

SOCIAL SCIENCE INTERNSHIP APPLICATION

NON-PUBLIC AND COMMUNITY SERVICE MAJORS



UNIVERSITY OF CALIFORNIA, IRVINE | SCHOOL OF SOCIAL SCIENCES | ACADEMIC RESOURCE CENTER

FALL WINTER SPRING SUMMER

YEAR: _____ UNITS REQUESTED: _____

NAME: _____

AGENCY: _____

UCI Student ID: _____

Supervisor: _____

Class Level: *Fr - So - Jr - Sr - Sr(5+)*

Supervisor Title: _____

Major: _____

Address: _____

Local Address: _____

City/State/Zip: _____

City/State/Zip: _____

Telephone: () _____ Fax: _____

Telephone: () _____ Email : _____

E-mail: _____ Webpage: _____

SPECIFIC GUIDELINES

The Instructor must approve Social Science 197 sites BEFORE hours are accrued, this is an absolute requirement. Students receive pass-no pass credit each quarter.

The internship must provide a professional experience to enhance the understanding of theory to practice. Students should test career objects, develop professional work habits, improve interpersonal skill, and begin networking professional contact.

REQUIREMENTS

- No salary, wages, or monetary compensation may be received for work if course credit is requested. Clerical duties must not exceed 40% of the student's responsibilities at the internship. Hence, the internship should provide a value-added experience to the student beyond cold calling and filing.
- A professional must supervise the intern weekly or bi-weekly and provide a written evaluation of the intern's performance at the end of the quarter.
- Sites must be from the approved list (found in the SSARC) or must be approved by the Instructor prior to earning credit.

- Students must attend the 197 Professional Internship course to attain academic credit. Not enrolling before conducting the internship, disqualifies students to attain academic credit.
- Sites should be appropriate to the student's field of interest. For example, students with an interest in the political process might choose governmental sites; psychology students might prefer counseling or service-provider sites.
- The student is to give 50 hours (2 units) or 100 hours (4 units) of service to the site during the quarter. The supervisor and the intern are free to arrange their own hours. Ten hours per week is a good model. If the student is expected to serve more than a single quarter; he/she must be informed of that fact prior to interning.

BENEFITS/EXPECTATIONS

Employer Benefits

Employers become familiar with students who are good candidates for permanent employment upon graduation. Returning interns could be productive more quickly than unfamiliar new interns. Interns work for experience and training without salary or wages. Students may bring new tools and ideas into the work place, providing the agency with ongoing education and increased productivity.

Employer Expectations

The employer will be responsible for providing meaningful work experience for the student. Skills the student possess should be utilized and developed by assignment to appropriate tasks. Supervision and guidance must be provided to the student in a professional environment. The employer will sign monthly status reports written by the student in order to verify their accuracy. At the end of the appointment, the employer will complete an evaluation of the student, including performance, strengths and weaknesses of the student, and any comments regarding the UCI academic placement program.

Student Benefits

The experience allows the student to see their intended profession in a more realistic light. Working side by side with programmers, analysts, directors, and managers helps the student to develop a sense of responsibility and confidence in their abilities. Listing professional work experience on the resume helps the student secure employment after graduation. In some cases, students are offered employment from the companies where they interned. Upon returning to classes after an internship, students tend to be more focused on their coursework and show more interest in research.

STUDENT EXPECTATIONS/ASSIGNMENTS

Work Plan Description

The School of Social Sciences is required to have a statement identifying:

- 1) Position title
- 2) Name of agency/department
- 3) Major Responsibilities of Intern
- 4) Skills, training, or qualifications desired
- 5) Time commitment required
- 6) Location where the Intern will be working
- 7) Educational gains to the Intern, including personal development, science and technology development, general education, vocational preparation, and intellectual skills gains. This document is to be written by the student and signed by the supervisor of the agency.
- 8) Supervisor's Signature

Weekly Journals, 1 Page Each

- 1) Describing recent activities
- 2) Critically think how the experience relates to your academic training.
- 3) Pose questions of theory from the practical encounters of the internship.
- 4) Use the journal not simply as a reflection piece but as a vehicle of reflection bringing insight, and concepts, and critical questions about issues.

Assessment Surveys (1x a quarter)

Two assessment forms will be required for internship credit. If not submitted, an Incomplete will be issued for the course. The agency will be evaluate the student's performance and the student will evaluate the internship experience. It is required that the agency assessment be submitted in a sealed and signed envelope for confidentiality. Forms will be provided by the Instructor.

Paper

A 5-6 (2 units) or 8-10 (4 units) page research paper with a bibliography is required each quarter. The paper should address issues relevant to the placement from the perspective of the student's field of interest. It is to be submitted to the Instructor during the 10th week of the quarter.

Specifics:

The student is to chose a relevant research topic and investigate it. The project is to include a mini-literature review and a theoretical framework. Furthermore, the student is to explore a research question or issue addressed in the agency and apply it to his/her field of study.

Other Options:

If the student does not wish to write a reseach paper, he/she has the option of writing an organizational analysis or book review. Sample questions for the Organizational Analysis include:

Sample Questions to Answer:

- What is the client population of the organization?
- Identify the primary groups providing the energy for change?
- What forces in the social context generate this group?
- What is the internal structure of the organization?
- What is the underlying theoretical model of the organization?
- How do the organizers mobilize those being served?
- Where is the organization trying to go?
- What are the agency's goals?
- What future arrangements are they moving toward?
- What is your current assessment of the overall effectiveness of the organization?

Portfolio

The student is to keep a folder of all projects assigned to him/her during the internship. Handouts, meeting agendas, writing assignments, and notes from the day's activities are to be kept in this binder. The purpose of this is for the student to have a historical record of his/her activities during the 10-week practice-oriented internship.

I have read this document and fully understand my responsibilities and commitments.

Signature of Student

Date

Signature of Agency Supervisor

Date

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as Vietnam era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission access, and treatment in University programs and activities. Inquiries regarding the University's student related nondiscrimination policies may be direct to: Office of Equal Opportunity and Diversity, 524 Administration Building, Irvine, CA 92697-1125, Tele: (949) 824-5594.

If you have any questions regarding this form or internships, please visit the Social Science Academic Resource Center at SST 370 or contact the Internship Coordinator at (949) 824-5764.