



## Social Services Program - SOC 490 Internship Guide

Social and Human Services workers show a great deal of initiative and organization. It is important to use this opportunity to develop workplace skills that will benefit you and the people you serve when you enter your chosen profession. We have a great Career Services program at CWU that can help you explore careers and become prepared for your post-CWU life: <https://careerservices.cwu.edu/>

For the required Social Services internship, students cannot enroll themselves in SOC 490. It is important to think about this early, as the process from start to finish can take a couple of months, which includes searching for and contacting sites about opportunities; it is suggested to start looking at least one quarter in advance. Once you have found an internship, you need to submit a learning agreement application, and Career Services will enroll you in SOC 490 once this application has been processed. Keep in mind that this cannot be a retroactive experience - you cannot get enrolled in SOC 490 in the fall for a summer internship.

If you don't know what you are looking for in an internship experience, please respond to the following questions via email to the Social Services Internship Faculty Instructor, Dr. Pamela McMullin-Messier [pamela.mcmullin-messier@cwu.edu](mailto:pamela.mcmullin-messier@cwu.edu). If you already have a site identified, please let the faculty instructor know about this in advance. Career Services also has links to potential internship opportunities, but you will need to create a handshake account to access this: <https://cwu.joinhandshake.com/login>

### **Things to Consider with Your Internship Experience**

- What is your anticipated graduation date? It is recommended to wait until you are a Junior or Senior, as you must have completed at least 90 credits towards your degree.
- Have you completed both SOC 301 and SOC 310? These classes are recommended and foundational to prepare you for case work in social and human services agencies.
- What population do you want to work with? Children? The elderly? Veterans? Consider who it is that you want to serve and in what capacity.
- Where are you wanting to intern? Government, non-profit, etc.? Consider what types of organizations are in your location (community, city, county, state, etc.).
- What opportunities can be connected to how social problems and community needs are being served and/or met?
- What quarter do you want/need to complete your internship? **Don't wait until your final quarter to start thinking about this.**
- How many credits do you want to take? **The Social Services degree requires a minimum of 4 credits, which is approximately 160 hours (40 hours = 1 credit).**
- Internships do not need to be completed in one quarter, so you can split up time between quarters. Students can also earn up to a total of 12 credits for SOC 490.

- You can do an internet search to locate options in your community. A simple internet search of “Kittitas County Social Services Resources (or insert the name of the county of your choice)” or “Tacoma Community Social Services Resources (or insert the name of the city/town of your choice)” will bring up many resource lists that you can look through for various sites.

### **Getting Started with Career Services and the Internship Checklist:**

Please review Career Services’ internships page: <https://careerservices.cwu.edu/internships/> as this will provide you with a roadmap on how to complete your internship application. **This application is required for you to get enrolled in SOC 490 for the internship – this is a learning agreement between you, the internship site, the faculty instructor, and CWU.**

### **Expectations about Getting Enrolled and Starting the Internship:**

Students are expected to explore internship opportunities independently and make direct contact with the sites that they are interested in to see if they take interns. Career Services can share a list of previous sites to get you started, but you will need to reach out to their office. Once a site has been secured, then students work with the site supervisor to develop goals, objectives, and tasks. Students need to follow the instructions for the internship application and submit the learning agreement, where it will be circulated for signatures. Students will be registered by Career Services in SOC 490 once the application has been processed.

**Students should not begin internships until they have been enrolled in SOC 490. Applications must be submitted and approved prior to the start of the quarter, otherwise there will be late fees. It is recommended to submit your paperwork one (1) month in advance. Please refer to the internship checklist about insurance and training. Your internship might also require a background check to be completed prior to starting your internship – ask your site supervisor.**

### **What Do You Want to Get Out of Your Internship:**

You will work with your internship site supervisor to develop your goals and tasks as they relate to what you’ll be doing for your internship. There is a tip sheet on the career services checklist that will assist you in drafting these. You can determine this with your site supervisor on defining what you will be doing and then create your learning goals/objectives around that – or - you can develop your goals/objectives first and then ask your site supervisor to assign tasks that will help you reach those goals.

Internships provide students with an opportunity to put into practice skills they have learned while working on their degrees. In addition, students should have an opportunity to enhance those skills, obtain the perspective of a work environment and benefit from a mentor or supervisor’s experience and advice. To gain maximum benefit, the work experience must have a supervisor/mentor available to provide coaching and evaluation of the student. Writing the learning objectives is a collaborative effort. The student and site supervisor need to develop at least three learning objectives to be met during the internship experience and this needs to be approved by the faculty instructor prior to submitting the application.

