Metropolitan State University Individual Internship Guidelines
Social Science Department
(These include: political science, sociology, anthropology and applied areas.)

All approved three and four semester credit internships must:
- include a specific number of hours of experience:
  3-credit internships=40 hours seminar-related and 80 hours fieldwork
  4-credit internships=40 hours seminar-related and 120 hours fieldwork;
- include registration and attendance at the Social Science SSCI 010 Internship Group Meetings and successful completion of all assignments;
- involve the student in upper-division, college-level learning;
- offer theoretical as well as practical learning;
- be approved by the Social Science Department resident faculty member acting as internship liaison (this will be taken care of by the Internship Office staff—the student is not required to get this signature);
- be supervised by a qualified on-site supervisor; and
- be evaluated by the social science internship faculty liaison.

Student Learning Outcomes

The student will learn:
- the mission, structure, goals and programs of the internship organization or project;
- her or his responsibilities within the organization or project; and
- specific frameworks, concepts or information derived from the social sciences, that pertain to the internship project.

The student will be able to:
- successfully perform internship responsibilities,
- apply social science concepts to an analysis of the internship experience,
- demonstrate effective interpersonal skills including clear written and oral communication, and
- assess her or his own learning in the internship.

The student will:
- participate in the 5 Social Science Group Meetings,
- successfully complete written assignments and final project, and
- complete a brief evaluation of the internship experience.

The Social Science Internship Group Meetings:

All students who enroll in a social science internship must also attend the Social Science Group Meetings during the semester nearest to the beginning of the internship. Check the current Class Schedule or call the Center for Community-Based Learning at 651-793-1285 for dates, times and location. These meet five times during the semester and include the following goals and activities:
- review internship guidelines and responsibilities,
- review the academic content of the internship,
- provide opportunities for structured reflection and analysis of the internship experience, and
- provide a group context in which students can evaluate both their own learning and their contribution to the organization or project.
Some students include more than one internship in their degree plan; those students must take the internship group meetings requirement for each internship. There is no additional cost for the group meetings.

Important Note: If a student’s internship is approved after the third social science internship group meeting, the student must enroll and attend the group meetings for the following semester. The student’s internship will not be complete and the grade will not be assigned/processed until the internship fieldwork and social science internship group meetings have been completed. It is very important for students to plan accordingly and be aware of any financial aid, registration and graduation deadlines.

**Evaluation**

Evaluation will be based on:
- attendance and participation in the group sessions,
- the quality of analysis and reflection as demonstrated in the written assignments and final project; and
- internship performance as evaluated by the on-site supervisor.

**Requirements and Consideration**

- Students must have a completed and approved Academic Internship Agreement prior to registration.
- Students must participate in the Social Science Internship Group Meetings during the semester nearest to the beginning of the internship.
- Students may do a maximum of three (3) social science internships, provided each is a new learning experience and involves a different project.
- Students are not permitted to earn academic credit through internships at their place of employment without prior approval of the social science internship faculty liaison.

**Important Note:** The Academic Internship Agreement must be submitted and approved before you finish the third week of your internship. You may not register for the internship until you have received written approval notification from the Internship Office. Students must register within the semester of the Academic Internship Agreement approval date or they will be required to reapply for the internship with the approval of the Social Science internship faculty liaison. Check current Class Schedule for last day to register for the semester.