SOSC 221– Professional Excellence for Social Scientists

Employer-sponsored internships sought by social sciences majors to supplement their classroom learning with on-the-job experience can receive course credit through this class. Successful students exceed employer expectations, and understand the vision, mission, strategy and objectives of the organization through self-evaluation and accountability measures.

**FACULTY DESIGNEE** – Dr. Lyn Ragsdale (lr3@rice.edu)
**ADMINISTRATOR** – Alex Wyatt (alex.wyatt@rice.edu)

**PREREQUISITES**
1. Only the students who declare a major in the School of Social Sciences are eligible.
2. Internship approval by the Dean's Office is required before beginning internship.
3. The course applies only to employer-sponsored internships.

**RESTRICTIONS**
During a given term or summer, the student may not receive duplicate credit for the same internship work.

The internship course for academic credit is not repeatable. The only exception would be an additional internship abroad pre-approved by the Dean’s office.

**GRADING**
Designated faculty performs all grading based on submitted evaluations. This is a pass/fail course.

**CREDITS**
1.0 credit hours (minimum 80 internship work hours per credit)

Must complete professional work experience that is a minimum of 5 hours per week for a minimum of 8 weeks OR for a total minimum of 40 hours to earn academic credit. This may be completed during fall, spring or summer. The students who plan on a summer internship need to obtain approval for their internships in the spring and earn the credit the following fall semester. The summer interns will need to complete a minimum of 80 hours.

**COURSE OBJECTIVES**
1. Learn new skills by resume writing, interviewing and networking.
2. Apply the academic knowledge of research and writing skills into business practices.
3. Receive on-the-job training and consultation by participating in a variety of projects and taking on various job responsibilities.
4. Expand knowledge learning the organization objectives.
5. If offered, receive valuable letters of recommendation from employer.

**INTERNSHIP QUALIFICATIONS**
When searching for an internship, the students should use the following criteria:
1. Does the internship prepare the student for ‘professional work’ after graduation?
2. Do future career options exist within the organization? Would the student want to work for this organization long term?
3. Does the internship provide good networking opportunities?
4. Does the organization have skill development opportunities that go beyond what the student would learn in the classroom? Does the internship provide an opportunity to pick up a new skill or learn a new technology that will be marketable upon graduation?
5. Will the experience be marketable to future employers?

**COURSE REGISTRATION PROCESS**
1. The student officially declares a major in the School of Social Sciences.
2. The student finds an internship/job opportunity.
3. The student ensures that the employer is approved for internship by submitting an “Internship Host Agreement” form which specifies the learning objectives, job description, and supervisor contact for review by the Dean’s Office. The internship must take place in the Houston metro area or, if during the summer, in the locale in which the student resides. No virtual internships are permitted. Gateway Administrator reviews and issues final approval of the internship.
4. The student fills out a special registration form from the Registrar and obtains signature from Dean’s office or the faculty designee.

**COURSE REQUIREMENTS**

1. The student must create a Linked-in profile and visit the Center for Career Development for a cover letter and resume review before applying for an internship.
2. The student submits a self-evaluation of job performance, internship experience, and professional growth at the midpoint of the internship. (1-2 pages)
3. The student submits a similar self-evaluation at the completion of the internship.
4. The student secures an evaluation from the supervisor both mid-way through the internship and upon its completion.

Please see supplemental “Due Dates” form for evaluation deadlines.