

Sociology/Anthropology Department Policies for Internships and Co-ops

An *internship* is defined as a one-time experience for which an individual is usually not paid and involves the student in projects such as seminars and/or research papers in addition to the work experience. Internships tend to take place while the student is taking additional courses.

A *co-op* is defined as a repeated experience or an experience that alternates with the student's academic work on campus. It is usually a paid experience and may contain less extensive additional projects. A student does not usually take courses while on co-op.

Eligibility Requirements to Participate:

- Sociology and Anthropology majors must have a minimum overall G.P.A. of 2.25 and a G.P.A. in their major of at least 2.50 or permission from the department.
- They must have completed a minimum of 45 credits with at least nine credits in the major.
- They must complete the application process for an internship or co-op with the Office of Experiential Learning and Career Management. Visit their website at: <http://www.millersville.edu/ices/internships/students.php>.
- They must secure the approval of Dr. Glazier, the Sociology/Anthropology Department Internship/Co-op Coordinator.

Length of Experience:

A three credit internship/co-op will require approximately 140 hours spent on the job (14 weeks, 10 hours each week). Summer internships and co-ops can vary in the number of weeks but will not be for fewer than 10 weeks and will also consist of approximately 140 hours for three credits.

For sociology or anthropology majors who participate in the internship/co-op program, the total number of internship or co-op credits completed can range from three to nine credits; however, no more than six credits will generally count toward their major course requirements.

Application:

At least one semester before doing an internship, the student should:

1. Complete the online Internship Orientation found at <http://www.millersville.edu/ices/internships/Orientation/index.htm>
2. Then, meet with the department Internship Coordinator (Dr. Glazier) to discuss internship plans.

Job Description:

The department coordinator must approve each new internship or co-op. The student will obtain a job description for the internship experience and submit that to the department coordinator for approval. The job description should include responsibilities, duties, areas of observation, and other related experience. The employer must also fill out the Internship Office job description form (<http://www.millersville.edu/ices/coopform.php>)

Requirements for Internships and Co-ops

- Essays examining internship or co-op experiences in terms of any of the following:
 - Goals and learning objectives
 - Sociological or anthropological concepts, methods and themes
 - Skills acquired
 - Ethical issues
 - Supervision
 - Personal growth
 - Professional development
 - Intra and inter agency relationships
- A minimum of five conferences with the faculty supervisor (this policy will vary for summer internships and co-ops, or internships and co-ops conducted in other countries)
- One on-site visit by the faculty supervisor (exceptions to this policy may be necessary for internships and co-ops located in other parts of the U.S. or in other countries)
- An oral presentation of their experiences
- Outcome paper

- Students who wish to do a six credit internship or co-op must work 280 hours and must also complete a project in conjunction with the internship or co-op. It may be a research project of some other kind of activity, which results in a final report or substantial work product. The student should secure the approval of the faculty supervisor for the project **prior to** the start of the internship or co-op.