This course is primarily designed for students who wish to acquire practical experience in a human service, political, social research, or social policy agency--private or governmental, profit or nonprofit. Some students find placements in consulting firms, law firms, or other business organizations. Some do research with a faculty member at BC, at another university, or in a social research organization in the area. In most cases these internships are unpaid and some are paid positions, but in all cases it should be viewed primarily as a learning experience. Undergraduates often take this course in their junior or senior year as a way to find out more about what it is like to work in one of the many setting that sociology majors take jobs in after graduating from college. However, some sophomores take it as well. While the course is not restricted to sociology students, non-majors should keep in mind that it is expected that sociological concepts and questions will inform the papers you write and discussion in class. To justify academic credit for this 3 credit course, written work and oral presentations will be called for in addition to the time spent and work done in connection with your actual internship placement. In class we discuss what is going on at your internship placement and we discuss a number of issues related to your eventual career plans after graduating from Boston College. If you are a graduate student, please see last page of this syllabus.

COURSE REQUIREMENTS:

1. You must Keep a journal with entries on at least a weekly basis. This journal will primarily deal with your internship experience. It must be descriptive, sociological, and analytic. An electronic copy your journal from the start of the semester through February 22 is due Monday FEBRUARY 25. Be sure to include a discussion of your placement as a learning experience. Send this as a word file attachment in an email to me. Subsequently, an electronic copy of your journal for the period from Feb 23 through the end of the semester is due Monday, May 6. Be sure to include a summary as the last entry in your journal describing what you got out of your internship experience including a discussion of what you learned about what you want or do not want in a job when you enter the workforce after finishing your education. Journal entries should average about 400 words per week. See notes from first day of class for details about what to
include. Your journals will be submitted to me as electronic files only. You are also welcome to come in to see me at any time to show me a hard copy of your journal to get feedback on the spot.

2. **Prepare a 2,000 to 3,000 word term paper** that in some way relates to your internship or an issue at least indirectly relevant to your internship placement. **You must have your paper topic approved by Tues April 16th and you are strongly urged to get it approved much earlier.** Both a hard and an electronic copy of your paper is due **Monday May 6.** There are some rules involved in connection with the preparation of a term paper. In preparation for the visit to get your topic approved prepare in advance and bring a tentative list (it does not have to be the final list) of the 10-15 items (books and articles) that you tentatively plan to use to write your paper. Prepare that list using either APA style (or ASA style). **The grade on the term paper will be reduced if it is late and the amount of the reduction will increase as a function of how late it is.** It is important to spend some time making sure you can find the amount of material you will need to write the paper before you come in to see me for the first visit. If you turn in a draft of the paper on or before **April 22**, I will provide feedback by **April 29**. **You must familiarize yourself with and abide by the official BC rules with respect to academic integrity.** Please spend some time checking out the information at the following website: **http://www.bc.edu/publications/gcatalog/policy.shtml#integrity** Any paper written for this course must be written by you, be original to this course, be done only for this course, and not be a revised version of a paper done for a different course. You can elect to take the course pass/fail in which case the term paper will become optional, but then the course will not count as one of 3 required upper level electives required for sociology majors; it will just be an elective course.

3. **You must attend class and participate actively in the class discussion.** This will include reports from you about your own internship, questions you ask in connection with internship reports from other students, class discussion of questions you pose to the class linked in some way to your internship, and discussion of other career related topics that I will bring up from time to time as time permits related to such issues as what it is you are looking for in a job when you finish your education. We will meet as a group approximately once every other week for two hours. I expect to see each of you outside of class at other times on an as needed basis to privately discuss your internship placement. This will be particularly important if something seems to be going wrong. It will be up to you to schedule these meetings and you can come in as often as you like.

4. **You must spend the number of hours per week that you have agreed to work at your internship placement.** I will leave it up to you and your supervisor to decide on the number of hours per week, but it must be at least 8 hours per week. You should realize that many internship placements will ask for or require even more hours. Sometimes you are given more interesting tasks when you give them more of your time. Be conservative about how many hours per week you agree to work so that you will not feel under undue pressure as the semester progresses and you
have many assignments due in other courses. **Do not agree to more hours than you will be able to provide during the busy weeks when taking mid-terms and toward the end of the semester.**

