

**Department of Sociology and Anthropology Sociology/Criminology  
Internship Program Application Spring 2021**



The SOCI 498 internship experience is designed to provide students with an opportunity to engage in applied sociology—to integrate knowledge and theory with field experience and to evaluate vocational options based on newly acquired knowledge and skills. Additionally, internships can provide opportunities for students to gain valuable work experience, develop professional contacts, and to use their skills to contribute to the local community. In short, an internship offers the opportunity to learn and grow personally, academically, and professionally.

Students who are accepted into the SOCI 498 program will have a chance to earn 3 academic credits completing a semester-long internship in a field relating to their career interests. Students may complete internships during the fall and spring semesters. Possible internships include working with criminal justice agencies (e.g., police, courts, and corrections), law firms, rehabilitation programs, mediation clinics, human resource agencies, children’s services units, hospice programs, elder care facilities, child mentoring projects, and educational programs.

All juniors and seniors majoring in general sociology, sociology-criminology, or liberal studies are eligible to apply to the internship program. However, SOCI 498 is *a competitive program with a limited number of slots*. While the internship coordinator will decide final program eligibility, priority is given to seniors and students with at least a 3.0 G.P.A. .

To apply, students must complete and write a 1-2 page ***personal statement*** explaining their career interests and why they are a good fit for the internship program. Students must also provide a ***résumé*** and complete a brief ***application***. Once this information has been submitted and all of the program requirements met, the student will be contacted by the program coordinator(s). Final acceptance of the prospective intern hinges on the approval of the sponsoring agency or organization.

## DEADLINES

Application materials and accompanying documents must be completed and submitted to Dr. Steve Swinford, the internship program coordinator. His email address is: [swinford@montana.edu](mailto:swinford@montana.edu)

**Applications are due by Friday, November 20, 2020.** Submission does not guarantee that you will be accepted into the program.

## PROGRAM REQUIREMENTS

The actual internship experience will vary according to the needs and opportunities of the sponsoring agency. In all cases, however, the basic requirements of the internship are:

1. **Work Requirements:** Interns will be expected to provide useful service to the sponsoring organization. The nature of the work will vary greatly, from compiling statistical information to assisting staff members who work directly with clients. Interns must comply with all rules and regulations of the sponsoring agency.
2. **Journal:** A log and journal recording worktime, activities, and sociologically based insights must be kept on a daily basis and turned in at various points during the semester.
3. **Weekly Summaries:** A weekly summary of activities will be submitted by the intern to the faculty sponsor and it will be shared with the sponsoring agency.
4. **Paper:** The student will write a final paper that provides closure to their internship experience. Papers will be approximately 8 typewritten pages (double-spaced, 12-point font) applying sociological theory and scholarship to their experiences at the sponsoring agency.
5. **Meetings:** Students will be expected to meet with their Internship Coordinator twice during the course of the semester. These periodic progress reports will allow the instructor to evaluate your performance throughout the semester.

## EVALUATION

To be eligible for placement into the internship program, the following requirements must be met:

- Sociology or Sociology-Criminology Majors have priority, but other majors can apply.
- A 3.0 GPA is preferred, but not required (Those with a 3.0 will be given priority)
- Junior or Senior
  
- For Sociology or Sociology-Criminology students: completed 15 credit hours in Sociology plus *Sociological Research Methods* (SOCI 318).

Meeting these requirements does **not** guarantee placement into the internship program. This is a competitive program with a limited student capacity. Applications will be

reviewed and the internship coordinator will decide whether or not to accept you as a possible intern.

In addition, being accepted into the program by the coordinators does not guarantee an internship. Students will not be able to enroll in the course until they have been interviewed and accepted as an intern by the sponsoring agency. Please plan your next semester schedule accordingly.

If you are interested in applying for an internship, please provide all of the necessary documents listed below:

1. Completed application form
2. Resume
3. Personal statement

## **FREQUENTLY ASKED QUESTIONS**

*What is an internship?*

The National Society for Experiential Education defines an internship as a: “work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience.” In consultation with faculty, students choose from a host of experiential learning opportunities designed to foster personal, academic, and professional growth.

