

SOC/ANT 399 INTERNSHIP PROPOSAL FORM



1. **Applicant Information.** Students enrolling in the course should have junior or senior status and a cumulative G.P.A. of at least 2.5. Students should normally be enrolled as a Sociology or Anthropology major or minor, although on occasion the instructor or the internship may allow other students to enroll.

a. Name:		
b. Email address:		
c. Home Phone		
d. College Phone		
e. Credits Earned to Date:	Expected Date of Graduation:	Cumulative GPA:
f. Semester/Term of Internship:		Year:
g. Number of Course Units of Proposed Internship:		

2. **Internship Information.** This course provides an opportunity for students to integrate theory with practical work experience in sociology and anthropology under the supervision of a field supervisor and a TCNJ faculty coordinator. The field supervisor is an important participant in the internship experience. At the end of the term, the field supervisor is expected to confirm the number of hours the student worked as an intern and complete an evaluation form assessing the student's performance.

a. Name of Organization:
b. Name of Field Supervisor:
c. Title of Field Supervisor:
d. Field Supervisor Phone:
e. Field Supervisor Email:
f. Organization Mailing Address:
g. Please provide a brief description of the proposed duties/tasks to be completed during internship.

- h. The internship offers an experiential learning environment to build on the theoretical and conceptual material introduced in TCNJ coursework. In one to two paragraphs, please describe the previous coursework and core concepts related to the internship and how the internship will provide a deeper learning experience in those concepts. Be specific.

3. **Learning Goals & Outcomes.** The course meets the following learning goals set out by the Department of Sociology & Anthropology:
- a. Original Research: Students will be able to conduct original research using appropriate primary and secondary sources and the empirical research tools characteristic of the discipline.
 - b. Application of Knowledge: Students will be able to apply their sociological/anthropological knowledge in first-hand experiences and be aware of connections between what they learn in the classroom and the workings of the outside world.
 - c. Active Learning/Public Service: Students will be actively engaged in the learning process both in the classroom and in extracurricular activities so as to stimulate their curiosity, interest them in public life, foster openness, and increase their self-confidence.
 - d. Career Preparation: Students will have developed realistic ideas for applying their knowledge and skills in meaningful employment and/or further educational opportunities after graduation, in part through internships, independent research, and special programming.
 - e. Middle States/HSS learning outcomes: advance critical analysis and reasoning, strengthen information literacy skills, prepare students to participate in civic life and for potential careers, and understand key political processes and instructions.
 - f. Internship-specific learning goals & outcomes:

4. **Student responsibilities.** In addition to performing the duties/tasks outlined above, the student intern agrees to work at the internship for a **minimum of 130 hours** (per 1 unit course) **in addition to 70 hours spent carrying out academic work**, complete internship work on time and meet the internship supervisor's standards of quality, and engage in a professional manner while working at the internship. The student will also complete an academic research project, under the supervision of the Faculty Coordinator, on a topic related to the work of the internship or some other sociological or anthropological topic.

The research paper/project needs to be completely original. It cannot recycle work produced for the internship or another class. All material taken from other sources must be properly cited in the text and clearly referenced in the bibliography.

Course Work and Grading. Table 1 Grading Weights

Assignment	% of Final Grade		Due Date
Required Meetings (4) with Faculty Coordinator	4		variable
Weekly field journal, 5 pgs/week minimum	6		weekly
Outline & draft annotated bibliography to include at least 5 sources	5		tbd
Final research paper (10 pgs for full unit; 5 pgs for .5 unit)	15	BY	before end of exam period
Internship Work and final internship poster slide	70	BY	at least one week before exam period begins

5. Faculty Coordinator The faculty coordinator must be a full-time Sociology or Anthropology faculty member who agrees to oversee this internship experience and the corresponding academic component.

6. Signatures.

Student: *I have read and agree to carry out the responsibilities outlined in this Course Proposal Form. I will report any significant changes in my work assignment and/or any problems encountered at my internship placement immediately to the Faculty Coordinator.*

Signature of Student Intern Applicant

Date

Field Supervisor: *I am willing to serve as Field Supervisor for the internship as described above. I agree to supervise this student for his/her internship for a total of at least 130 hours of his/her internship work.*

Signature of Field Supervisor

Date

Faculty Coordinator: *I am willing to serve as Faculty Coordinator for the internship as described above.*

Signature of Faculty Coordinator

Date

Department Approval: *The signature below indicates approval of this agreement as of the date indicated. Registrar should enroll the student in SOC 399 or ANT 399 for the term and course unit stated in Section 1.*

Signature of Chair, Department of Sociology and Anthropology

Date