



DEPARTMENT OF SOCIOLOGY

**MEMORANDUM OF UNDERSTANDING  
SOC 4000/SOC 4100 WAYS OF PRACTICING: INTERNSHIP**

**Dr. Michael DeCesare, Chair  
978.837.3516 or decesarem@merrimack.edu**

**Internship Objectives:**

1. The Sociology Internship course (SOC 4000/SOC 4100) is intended to provide students majoring in Sociology with supervised field work opportunities within community, human services, criminal justice, and health-related agencies.
2. In return for their contribution to the activities of the agency, students receive direct professional supervision, valuable field experience, and earn four credits toward graduation from the college.
3. It is expected that students will have the opportunity to provide services to clients directly, to the extent possible, and will be assigned activities that advance the mission of the agency and the educational goals of the course.
4. Students as interns are expected to demonstrate maturity and a professional attitude by being enthusiastic in gaining this hands-on experience and by exhibiting a willingness to become involved to make a contribution to the agency and those the agency serves. Students are expected to be dependable and reliable resources for the agency and display at all times a professional demeanor in interactions with agency members and those served by the agency.
5. The Sociology Internship course is intended to provide students a unique opportunity to experience possible career interests, to learn from those already working in the field, to consider the need for further education, and to make valuable contacts that may be helpful in acquiring full-time employment.
6. Students are expected to volunteer at the placement agency between 12 to 15 hours a week. Students arrange with the supervisor at their placement an agreed upon work schedule, specific responsibilities that will be assigned to the student, and tasks expected to be accomplished by the student over the course of the placement.
7. Once the student and the placement agency have agreed on the internship arrangements, both parties are expected to sign this Memorandum of Understanding that makes clear the responsibilities and obligations of both parties involved.
8. In addition to the responsibilities the students assume as part of their placement, the academic component requires that the student meet on a periodic basis with the Chair of the Sociology Department to discuss Internship experiences and student progress toward applying the sociological imagination to these experiences.
9. The grade for the Internship course is based on (1) a Placement Supervisor Evaluation and (2) a Course Project, graded by the Chair of the Sociology Department, where the student applies some type of sociological analysis to the Internship experiences. All final submissions for the course grade are due no later than the first day of Final Exams. Late submissions will be penalized.

**Internship Placement:**

Agency Name: \_\_\_\_\_

Supervisor Title &amp; Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ and/or Email Address: \_\_\_\_\_

**Student:**

- Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

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**Schedule [12 to 15 hours per week required]:**

- Starting Date: \_\_\_\_\_
- Ending Date: \_\_\_\_\_
- Hours Per Week: \_\_\_\_\_

DAYS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HOURS							

**Student Placement Tasks and Responsibilities:****Signatures of Parties of Placement:**

\_\_\_\_\_ Date \_\_\_\_\_ Chair, Department of Sociology Date

\_\_\_\_\_ Date \_\_\_\_\_ Executive Director Date