*Why should I do an internship?*

The internship experience is designed to give students “hands on” experience—to apply what is learned in the classroom to real world situations. Internships are a concrete and meaningful way to more fully **develop what Mills calls the Sociological Imagination**, so that participants see and understand the interconnectedness of self, other, and the many social institutions within which we all function.

In addition, there are other benefits to participating in an internship program. While there can be no doubt that academic achievement helps form a solid foundation for career success, exposure to and engagement with the world beyond the academy can be instrumental in helping students to understand the requirements of a profession and make informed career choices. Beyond this, research also shows that internships help students acquire new skills, improve writing and analytical skills, and develop valuable references and contacts.

*How many credits can I earn through the internship program?*

You may earn from **three academic credits** in this program.

*How many hours a week will I need to work?*

The number of hours you work each week may vary somewhat depending on your schedule and the needs of the agency for which you are working. To receive full course credit, however, you must meet your total hour requirements. Our interns generally work between 6-8 hours a week for a total of 90 hours throughout the course of the semester.

*How will I be graded?*

The faculty member will assess participants and assign grades based on: weekly journal entries, a term paper, duty fulfillment, and supervisor evaluations.

## **INTERNSHIP ETHICAL REQUIREMENTS**

### *Montana State University Code of Conduct*

Department of Sociology and Anthropology Montana State University

During your internship, you must adhere to Montana State University's Student Code of Conduct. If you have not reviewed the code recently, please read it again:

[http://www2.montana.edu/policy/student\\_conduct/](http://www2.montana.edu/policy/student_conduct/)

### *American Sociological Associations Code of Ethics*

Since you are a sociologist, you must also adhere to the American Sociological Association's Code of Ethics. A summary of the ASA code is attached as Appendix I. You may also view the full code here: <http://www.asanet.org/galleries/default-file/Code%20of%20Ethics.pdf>

### *Sociology Internship Code of Ethics and Conduct*

In addition to the Montana State University Student Code of Conduct, you will adhere to the following rules during the course of your internship. *Violation of these rules can lead to a failing grade and expulsion from the internship program.*

1. Understand and follow the sponsoring agency's rules.
2. NEVER allow yourself to be placed in a dangerous situation.
3. Do not engage in conduct that is beyond your training.
4. Ask questions when you do not understand something.
5. Do not convey sensitive information to family or friends outside the agency.
6. Never violate client/suspect confidentiality.
7. Always be on time--Don't leave early.
8. Dress according to the expectations of the agency.
9. Always behave in a professional manner.
10. Use appropriate language and avoid profanity.
11. Be courteous and respectful to clients and agency staff.
12. Be honest and forthright in all areas of your internship.
13. Avoid becoming involved in agency politics or gossip.
14. Never start an inappropriate relationship with either staff or clients during the internship.

Thank you for your interest in the Internship Program.

**APPLICATION FORM FOR SOCIOLOGY/CRIMINOLOGY INTERNSHIP- Spring 2021**

Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Overall GPA: \_\_\_\_\_ Sociology GPA: \_\_\_\_\_

Which of the following areas interest you the most in Sociology and/or Criminology?

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The following items must be included in your application packet:

1. This Application form
2. Unofficial Academic Transcript
3. Resume (include one personal and one professional reference)
4. Personal Statement (as described below)

**PERSONAL STATEMENT**

The purpose of the personal statement is to convey to the internship coordinator information that you think (s)he should know about you. In particular, you should explain: (1) What areas of sociology/criminology interest you the most and why; 2) Why you want to do an internship; (3) What skills and abilities you can bring to an internship; and (4) What you hope to achieve from the internship program.

Thoughtful consideration should be given to this portion of the application. Personal statements allow the coordinator to gain information not otherwise available and determine which of the internship experiences might best accommodate your needs and interests. Personal statements also serve as a means to assess your language skills and your compatibility with this program.

Your personal statement should be typed in 12-point font, double-spaced, and no longer than two pages.

