



**SOCIOLOGY INTERNSHIP PROGRAM: ONE-PAGE STEP-BY-STEP GUIDE**

**Prerequisites**

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 or shortly thereafter, indicate this on your Registration Form.

**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.

**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 three academic credits for 150 hours of internship work. SOC492 is the accompanying seminar and provides one academic credit. Register for both for a total of 4 credits during the same academic semester.

**4) Complete 150 Hours at your Internship and Attend the Internship Seminar**

For SOC487, complete 150 hours by the end of the semester in which you are registered. For SOC492, attend the seminar, which meets 8 times during the semester. Access class meeting times and location when you register through RamWeb.

**5) Have your Supervisor Complete and Return the Evaluation Form**

To receive a grade for your internship hours, have your supervisor complete and return the [Evaluation Form](#) by the end of the academic semester in which you are registered. Your supervisor may also provide a Letter of Recommendation. The Evaluation Form or Letter of Recommendation must be submitted by the supervisor directly to the Sociology Department according to the directions on the Evaluation Form.

<b>Internship Coordinator Contact Info:</b>	<b>Where to Get Internship Forms:</b>
Nefratiri Weeks Office: Clark A008A <a href="mailto:nefratiri.weeks@colostate.edu">nefratiri.weeks@colostate.edu</a>	<ul style="list-style-type: none"> <li>• Sociology Main Office, Clark B258</li> <li>• Bulletin Board Outside of Clark A008A</li> <li>• <a href="https://sociology.colostate.edu/undergraduate/internships/">https://sociology.colostate.edu/undergraduate/internships/</a></li> </ul>