5. At your internship placement you must obtain a field supervisor. Turn in **Form B** (download it from my website \( \text{www2.bc.edu/~jbw} \) signed by your field supervisor, at the first class if possible, otherwise at our second class. There will also be a separate **Form A** that you will fill out providing an electronic version of some of the same information. I will send it to you after our first class. Your field supervisor will be responsible for overseeing your work at the internship site. This person must submit a written evaluation of your work by **Monday, May 6**. This is to be a confidential letter to me. The best alternative is to ask your supervisor to email the confidential letter to me and then to send you an email informing you that she/he has sent the letter as an email to me. **Then you should contact me to make sure that I have in fact received that e-mail letter.** You cannot assume that your supervisor has sent the letter until you contact me and get confirmation from me that I have received the letter. This is important as it is common for the supervisor to forget to send the e-mail or to get too busy to send it. However, I am not in a position to give you a grade for the course until I have that letter and I do not have the time to repeatedly call your supervisor in an effort to get that letter. A second alternative is for you to **hand deliver** that letter to me (or to my mailbox in McGuinn 426). **As stated in Form B, the letter should discuss:** (1) what you did, (2) how well you performed, and (3) make suggestions for improvement.

**COURSE GRADING**

20% based on your **Journal** (Journal Part 1, Journal Part 2)

40% based on your **term paper**

20% based on class quantity of participation and quality of contributions

20% My assessment of your internship as a learning experience (based on class, your journal, and your supervisor’s letter)

**PERSONAL SAFETY:**

It is very important that you discuss the issue of personal safety with me and with your field supervisor if there is any potential for personal safety problems given the location and/or time when you will be at your internship. I will want to know what steps you are taking to assure that personal safety will not be a problem for you. If at some point during your internship you become aware that there is a problem that you were not aware of at the outset, please discuss the issue with me.

**FINDING A PLACEMENT:**
It is up to you to find your own placement. However, if you come in to see me, I can give you suggestions about how to find a placement that fits your needs. If you go to the Boston College Career Center, they will also be able to give you a lot of help. The address of the BC Career Center is 38 Commonwealth Ave. You may want to call ahead to find out when best to come in for help in using their resources. Some students have found good internship placements by going to Google idealist.org

Another way to find an internship is to look at the list of prior placements that can be found on my personal website. Go first to http://www2.bc.edu/~jbw. Then go to “Courses” and then go to Sc540/Sc541 Internship List. You can just print the list provided. However, a much better alternative may be to use the database that is available through the Career Center. I would suggest that you start by spending some time on their excellent website and the database of internships available through their website. Then, I would suggest that you visit them for advice about anything related to internships, but specifically about how to go about getting accepted into an internship that will meet your needs. For example, I would not suggest that you just send out your resume to 20 agencies and wait for them to call you. Why? Because many are so busy that they will never get back to you. Also, be sure to ask questions about how long the approval process is likely to take.

HOW TO FIND AND USE THE WEB BASED LISTING OF INTERSHIPS MAINTAINED BY THE BOSTON COLLEGE CAREER CENTER

2. Then check out the “Internships” link.

When selecting any placement, be sure to ask a lot of questions about what you will actually do and what you will be able to present as the educational component of the internship experience. A lot of organizations need volunteer staff for low-level clerical work such as photocopy, filing, and filling envelopes for fund raisers. If you do not ask questions, you may end up with an internship that is not a good learning experience. You should make sure you will get a useful educational experience (in a broad sense) for the time you invest. With some interesting sounding placements you will find that often your supervisor does not have any work for you. That can be a problem. Sometimes that is not a problem if you are learning a lot by just being there and interacting with the staff. If you take the time to get to and from the placement, you do not want to be in effect told all they have for you that day is make work. Ask pointed questions at the outset to make sure they will be able to keep you busy. If you can talk to others who have already interned there before, I urge you to do so.

It a good idea to find your placement well before the start of the semester that you plan to take the course. For a September placement, it is best to make your arrangements
before you leave for the summer vacation. For a Spring term placement it is best to do it in November or December. Some placements take several weeks for approval. It is not impossible to find a good placement during the first week of classes, but it will take a lot of effort if you do it that way. It may also limit your options as many of the internships may be filled.

If you have any question as to whether a particular internship placement would be acceptable, check with me in advance. If you review the list of past internships you should get a good idea of the range of placements that are likely to be acceptable. If you can make the case that the placement will include a learning component and that it has relevance for your future career plans, it is very likely that I will approve your choice.

**What if you are a graduate student?** Graduate students who take this course meet separately, sometimes as a group and sometimes with me individually. For graduate students the course requirements are modified to be appropriate for a graduate student and to fit the purpose of the individual internship placement. The specific requirements will be spelled out in advance in a letter of agreement prior to the start of the internship. Graduate student internships are often research internships, but they can take other forms as well, so long at the link to career goals is clearly specified.