

## 1. Determine your eligibility for internship

In order to qualify for enrollment in the course, you must

- have junior-level standing
- have completed at least 60 credit hours
- have a minimum overall GPA of 2.0 or above
- have declared your major at UHD
- have completed at least 6 credit hours at UHD

## 2. Determine potential internship sites

Step 1: Think of the experience you hope to have, the knowledge you hope to gain, and the setting (mission, purpose, or client population) in which you would like to work.

Step 2: Visit the "Internship Marketplace" page on the SOS "Student Page." Discuss organizations with field internship coordinator, students, or faculty in your field. (You may also consider sites that are not included in the organization directory, see Dr. Henney for prior approval.)

Step 3: Contact several organizations and arrange an interview.

## 3. Select internship site

Step 1: Based upon the site representative's and your assessment of your mutual suitability in your interview, discuss details of the internship (including, but not limited to, the days and hours you will be working, the experiences you hope to have, dress code, policy and procedures for absenteeism, and job responsibilities).

Step 2: Complete job description (on Field Experience application, see #4.a. below) with site supervisor.

**NOTE:** You may not perform an internship at a site in which any family member is the employer. You may not perform an internship doing the same work for which you are presently employed. You also may not perform an internship for your present employer without special permission from the internship coordinator.

**4. Turn in UHD required paperwork** (If you are picking up a *Field Experience Packet* from either the Social Sciences office or internship coordinator's office, all forms are enclosed in the packet; you will not need to download or go to any other office to pick up forms.)

Turn in the following required paperwork as a complete packet to internship coordinator, Dr. Henney:

- a. Field Experience application (available from Career Services office 370 North or **download here**). Your correct email address must be included on this form.
- b. Social Science "Departmental Petition/Approval Form" (**download here**)
- c. Social Science Field Experience Checklist ([download here](#))
- d. 2 copies of UHD transcript (you retrieve from your e-services account)
- e. A copy of your resume

**NOTE:** You must turn in the required paperwork *prior* to the deadline for registration for the semester.

## 5. Await approval notification

The internship coordinator will apprise you by email of your eligibility to enroll for the course. You may NOT begin the internship or enroll in the internship without the internship coordinator's approval.

## 6. Enroll

Upon notification from Dr. Henney, you may officially enroll in the course.

## 7. Complete field internship responsibilities (see syllabus for details)

Complete 120 field hours (for SOS 4380); 240 field hours (for SOS 4680)

Attend class meetings

Complete paper & turn in by due date

Complete portfolio & turn in by due date

SOS 4380 Syllabus [Download here](#)

SOS 4680 Syllabus [Download here](#)