	1	2	3	4
	The Woodlands/Spring Area	1	2	3	4
	Other: _____	1	2	3	4
	Other: _____	1	2	3	4

Do you prefer a rural or urban location?

Urban

Rural

Suburban

No Preference

Travel and Special Needs

Please describe any special accommodations or needs you may have that should be considered when making an internship placement. These may include travel restrictions, disabilities, medical concerns, or other considerations. Any special needs identified will not be shared with an on-site supervisor without your expressed consent. The Internship Instructor will use this information solely for placement purposes.

Please submit your preference form to:

Mailing Address

Department of Sociology
Sam Houston State University
Attn: Dr. Melissa Tackett-Gibson
Box 2446
Huntsville, Texas 77341-2446
Phone: 936.294.1942
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