

The following steps will assist you in a smooth transition from your regular college curriculum to an internship with the Applied Sociology program at Texas State. The course that accompanies your internship is **Sociology 4690**:

1) Meet with an academic advisor in Liberal Arts or an academic advisor in the Sociology Department for **academic advising**. They will let you know when you are academically ready to apply.

2) Make sure you have met the **degree requirements** that are listed in your course catalog. They are also posted on our website.

3) Pick up an **application packet** from the main Sociology office. Packets for Fall internships are available the first week of the Spring semester, Summer packets are available mid-November, and the Spring packets are available the first week of the Fall semester.

4) In your packet are various materials with very important **due dates**. For an ideal placement, you will need to get your packet completed within the outlined timeframe.

5) There is a **mandatory orientation** that will be listed in the front of your packet. At this meeting we discuss the placement process and the course requirements for Sociology 4690.

6) You will meet with one of the internship coordinators for an **individual pre-placement appointment** after orientation. Here we will go over your career testing and other materials that you submitted in your packet. WE will also brainstorm on possible placements sites that are suited to your goals. After this meeting you will be on your way to interviews.

7) An important step is to go on **interviews** to find the best placement for you. Our webpage contains a link to the informational interview process.

8) After interviews, you will report back to the coordinator to get approval for the site you have chosen. In that manner, you will be making an informed **decision** of where to complete your 300-hour internship.

9) It is always important to **follow through** with places and people you have interviewed with. Clear communication and appreciation (e.g. thank you notes) are important elements in the professional world.

10) **Sociology 4690 is a 6-hour writing intensive course**. Therefore you must register and attend class. The first class is a **mandatory seminar** that occurs a week before the semester begins. At this point, you will be ahead of the game when it comes to interning!