



**Internship Application  
Department of Sociology**

**SOCI 4379:  
Internship in Applied Sociology**

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**Sam Houston State University**

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

# Overview of Internship Process and Requirements

## SOCI 4379: Internship in Applied Sociology

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An Internship in Applied Sociology is designed to give students a supervised pre-professional experience applying sociological knowledge and research methods in a community-based, government agency or for-profit organizational setting. To that end, students will carry out “applied sociology” projects in the field.

Application materials are available at: <https://www.shsu.edu/academics/sociology/internships>

### Participation Requirements:

- Community Leadership Minor; Sociology Major or Minor
- Class rank of second-semester junior or senior
- Minimum 2.5 GPA
- Enrollment in SOCI 4379 during the semester of the internship

### Internship Expectations:

- The ability to work approximately 10-12 hours per week for a total of 120 hours per fall/spring semester
- Transportation to and from the work assignment
- A professional attitude, appearance, and desire to learn and work

### Online Course Requirements:

- Readings and assignments
- Occasional discussions
- Completion of final paper

### Application and Internship Process:

- Submit Application Packet
- Schedule an informal interview with the Internship Coordinator
- Schedule an appointment with your academic advisor to discuss your course schedule
- Receive internship assignment, application, or referral
- Contact employer and arrange meeting at agency
- Develop work schedule with internship agency
- Complete Internship Placement Agreement Forms
- Consistently meet work expectations and deadlines
- Complete and submit all coursework
- Submit Internship Assessment and Completion Forms

### Application Checklist:

Please note: All correspondence should be sent to [sociologyinternship@shsu.edu](mailto:sociologyinternship@shsu.edu), as well as to Dr. Lee Miller at: [lee.miller@shsu.edu](mailto:lee.miller@shsu.edu).

- Complete the Internship Application
- Complete the Internship Preference Form
- Submit an Unofficial Transcript
- Submit one reference letter (preferably from a faculty member or an employer)

Internship Application  
SOCL 4379: Internship in Applied Sociology

Please print clearly. Contact Dr. Lee Miller with any questions regarding this application at (936) 294-1517 or by email at [sociologyinternship@shsu.edu](mailto:sociologyinternship@shsu.edu).

**Date:** \_\_\_\_\_ **Internship Semester:**                      **Fall**                      **Spring**

**Student Information**

Name: \_\_\_\_\_ SAM ID: \_\_\_\_\_

DOB (mm/dd/yyyy): \_\_\_\_\_ SHSU Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Academic Experience**

Major 1: \_\_\_\_\_ Minor 1: \_\_\_\_\_

Major 2: \_\_\_\_\_ Minor 2: \_\_\_\_\_

Current SHSU Overall GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Minor GPA: \_\_\_\_\_

Academic Experience information is *REQUIRED*. Application will not be processed without requested GPA.

Completed Courses		
	Course	Final Grade
	SOCI 1301 Principles of Sociology	
	SOCI 2399W Writing in Sociology	
	SOCI 1306 Social Problems	
	SOCI 3305 Introduction to Community Leadership	
	SOCI 3443 Social Statistics	
	SOCI 4340 Research Methods in Sociology	
	English Composition or Technical Writing	
	Public Speaking (University Level)	
	Other Research Methods Courses:	
	Courses with an ACE designation:	
	Human Services Minor Courses (COUN):	
	CRIJ 4336 Understanding Human Behavior	
	CRIJ 4370 Interviewing and Counseling	
	CRIJ 3000-4000 Level Victimology Courses:	
	COMS 3385 Communication in Communities	
	Other courses relevant to work in a professional setting:	

**Internship Objective/Career Goals:** *Briefly describe what you hope to gain from the internship in relationship to your career goals, including plans to attend graduate school. Include any special areas of sociology or community services that interest you.*

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**Work Experience:** *Briefly describe any experiences you have in community service and/or in applying sociological skills in the workplace.*

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**Other Employment or Volunteer Experience:** *Briefly describe any other work or volunteer experience that you have.*

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**Special Skills:** *Please list any special skills that you possess such as language proficiency other than English, research skills, skills in computer applications, etc.*

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**Attach with this application:**

- **One reference letter (preferably from a faculty member or an employer)**
- **A copy of your unofficial transcript**

**Internship Placement Preference Form**  
**SOCI 4379: Internship in Applied Sociology**

Please print clearly. Contact Dr. Lee Miller with any questions regarding this application at (936) 294-1517 or by email at [sociologyinternship@shsu.edu](mailto:sociologyinternship@shsu.edu).

**Student Information**

Name: \_\_\_\_\_ SAM ID: \_\_\_\_\_

SHSU Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Agency Preferences**

*Select four categories of agencies that you are interested in interning with. Rank agencies in terms of your level of interest.*

Select	Agency Type	Rank (Please Select)			
	Advocacy and Lobbying Groups	1	2	3	4
	Colleges/Universities	1	2	3	4
	Community Service Organizations	1	2	3	4
	Elder Service Agencies and Retirement Communities	1	2	3	4
	Elementary, Middle and Secondary Schools	1	2	3	4
	Family and Child Services Agencies	1	2	3	4
	Foundations (Corporate and Privately Financed Community Service Agencies)	1	2	3	4
	Government Agencies – Federal	1	2	3	4
	Government Agencies – State or Local	1	2	3	4
	Hospitals and Wellness Centers	1	2	3	4
	Marketing Research and Public Relations Firms	1	2	3	4
	Medical Advocacy or Community Health Agencies	1	2	3	4
	Mental Health Service Organizations	1	2	3	4
	Non-Profit Organizations	1	2	3	4
	Policy Analysis and Research Institutes	1	2	3	4
	Public Opinion Research	1	2	3	4
	Religiously Affiliated Organizations	1	2	3	4
	Substance Abuse and Health Rehabilitations Centers	1	2	3	4
	Other: _____	1	2	3	4
	Other: _____	1	2	3	4

## Geographic Location of Internship

Please list four geographic locations in which you are able to work. Rank the locations in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Travel and Special Needs

Please describe any special accommodations or needs you may have that should be considered when making an internship placement. These may include travel restrictions, disabilities, medical concerns, or other considerations. Any special needs identified will not be shared with an on-site supervisor without your expressed consent. The Internship Instructor will use this information solely for placement purposes.

### Attach with this application:

- One reference letter (preferably from a faculty member or an employer)
- A copy of your unofficial transcript

### Please submit your application materials to:

#### Mailing Address

Department of Sociology  
Sam Houston State University  
Attn: Dr. Lee Miller  
Box 2446  
Huntsville, Texas, 77341-2446  
Phone: 936-294-1517  
Fax: 936-294-3573  
[sociologyinternship@shsu.edu](mailto:sociologyinternship@shsu.edu)

#### Physical Address

Department of Sociology  
CHSS Building  
1901 Avenue I, Suite 270  
Huntsville, Texas 77341

Online application available at:

<https://www.shsu.edu/academics/sociology/internships>