

Sociology Internship (SOC 488) Application

Check List for Students

- a. Do you have a major GPA of 3.0 or higher?
- b. Do you have junior or senior standing?
- c. Can you commit at least 10 hours a week in the coming semester to an internship (160 hours total)?
- d. Have you filled out the entire student portion of the application?
- e. Have you obtained a faculty recommendation (using the attached form)?
- f. Have you attached a copy of your resume that has been reviewed by Career Services?
- g. Have you attached a copy of your cover letter?
- h. Have you met with the Sociology Academic Advisor to confirm your eligibility for the program?

Fill out the application and submit to Dr. Colin Olson as soon as possible. For SPRING 19 internships, applications will be accepted throughout the Spring 2019 semester until the deadline date, which is Wednesday, April 24th. Please submit applications at the Department of Sociology and Criminology, located in the Social Sciences Building at the Main Campus, University of New Mexico in room 1103.

If you are accepted into the intership program, the following will be required of you:

1. Meet with Dr. Olson and go over internship possibilities.
2. Once placement is decided, provide a revised resume and cover letter to reflect the placement to Dr. Olson.
3. Meet with Dr. Olson to go over resume and letter.
4. Send final letter and resume to field agency.
5. Contact the agency to set up interview for final consideration.
6. Once accepted by the field agency, register for 3 hours of credit (SOC 488) and follow the SOC 488 syllabus provided by Dr. Olson for academic requirements to get credit for this course.

Questions?

Dr. Colin Olson: colino@unm.edu

UNM Banner ID# (not your SSN) _____

Name: _____

Primary Telephone#: (____) _____

Current Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Semester/Year SOC 488 will be taken: _____

PORTION TO BE FILLED OUT BY SOCIOLOGY/CRIMINOLOGY ADVISOR (or your major advisor)

Junior or Senior standing

Expected month and year of graduation: _____

Cumulative GPA: _____

Major GPA: _____

Major: Criminology Sociology Other: _____

Minor: Criminology Sociology Other: _____

Is this student eligible to take SOC 488 for two semesters? Yes No

If not, please explain.

Any comments:

Advisor Signature: _____ Date: _____

APPLICATION FOR SOCIOLOGY/CRIMINOLOGY INTERNSHIP (SOC 488)
STUDENT PORTION

UNM ID # (different than your SSN) _____

Name: _____

Primary Telephone#: (____) _____

Current Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Do you want to take SOC 488 for one semester (3 hours) or two semesters (six hours)?

Not counting the SOC 488 course, how many credit hours will you be enrolled in for the coming semester? _____

How many hours a week can you allocate to the internship? _____

Describe any past work or volunteer experience relevant to the internship:

Present employment (Location & Duties):

How many hours per week will you be working in the coming semester? _____

Contact Name and Telephone to verify employment: _____

If not currently employed, provide the name of a contact person, their relation to you, and a phone number to serve as a reference. _____

Car available for your use: Yes___ No___

Do you know a foreign language? Yes No If yes, which language(s) and what level of fluency? _____

Do you have ANY prior convictions on your record which may appear on a background check? Yes___ No___

If Yes, explain:

Please provide the name of the UNM Sociology Instructor who will be completing your recommendation form:

Please review our website, <http://www.unm.edu/~socdept/internprogram.htm>, where you will find descriptions of potential placement locations. Select three (3) areas of interest After reviewing our website which provides information on some placements, (<http://www.unm.edu/~socdept/internprogram.htm>), select three (3) areas of interest (in order of priority – 1 being highest and 3 being lowest). The website is designed to provide students with placement ideas and responsibilities.

- ___ Law Enforcement
- ___ Corrections
- ___ Courts
- ___ Youth Programs

- ___ Neighborhood Organizations
- ___ Substance Abuse Prevention/Counseling
- ___ Human or Social Services
- ___ Other – please propose a placement with contact information:

*** Please do not forget to attach the following documents:**

- Cover letter
 - a. describe your academic skills and experiences you would bring to the internship placement
 - b. indicate why you seek internship experience
 - c. describe which placement you seek and why (i.e., discuss why it is a good fit for you and why you are a good fit for it.
- Resume - Make sure you obtain guidance/approval from Career Services
- Unofficial Transcript

Make sure to proofread all of your documents.

CONFIDENTIAL Recommendation Form
(Must be completed by a UNM Sociology or Criminology instructor with whom you took a class)

Date: _____ Student Name: _____

Please answer the following questions:

1. Student regularly attends class? YES or NO

If no, describe attendance patterns:

2. Student presents him/herself in a professional manner? YES or NO

3. How do you rate this student's academic background?

Excellent Very Good Good Average Below Average Poor Don't Know

4. How do you rate this student's verbal skills?

Excellent Very Good Good Average Below Average Poor Don't Know

5. How do you rate this student's writing skills?

Excellent Very Good Good Average Below Average Poor Don't Know

Additional optional comments:

Describe any strength(s) that makes this student well suited for an internship.

Describe any limitation(s) that makes an internship placement problematic for this student.

Instructor name

Instructor Signature

(Dear instructors please put this confidential form in a sealed envelope and return to Dr. Colin Olson's departmental mailbox as soon as possible. Thanks so much!)