

## SOAN POLICIES FOR INTERNSHIPS, PRACTICUMS, AND INDEPENDENT STUDIES

The SOAN Department often helps its majors arrange and get credit for internships, practicums, and independent studies. In general, SOAN faculty must already have had some kind of contact with the student and know them as an individual. The SOAN major is one of the largest on campus, and so SOAN faculty have lots of students in classes, advisees to help, and requests to sponsor independent studies. Most SOAN faculty will only agree to take on the extra responsibility for sponsoring independent studies work if they personally know a student, have had them in a class, and trust that student's level of responsibility.

This document describes the general policies and specific requirements that must be met in order to get departmental credit for the following kinds of courses:

- *Internships* usually involve working in a formal capacity with an off-campus organization.
- *Practicums* are designated for on-campus work and study conducted under the supervision of a faculty or staff member.
- *Independent studies* are situations where a student is working with an LC professor on a unique topic. Independent studies are usually run like normal courses, with students meeting on occasion with the faculty member in order to discuss the reading material.

### Coming Up With an Idea for an Internship/Practicum/Independent Study and Finding a Faculty Sponsor

Students often discover opportunities on their own. In that case, all you need to do is:

- 1) contact a staff person at the relevant off-campus organization, and get their agreement for you to work with them;
- 2) arrange a meeting with a SOAN faculty member (usually someone who already knows you);
- 3) explain your idea, and see if they are willing to be your sponsor for this practicum/independent study/internship;
- 4) if they agree to be your faculty sponsor, then the both of you fill out the relevant paperwork and get a signature from the Chair of the SOAN Department (see below);
- 5) Submit the required forms to the Registrar during the first week of the relevant semester.

Students sometimes know they want to do an internship/practicum/independent study, but have not found the exact organization they want to work with. In that case, drop by the offices of SOAN faculty and chat about your interests. They may have great suggestions. Also, you can consult the *Internship and Practicum Opportunities* page under "Student Resources" on the SOAN webpage, or visit the Career Development Center.

All of these steps can either be completed 1) at the end of one semester – as the groundwork for work that will be done in the semester to come. Or, 2) students can also do this planning work during the first week of a new semester.

## **Internship Paperwork and Deadlines**

By the end of the add/drop period you must have completed the following:

1) A Directed & Independent Study Learning Agreement. The learning agreement form can be found under the Student Resources section on the SOAN webpage. The learning agreement must clearly describe the activities you will do, including all academic work. The learning agreement must agree with the 'work that is typically required' guidelines described below.

2) You need to get signatures from your faculty sponsor and the Chair of the SOAN department on the learning agreement. This learning agreement must be turned in to the Registrar's Office by the end of the add/drop period.

### **Work that is typically required for a 2-credit internship/practicum/independent study:**

For 2 credits, students are required to: 1) do about 6 hours of off-campus work a week, 2) keep a detailed research log of field research activities 3) meet with the faculty member around 3 times in the semester 4) create an annotated bibliography containing around 15-20 sources, 5) turn in all required work by deadline set by professor (according to the contract you and the professor create). \*Because the time investment for professors is lower with 2 credit options, these are more common than 4 credit options.

### **Work that is typically required for a 4-credit internship/practicum/independent study:**

Any course taken for 4 credits should require a similar level of academic work as that required in a regular course. For 4 credit internship/practicum/independent studies experiences, students are generally required to: 1) do about 9 hours of off-campus work a week, 2) keep a detailed research log of field research activities, 3) meet with the faculty member around 7 times in the semester 4) write a paper of about 10-12 pages in length, 5) turn in all required work by deadline set by professor (according to the contract you and the professor create). \*4 credit internships/practicums/ independent studies are somewhat rare, since they involve more work for faculty. Still, they are sometimes supported. If you want a 4 credit option, you might also take the SOAN 290 or GEND 445 class.

## **Internships/Practicums/Independent Studies taken during the summer or on Overseas/Off-Campus Programs**

The requirements for getting SOAN credit from summer or Overseas/Off-Campus internships/practicums/independent studies are as follows:

1) The student must contact a SOAN faculty member ahead of time, and have that faculty member agree to be their sponsor. In general, this needs to be an in-person meeting (rather than via email). If a student will be off-campus during the semester they wish to undertake the independent study, then the student will need to find a faculty sponsor in the semester before they leave campus. Emailed requests at the beginning of an off-campus program are not acceptable, and retroactive approval is not given (i.e., if a student forgets to contact a SOAN faculty member ahead of time, the SOAN department is not able to approve the request).

2) A Directed & Independent Study Learning Agreement form must be filled out and signed by the student, the SOAN faculty sponsor, and the SOAN chair. It codifies the specific agreements reached by the student and faculty member about the points listed in item 4 (below). Any student who intends to engage in an off-campus independent studies experience will need to get this learning agreement form filled out and signed in the semester prior to their off-campus trip. Emailed requests at the beginning of an off-campus program are not acceptable, and retroactive approval is not given.

### **Credit Towards the SOAN major**

A maximum of 4 internship, practicum, and independent studies credits can be applied toward the SOAN major.

**Work**