

**Hunter College
Department of Sociology
Graduate Social Research Program**

GSR 718: Research Internship

Description: GSR 718 Research Internship; 6 cr.

Completion by matriculated student of a research internship under faculty supervision in an approved private or public sector research agency. The Internship lasts a minimum of three months (full time) or six months (part time).

Expectations:

Execution of a research project applying advanced research methods. The content and scope of an internship should be similar to work performed by an entry-level research assistant.

Students may register for GSR 718 ("Research Internship") during the fall or spring semester for internships accomplished during the following fall, spring or summer months. The process of identifying and obtaining approval for an internship should be initiated at *least one semester in advance*.

Internships cannot begin without signed approvals from the internship supervisor, the faculty supervisor and the graduate program director. You will not get credit without these approvals in advance.

It is *strongly* recommended that students who are uncertain about where they might intern should schedule an **Exploratory Meeting** with the Internship Coordinator to explore placement options. When meeting with the Internship Coordinator for this purpose, students should furnish the following:

- 1 A current resume
- 2 A completed GSR Internship Assessment Form (attached) which is designed to evaluate the student's academic and professional interests and identify appropriate placement settings

It is not necessary for students who have already identified an internship setting to furnish a resume or GSR Internship Assessment Form. However, all students must submit an Internship Proposal, developed in consultation with and signed by the intern's supervisor, and including the following information:

- The learning objectives the student seeks to accomplish
- A brief description of role and responsibilities, including key tasks
- A brief description of any special project to be completed
- The method by which the intern's supervisor will monitor and evaluate student work
- Performance targets
- The time commitment (hours per week, total hours)
- The expected start and completion dates
- Rate of compensation (if any) The Internship Proposal must be approved by the Internship Coordinator before students can register for GSR 718 and initiate the internship.

Requirements:

Time commitment: Internships may be conducted on a fulltime basis (i.e. a minimum of 32 hours of work per week) for a period of three months or on a part-time basis (i.e. a minimum of 16 hours of work per week) for a period of six months.

Performance evaluation: A student's performance in the internship will be evaluated based upon... .. the total number of hours worked ... an evaluation from the intern's supervisor ... the submission of an Intern Report (see "Guidelines for the Intern Report")

Credits earned: Students who have successfully completed the internship will receive 6 credits toward the MSSR degree.

Have additional information regarding the research internship? Please contact Prof. Howard Lune at hlune@hunter.cuny.edu or (212) 7725643

GSR Internship Assessment Form

1. Last Name: _____ First Name: _____
2. SSN: _____
3. Home Mailing Address: _____ Apt. #: _____
City: _____ State: _____ Zip: _____
4. Employer (if any): _____
5. Work Address: _____ Floor/suite: _____
City: _____ State: _____ Zip: _____
6. Job title: _____
7. How long at present position? months ____ (or) years ____
8. How long with your present employer? months ____ (or) years ____
9. Daytime telephone #:(____) _____
10. Evening telephone #:(____) _____
11. Mobile telephone #:(____) _____
12. Most frequently checked email address: _____
13. Which Area of Specialization are you enrolled in?
 - Marketing Research and Consumer Behavior
 - Media Research and Analysis
 - Research and Policy Analysis in the Public and Nonprofit Sector
 - Research and Training in International Development
14. When are you planning to complete your graduate degree? _____
15. Please indicate the academic semester during which you plan to register for GSR 718: (Indicate check semester and indicate year) Fall Spring Year: _____
16. What are the anticipated start and end dates of your internship?
Start Date: __/__/____ End date: __/__/____
MM DD YYYY MM DD YYYY
17. Describe what steps, if any, have you taken toward setting up an Internship? (e.g., contacted someone within the organization where you'd like to work; haven't contacted anyone yet but know whom to contact, not sure who to contact, etc.)

18. What ideas do you have regarding the (type of) organization you'd like to be involved with for your internship?

- Government agency
- For profit employer
- Not for profit employer
- Other (please specify): _____
- Not sure

19. What ideas do you have regarding the specific organizations and types of project activities you would like to be involved in during your Internship? Organization Activities/Project(s)

20. Professional experience (paid and unpaid) in the field: (Attach current resume)

Position	Employer	Dates	Job Duties