ONE PAGE STEP-BY-STEP GUIDE

Prerequisites
To qualify for the Sociology Internship Program, students should be of senior standing and have completed the following coursework: SOC210, SOC301 or SOC302, SOC311, and SOC313. If you are taking these concurrently with the seminar or shortly thereafter, you may request an override from the internship coordinator.

Step-by-Step Instructions

1) Find an Internship
Find an internship that aligns with your academic field of study and your career goals where you can work 150 hours. We recommend reaching out to your personal networks as a resource. CSU’s Handshake has prescreened listings for internships: https://career.colostate.edu/handshake/.

2) Fill out and Turn in the Contract and Registration Forms
Once you have a confirmed internship, complete the Contract and Registration Forms. The Contract requires your supervisor’s contact information and signature. Turn your completed paperwork into the Sociology main office in Clark B258 or the Sociology Internship Coordinator.

*Already Completed Internships*: If you have already completed 150 hours at an internship and want to apply it retroactively to the internship program, fill out and turn in the Registration Form, and, have your supervisor fill out and turn in the Retroactive Internship Form according to the directions on the form. Contact the Internship Coordinator for this form.

3) Register for SOC487 and SOC492
Once your Contract and Registration forms are approved, you will be able to register for SOC487 and SOC492. SOC487 provides the three academic credits for your 150 hours of internship work. SOC492 is the accompanying seminar and provides one academic credit. Register for both for a total of 4 credits. It is preferred that you register for both SOC487 and SOC492 during the same academic semester. However, you may request a different arrangement with the Internship Coordinator. Please indicate this on your Registration Form by indicating the preferred semester and year for each course.

4) Have your Supervisor Complete and Return the Evaluation Form
To receive a grade for your internship hours, have your supervisor fill out and return the Internship Evaluation Form at the end of the academic semester that assesses your performance. When signing the contract, the agency agrees to complete CSU’s Evaluation Form. Your supervisor can also provide a letter of recommendation. It is the student’s responsibility to take to the Evaluation Form to the supervisor and to ensure that the proper directions for submitting the evaluation are available to the supervisor. The Evaluation Form or letter of recommendation is to be submitted to the Sociology Internship Coordinator, or to the Sociology Main Office in Clark B258.

Internship Forms are available on the CSU Sociology website: https://sociology.colostate.edu/undergraduate/internships/

Sociology Internship Coordinator: nefratiri.weeks@colostate.edu