

## SOCL 340c Requirements

Students must meet with a Career Consultant in Winthrop's Center for Career and Civic Engagement to ensure all appropriate paperwork is complete and requirements will be met during the course of the internship.

The paperwork:

### Internship Learning Agreement

- This form is a required step for your internship. Without completing this form and submitting it for approval to your department faculty liaison, Dr. Marx) and the CCE office - you will not earn credit for your internship. **No agreement – no credit!**
- Enrollment in appropriate internship course in department for correct semester (You'll need to contact Dr. Marx about enrolling in the course.) SOCL 340c is 3 credit hours, so a student will need to work at their site for a total of 150 hours.
- An Internship Agreement must be completed prior to the internship, which includes: Defining Internship Job Description to be determined by Internship Supervisor, and approved by faculty liaison and the CCE Career Consultant.  
Complete Personal Learning Goals to be reviewed and approved by faculty liaison.

### Mid-Point Evaluation(s) Student and Employer

- You will complete an evaluation of your internship experience half way through your required work hours. Your internship supervisor will also complete a performance evaluation at this time. This information will be sent to your faculty liaison as part of your grade for the internship course.

### Final Internship Evaluation from Student & Employer

- Once you have completed your required hours, you will turn in a final evaluation of your internship experience. Your internship supervisor will also submit a final reflection of your performance for our review. This information will be sent to your faculty liaison as part of your grade for the internship course.

### Reflection Paper

- Once you have completed your required hours, you will write a minimum of five (5) pages as a reflection regarding your internship experience including three (3) concept applications.

### Work Hours Log

- You will enter your daily work hours on our CCE Work Log to document your required 150 hours for internship credit. Once you have completed your hours, have your internship supervisor sign it for verification purposes prior to sending it to the CCE office. Do not submit your hours on a different form.

Meet with faculty advisor twice during the semester

Submit a Page Description for Others in Major