

# Social Sciences Internship Practicum

## BSOS 388I.0101 (1-3 credits)

### Fall 2011

#### INTERNSHIP COORDINATOR

Sue Briggs, Ph.D. sbriggs@umd.edu  
Mail: 2141 Tydings, University of Maryland, College Park, MD 20742  
Office: 0107 Somerset Phone: 301-405-8759 Fax: 301-314-1275

#### STUDENT ELIGIBILITY REQUIREMENTS

- Completed 60+ credits by the end of Summer II 2011
- Minimum GPA: 2.5

#### INTERNSHIP ELIGIBILITY REQUIREMENT

- The experience and responsibilities must be new to the student; the internship cannot be a continuation of a current internship or one previously done.
- The Internship must be done on site with direct supervision. Internet or web-based internships are not eligible.

#### COURSE OBJECTIVES

Students will:

- Gain valuable career related or other workplace experience under professional guidance and supervision.
- Have opportunities to utilize some of the ideas, theories, and techniques learned in college courses
- Develop or enhance their reflective writing skills

#### REQUIREMENTS

This course has two components: your actual Internship and two reflective journals based on your internship experiences. Your grade for this class will be determined by your performance in both areas.

This Internship course requires that students:

- Confirm their internships and complete and submit a learning contract to Sue Briggs, Ph.D., BSOS Internship Coordinator in 2141 Tydings Hall (campus mailbox) or 0107 Somerset (office) or via fax: 301-314-1275. Students will be notified via e-mail or by phone when this Contract is approved and must register for this course by September 14, 2011, the end of schedule adjustment.
- Submit time logs signed by your Internship supervisor every two weeks on the schedule listed below (see F. Time logs)
- Comply with all rules, regulations, and policies of the Internship site or organization
- Perform to the best of their ability the tasks assigned by the Intern supervisor
- Complete course assignments described below

#### STUDENTS WITH DISABILITIES

I will make every effort to accommodate students who are registered with the Disability Support Services (DSS) Office and who provide me with a University of Maryland DSS Accommodation form which has been updated for the Fall 2011 semester. This form must be presented to your instructors no later than September 30, 2011.

#### ACADEMIC INTEGRITY

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>.

#### ASSIGNMENTS AND GRADING

I strongly encourage you to keep a journal. Each day of your internship you should record your primary activities *and your reactions* to what you are doing and learning about yourself, the organization, and work environment. Be honest, realistic, and thoughtful. The assigned Journals are opportunities to reflect, react, assess, and analyze your internship experiences.

#### Professional responsibilities

Your professional internship responsibilities includes submitting your course requirements on the required due dates. This includes turning in your time logs every two weeks on the scheduled dates and Journals on the stated due dates listed below.

#### A. Journal Format

- Include your name, BSOS Internship course number, date submitted, and assignment title
- Use 1 inch margins and 10-12 point Times New Roman or Arial fonts, double space; number the pages
- Cite sources, if used, using current MLA or APA style. These are graded college writing assignments; spelling, grammar, and organization count.
- Carefully proof and correct your work prior to submitting it.



# BSOS INTERNSHIP TIME LOG

PLEASE COMPLETE AND SUBMIT EVERY TWO WEEKS ON THE FOLLOWING DATES:

6 PM, FRIDAYS: SEPTEMBER 23      NOVEMBER 4 & 18

OCTOBER 7 & 21      DECEMBER 2 & 21 (EARLIER SUBMISSION OF FINAL TIME LOG RECOMMENDED)

PLEASE PRINT **NEATLY** AND **LEGIBLY** USING BLACK INK OR TYPE THE FOLLOWING **REQUIRED** INFORMATION

**Student** \_\_\_\_\_

**UID** \_\_\_\_\_

**BSOS Course #** \_\_\_\_\_

**Internship Site** \_\_\_\_\_

PLEASE LIST THE DATE AND # OF HOURS INTERNEED THAT ON DATE.

15 MINUTES = .25 HOURS, 30 MINUTES = .5 HOURS, 45 MINUTES = .75 HOURS, 60 MINUTES = 1 HOUR

<u>Date</u>	<u>Hours worked</u>	<u>Date</u>	<u>Hours worked</u>
[ex. 9/6	3]		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Subtotal:** \_\_\_\_\_      **Subtotal:** \_\_\_\_\_      **Total:** \_\_\_\_\_ hours

**Intern Supervisor's name** (please print) \_\_\_\_\_

**Intern Supervisor Approval signature** \_\_\_\_\_

**Date** \_\_\_\_\_

PLEASE NOTE:

- INTERN HOURS MAY **NOT** BE APPROVED IN ADVANCE
- BSOS INTERN TIME LOGS MUST BE LEGIBLE AND SIGNED AND DATED BY SUPERVISOR TO BE COUNTED
- INTERNS AND INTERN SUPERVISORS SHOULD KEEP COPIES OF ALL APPROVED AND SUBMITTED TIME LOGS
- LATE SUBMISSION OF TIME LOGS WILL RESULT IN A LOSS OF PROFESSIONAL RESPONSIBILITY POINTS

PLEASE SUBMIT COMPLETED AND SIGNED TIME LOG TO:

SUE BRIGGS, PH.D., BSOS INTERNSHIP COORDINATOR

FAX: 301-314-1275

OFFICE: 0107 SOMERSET

EMAIL: SBRIGGS@UMD.EDU

CAMPUS MAIL: 2141 TYDINGS HALL, UNIVERSITY OF MARYLAND, COLLEGE PARK, MD 20742