

BASIC INFORMATION REGARDING INTERNSHIPS
DEPT. OF SOCIOLOGY/ANTHROPOLOGY

1. You pay tuition for internship hours that you enroll in the same as in a traditional course. You are allowed to be paid for work done in conjunction with your internship.
2. You **MUST** have a cumulative grade point average of **2.50**.
3. Prospective interns *must* complete **either** the course in Social Organization (SOC 3660) or Sociology of Work (SOC 4000) **prior** to doing their internship.
4. The formula used in determining the number of hours that can be earned in an internship is as follows: 1 hour of college credit will be granted for every full-time week of employment (most agencies and organizations have either a 37.5 hour or a 40 hour work week). ***YOU CAN ONLY RECEIVE A MAXIMUM OF 12 SEMESTER HOURS OF CREDIT FOR INTERNSHIPS.*** This includes the total of any done in successive semesters.
5. Internship hours do **not** count toward the **required** hours in the major (22 required {core} hours, 21 hours of sociology electives and 3 hours of Anthropology 2200G for a total of 46 **required** hours). However, hours earned in an internship do count toward the total number of 3000- and 4000-level hours required to earn a degree from Eastern Illinois University.
6. You do not receive letter grades for internship hours completed; rather, internships are graded on a CR (credit) or NC (no credit) basis. **NO PARTIAL CREDIT IS GIVEN FOR INTERNSHIPS.** In effect, it is the **agency** that determines whether or not you get credit for the internship. Keep in mind that you are expected to behave in a professional manner during the course of your internship (being punctual, polite, identifying yourself as an intern, carrying out assigned tasks, etc.). Should a problem develop between you and your placement site, it is *your* responsibility to contact the Internship Coordinator **IMMEDIATELY**.

The submission of Daily Activity Sheets (DASs) to the Internship Coordinator provides the primary basis for the determination of credit. In addition, satisfactory evaluation from the host agency/organization is also taken into account.

EASTERN ILLINOIS UNIVERSITY
DEPT. OF SOCIOLOGY/ANTHROPOLOGY INTERNSHIP FORM

[NOTE: THIS FORM IS DUE IN THE INTERNSHIP COORDINATOR'S OFFICE **BEFORE** REGISTRATION. Dr. Foster and Dr. Eckert take care of the ACTUAL enrollment; you do **NOT** enroll yourself in this course.]

SOCIAL SECURITY NUMBER _____

of CREDIT HOURS FOR INTERNSHIP _____

TERM _____

EIU ACADEMIC ADVISOR _____

STUDENT NAME _____

STUDENT ADDRESS _____

STUDENT TELEPHONE NUMBER _____

STUDENT E-MAIL ADDRESS _____

STUDENT'S PERMANENT HOME ADDRESS AND TELEPHONE NUMBER

NAME, ADDRESS AND TELEPHONE NUMBER OF
COOPERATIVE ORGANIZATION, AGENCY OR COMPANY

NAME OF ORGANIZATION REPRESENTATIVE _____

BRIEF DESCRIPTION OF INTERNSHIP EXPERIENCE

NUMBER OF WEEKS THE INTERN WILL BE WORKING, HOURS PER WEEK
AND WHAT HOURS OF THE DAY THE INTERN WILL BE WORKING
(REMEMBER: THE GENERAL FORMULA FOR INTERNSHIP CREDIT IS **ONE**
HOUR OF CREDIT FOR EVERY **WORK WEEK** SERVED AT THE PLACEMENT SITE)

I have read and filled out this form to the best of my ability. I completely understand that failure to turn in Daily Activity Sheets (DASs) on a weekly basis to the Internship Coordinator may result in a negative evaluation for the internship experience. I further understand that grading for internships conforms to "CR" (credit)/"NC" (no credit).

SIGNED BY _____

DATE _____

SIGNATURE OF INTERNSHIP COORDINATOR _____