



Eastern Illinois University
Department of Sociology, Anthropology, and Criminology

IMPORTANT INFORMATION REGARDING INTERNSHIPS

1. The student-intern is ***responsible for finding and securing*** the internship. Once the site is secured, the attached application should be completed in collaboration with the internship supervisor, Dr. Michael Gillespie. Once this is done, the application can be submitted to Dr. Gillespie for verification and approval.
2. You pay for internship hours in which you enroll in just like you were enrolling in a traditional classroom-based course. You are allowed to be paid for work done in conjunction with your internship.
3. You **MUST** have a cumulative grade point average of **2.50** and are a Junior or Senior in good academic standing.
4. Credit Hour Determination: 1 hour of upper-division, elective college credit will be granted for every 40 hours of on-site work (most agencies and organizations have a standard 40 hour work week).
YOU CAN ONLY RECEIVE A MAXIMUM OF 12 HOURS OF CREDIT FOR AN INTERNSHIP – This can be divided across multiple semesters.
5. Internship hours do **not** count toward the **required** hours for the sociology major (23 required core hours or 21 hours of sociology electives - 44 total **required** hours) or departmental minors in anthropology or criminology.
Internship hours earned do count toward the total number of 3000- and 4000-level hours required to earn a degree from Eastern Illinois University.
6. Student interns are required to complete TWO reflective writing assignments as part of their internship:
 - weekly electronic journal entries on the semester internship EIU Online D2L site.
 - meet face-to-face or by phone with the Internship Coordinator at the mid-point of the internship experience as well as during Finals Week.
 - a final reflective essay due on the Wednesday of the semester's Final Exam Week.
 - *Formal requirements for each written assignment are available from the Internship Coordinator, Dr. Michael Gillespie, and are posted on the semester internship EIU Online D2L site.*
7. 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
 - Credit is given when the intern:
 - completes the required number of hours at their internship site (verified through daily activity sheets submitted weekly);
 - receives positive feedback from site supervisors;
 - meets with the Internship Coordinator at the mid-point & final of the Internship semester
 - sufficiently completes submits on time each weekly journal entry;
 - and the final essay is *printed* and submitted directly to Dr. Gillespie.



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INTERNSHIP APPLICATION

[NOTE: *This form is due back to Dr. Gillespie, Internship Coordinator, before you will be registered. **You do NOT enroll yourself in this course.***]

Name: _____

E-Number _____

Number of Internship
Credit Hours: _____

Semester: _____

EIU Departmental Academic Adviser: _____

Current Student Address: _____

Student Telephone Number _____

Student Email Address: _____

Student's Permanent Home Address and Telephone Number:



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Coopering/Partner Organization Information:

Name / Address: _____

Telephone: _____

Name of the Organization Representative/Supervisor: _____

Internship Site Representative/Supervisor Email Address: _____

Student Interns must also complete a EIU Undergraduate Internship Agreement Form before the start of their placement hours.

Completed Date: _____

Write a brief description of the expectations and work to be completed during the internship including 3 to 5 learning objectives:

Learning Objectives:

1. _____
2. _____
3. _____
4. _____
5. _____



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Internship Schedule:

Internship credit is 1 credit hour for every work-week of time (40 hours) served at the placement site

Number of weeks: _____

Number of hours per week: _____

Typical daily schedule: _____

Exact Start date: _____

Exact End date: _____

Verification:

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, failure to complete weekly journal entries, failure to meet with the internship coordinator at the mid-point of the duration of the internship, or failure to submit a final reflective essay 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).

Student interns are expected to behave in a professional manner during the course of their internship (being punctual, polite, identifying yourself as an intern, carrying out assigned tasks, etc.). Further, student interns should ensure they exceed the level of professionalization and accountability as determined by the employment policies of the organization with which they are working.

Should a problem develop between you and your placement site, it is your responsibility to contact the Internship Coordinator IMMEDIATELY.

Student Intern Signature: _____

Date: _____

Internship Site

Supervisor Signature: _____

Date: _____

EIU Sociology Department

Internship Coordinator Signature: _____

Date: _____