Department of Sociology
Internship Placement Checklist

Student Name:

Date:

Internship Site:

Completed by Student Prior to Internship Start

__ Academic Internship Learning Plan (Page 1 & Signatures on Page 2)
__ Student Participation Guidelines
__ Student Received Health & Safety Information from Internship Site
__ HSU Volunteer Identification Form (required only for HSU on-campus internships)
__ HSU Auxiliary Volunteer Identification Form (required only for HSU auxiliary internships)

Completed/Secured by Student before Internship Credit Awarded

__ HSU Student Time Log
__ Reference Letter/Evaluation from Site Supervisor
__ Final Paper – Literature Review of Relevant Research

Completed/Facilitated by Instructor Prior to Internship Start

__ Academic Internship Learning Plan (Page 2)

*If student is participating in an off-campus Internship, check the Office of Contracts and Procurement list of organizations with approved HSU Learning Site Agreements on file. If the organization is not already listed, the instructor will need to facilitate the completion of two documents:

__ Learning Site Agreement
__ Learning Site Self-Assessment (Site Supervisor) or On-Site Assessment Form (Instructor)

or check one:

__ Learning Site Agreement not required – this is an on-campus internship.
__ Existing Learning Site agreement on file with the Office of Contracts & Procurement:
   No additional agreements or assessments are required.

*Only the Learning Site Agreement is held centrally by the Office of Contracts & Risk Management. All other forms are held in the Department Office. If any of the site assessment forms contain a “yes” response, a copy of the form should be forwarded to the Office of Contracts and Risk Management.
Professional Development Workshop  
Sociology 494 - Virnoche  
Abridged Syllabus Prepared for May 2012 Institute for Student Success

**Course Description**

As sociologists we understand concepts like ‘systems of power,’ ‘social capital’ and ‘network capital.’ Now it’s time to link those concepts to the practicalities of your own career building project and take the steps needed to put what you have learned to work (and pay) in the world…. The Harvard Business School notes that “Given that 65 to 85 percent of jobs are found through networking, it should be the focus of about 80 percent of your allotted search time” (Harvard 2012). ....

[http://www.alumni.hbs.edu/careers/networking.html](http://www.alumni.hbs.edu/careers/networking.html)

Official Catalog Description: SOC 494 Professional Development Workshop(1). Six 2-hour Friday afternoon workshops plus alumni event. Career planning, networking, resume, working a room, internship and job search. Cultivate alumni contacts. Sophomores through seniors particularly encouraged to participate.

**Course Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Fridays</th>
<th>Class Focus</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>August 31</td>
<td>Introductions &amp; Student Goals; Workshop organization discussion &amp; student-generated changes; resume/cv critiques</td>
<td>Resume or CV</td>
</tr>
<tr>
<td>2</td>
<td>September 7</td>
<td>Meet in Lab; Develop Network Organizing System &amp; Populate contacts and leads based using multiple resources</td>
<td></td>
</tr>
</tbody>
</table>
| 3    | September 14 | Making contacts, correspondence, cold calls. Cover letter break outs and critique  
Preparing for the Interview | Cover letters & other written contact messages |
| 4    | September 21 | Responding to advertised positions  
Mock interviews 1. 2. 3. 4. |                                      |
| 5    | September 28 | How to work a room  
Mock interviews 5. 6. 7. 8. |                                      |
| 6    | October 5    | Thinking About Law School & Graduate School +  
Mock interviews 9. 10. 11. 12. 13. | Network System                        |
| 7    | October 12   | Alumni Panel and Post Reception |                                      |

**Grade Breakdown**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>40%</td>
</tr>
<tr>
<td>Mock Interview</td>
<td>20%</td>
</tr>
<tr>
<td>Network System</td>
<td>15%</td>
</tr>
<tr>
<td>Alumni Event Planning or Internship Proposal</td>
<td>25%</td>
</tr>
</tbody>
</table>