

## **Sociology 488-Field Observation and Experience**

---

<http://sociology.unm.edu/undergraduate/internship.html>

### **Course Application**

#### **Check List for Students**

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

***Fill out the application and submit it electronically to Dr. Colin Olson as soon as possible. Applications for spring semester are due by the last weekday of November and application for fall semester are due the last weekday of April.***

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

1. Meet with Dr. Colin 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](mailto: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

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? \_\_\_\_\_

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

Please review our website, <https://sociology.unm.edu/undergraduate/internship.html>, where you will find descriptions of potential placement locations. 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**  
**(Completed by an 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. Thinking about this student's academic background, verbal skills, and writing skills, how do you rate this student's readiness for an internship?

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

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

If no, how might we prepare student for an internship?

---

---

---

**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 address UNM Department of Sociology and Criminology MSC05 3080 or email the form to colino@unm.edu. Thanks so much!)*