## APPENDIX I

### AMERICAN SOCIOLOGICAL ASSOCIATION: CODE OF ETHICS

<http://www.asanet.org/cs/root/leftnav/ethics/ethics>

Department of Sociology and Anthropology Montana State University

The American Sociological Association's (ASA's) Code of Ethics sets forth the principles and ethical standards that underlie sociologists' professional responsibilities and conduct. These principles and standards should be used as guidelines when examining everyday professional activities. They constitute normative statements for sociologists and provide guidance on issues that sociologists may encounter in the professional work environment.

ASA's Code of Ethics consists of an Introduction, a Preamble, five General Principles, and specific Ethical Standards. This Code is also accompanied by the Rules and Procedures of the ASA Committee on Professional Ethics which describe the procedures for filing, investigating, and resolving complaints of unethical conduct.

The Preamble and General Principles of the Code are aspirational goals to guide sociologists toward the highest ideals of sociology. Although the Preamble and General Principles are not enforceable rules, they should be considered by sociologists in arriving at an ethical course of action and may be considered by ethics bodies in interpreting the Ethical Standards.

The Ethical Standards set forth enforceable rules for conduct by sociologists. Most of the Ethical Standards are written broadly in order to apply to sociologists in varied roles, and the application of an Ethical Standard may vary depending on the context. The Ethical Standards are not exhaustive. Any conduct that is not specifically addressed by this Code of Ethics is not necessarily ethical or unethical.

Membership in the ASA commits members to adhere to the ASA Code of Ethics and to the Policies and Procedures of the ASA Committee on Professional Ethics. Members are advised of this obligation upon joining the Association and that violations of the Code may lead to the imposition of sanctions, including termination of membership. ASA members subject to the Code of Ethics may be reviewed under these Ethical Standards only if the activity is part of or affects their work-related functions, or if the activity is sociological in nature. Personal activities having no connection to or effect on sociologists' performance of their professional roles are not subject to the Code of Ethics.

#### ***Preamble***

This Code of Ethics articulates a common set of values upon which sociologists build their professional and scientific work. The Code is intended to provide both the general principles and the rules to cover professional situations encountered by sociologists. It has

as its primary goal the welfare and protection of the individuals and groups with whom sociologists work. It is the individual responsibility of each sociologist to aspire to the highest possible standards of conduct in research, teaching, practice, and service.

The development of a dynamic set of ethical standards for a sociologist's work-related conduct requires a personal commitment to a lifelong effort to act ethically; to encourage ethical behavior by students, supervisors, supervisees, employers, employees, and colleagues; and to consult with others as needed concerning ethical problems. Each sociologist supplements, but does not violate, the values and rules specified in the Code of Ethics based on guidance drawn from personal values, culture, and experience.

### ***General Principles***

The following General Principles are aspirational and serve as a guide for sociologists in determining ethical courses of action in various contexts. They exemplify the highest ideals of professional conduct.

#### ***Principle A: Professional Competence***

Sociologists strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, professional, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their students, research participants, and clients.

#### ***Principle B: Integrity***

Sociologists are honest, fair, and respectful of others in their professional activities—in research, teaching, practice, and service. Sociologists do not knowingly act in ways that jeopardize either their own or others' professional welfare. Sociologists conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

#### ***Principle C: Professional and Scientific Responsibility***

Sociologists adhere to the highest scientific and professional standards and accept responsibility for their work. Sociologists understand that they form a community and show respect for other sociologists even when they disagree on theoretical, methodological, or personal approaches to professional activities. Sociologists value the public trust in sociology and are concerned about their ethical behavior and that of other sociologists that might compromise that trust. While endeavoring always to be collegial, sociologists must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

***Principle D: Respect for People's Rights, Dignity, and Diversity***

Sociologists respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; or marital, domestic, or parental status. They are sensitive to cultural, individual, and role differences in serving, teaching, and studying groups of people with distinctive characteristics. In all of their work-related activities, sociologists acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own.

***Principle E: Social Responsibility***

Sociologists are aware of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the public good. When undertaking research, they strive to advance the science of sociology and to serve the public good.

Click on this link to access the full text of the ASA Code of Ethics as a PDF document

<http://www.asanet.org/galleries/default-file/Code%20of%20Ethics.pdf>