Learning Objectives: What do you expect to learn or experience during your internship?

Learning objectives are specific, measurable statements of what you hope to accomplish or learn during the internship. Each objective should be clear and concise.

Think about what you want to gain from this internship experience. Setting goals and having clear learning objectives provides a means for evaluation of your experience. Each learning objective should be specific, realistic, and measurable. Each must have a completion date within the time frame of the internship.

A measurable learning objective is a clear statement of what and how you are planning to accomplish your goals. Objectives are not tasks; they are not a punch list of tasks to be performed. However, very specific tasks should be listed for each objective. Each task should advance the objective it supports. To begin writing learning objectives, first describe the job environment. You need to ascertain whether this environment will provide you with the opportunity and the means to enhance your skills and to contribute in a meaningful way.

Think about what you want to gain from this experience. Do you want to learn new techniques? Do you want to discover new ways to solve problems? Finally, list the specific tasks you will perform that lead to the accomplishment of each learning objective.

#### Examples for a human services internship:

- **Objective/Goal:** To learn the skills needed to be able to effectively engage clients in the assessment and case planning process.
- **Task:** Attend and observe assessments conducted by clinicians with clients and shadow clinicians and case managers as they develop individual case plans for clients.
- **Objective/Goal:** To better understand how the “Integrated Treatment Model” assists youth in the juvenile justice system develop the life and social skills they will need to reintegrate into their communities successfully.
- **Task:** Observe/participate in planning meetings and individual/group counseling sessions with youth to assist them to understand their personal goals and progress in the program.

#### **Internship Application must be submitted on the Wildcat Career Network**

The information listed on the next page is what you will use to complete the application through the Wildcat Career Network in Career Services. You need to login to Wildcat Career Network accounts via the link in the menu located on the right side of your MyCWU dashboard. Use the left tab to navigate to “My Account” then to “Cooperative Education & Internship Program”. If you have questions about using the Wildcat Career Network, please contact Career Services to talk with Cassey Henrickson (internship coordinator):

<https://careerservices.cwu.edu/staff/#cassey-henrickson>

Use the Standard Intern Academic Requirements Worksheet and this guide to help you complete the Application: <https://careerservices.cwu.edu/resources/internship-checklist-docx/>

- **For a 4-credit internship, the total number of hours needs to add up to 160 hours.**

- Include class assignments (note: this can also include an independent project that is pre-approved with the faculty instructor) towards your total number of hours.
- During the quarter you will complete a weekly journal, discussion board (interaction with students who are also completing internships), site visit, midterm report, and final paper. Typically, all of this should take no more than 2 hours per week; the total estimate for coursework is approximately 20 hours.
- For example, if you intern/job shadow for 15 hours a week over 10 weeks that adds up to 150 hours, and if you add 150 to 20, then the total adds up to 170 hours. You need to count the number of weeks and list hours per week on the learning agreement.
- You MUST make sure that the hours in the application add up. Your hours may look different than above, as this needs to be based on the agreement with your supervisor and the internship site. **Please ensure your math is correct before you submit the application, or it will be denied, and you'll have to resubmit.**

#### Other information to include on the learning agreement application

- Major: Social Services (or Sociology)
- College: College of the Sciences
- Course: SOC 490
- Department Phone: 509 963 1305
- Faculty Instructor: Pamela McMullin-Messier [pamela.mcmullin-messier@cwu.edu](mailto:pamela.mcmullin-messier@cwu.edu)
- Department Chair: Griff Tester [griff.teste@cwu.edu](mailto:griff.teste@cwu.edu)
- Dean: Michael Pease [michael.pease@cwu.edu](mailto:michael.pease@cwu.edu)

#### **SOC 490 Academic Requirements**

There will be a Canvas page for SOC 490. The required assignments are weekly journal entries, a midterm progress report that is due at the midpoint of your internship, and a final paper that is due during finals week. Please plan to submit your journal entries every week. There will be discussion assignments (counts as check-ins) with your peers and a virtual site visit, which will be held via zoom; these are meetings between you, the faculty instructor, and your site supervisor. The final paper will be a 3–5-page paper that describes your internship experience and links your activities and experiences to the original objectives/goals described in your learning agreement and reflect on additional skills/experiences you encountered during your internship and how it connects to your coursework and experiences to complete your degree.

#### Assignments:

- Journals - due weekly
- Midterm progress report - due midway through the internship
- Final Paper - due last day of finals
- 3 check-ins - completed through discussion board assignments
- Site visit - due before the end of the internship