



INTERNSHIP HANDBOOK

**University of Johannesburg
Department of Sociology
BA Honours Programme**

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An application to participate in an internship is the equivalent of a job application and should be taken seriously. Similarly, an internship should be considered the equivalent of a job. The responsibility of applying for an internship, complying with the deadlines and other requirements explained herein, lie with the student.

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ALL ABOUT INTERNSHIPS

Commonly Asked Questions and Answers

WHAT IS AN INTERNSHIP?

An internship is an opportunity for a student to learn more about sociological practice and work with professionals in a variety of fields. It gives the student a chance to obtain practical, on-the-job experience, network, make contacts that may prove valuable later in the student's career, learn about the challenges facing different sectors in South Africa and discover innovative approaches to improve the lives of South Africans. The Department of Sociology requires that each honours student successfully complete a 120-hour internship during the duration of the Honours programme.

INFORMATION THAT MUST BE SHARED WITH WORK SITE SUPERVISORS

The Honours Programme in the University of Johannesburg's Department of Sociology is following international standards for practice program accreditation. The following standards, therefore, have to be followed regarding internships:

1. The internship must have a focus that is a growth experience for the student. The student needs to have, at some point, involvement in activities such as board meetings, meetings with other agencies, and/or team building participation. The intern must learn about the context of the organisation and familiarise him/herself with challenges the organisation faces and processes of decision-making.
2. The internship must be at least 120 hours which includes the growth experience in point 1 above.
3. The Work Site Supervisor must have at least a baccalaureate degree (or equivalent qualification) and a minimum of two years of relevant professional experience. The Work Site Supervisor must send his/her CV to the internship coordinator, Dr Letitia Smuts at Lsmuts@uj.ac.za.
4. The Work Site Supervisor is expected to meet periodically with the student.
5. The internship should contain training, similar to that which would be given in an educational environment.
6. The intern does not displace regular staff but rather works under supervision of regular staff members.

HOW DOES A STUDENT APPLY FOR AN INTERNSHIP?

Follow these steps to apply for an internship:

1. Think about what kind of internship you would like to have. Internships can have many aims. For instance, an internship can increase your applied or clinical skills, fit with your career interests, increase your knowledge about a topic connected to your research project, meet a community need, allow you to try your skills in a new area and/or help you to understand an area about which you had little knowledge. Some internships, of course, will not work well for you for a variety of reasons (e.g., does not fit your interests,

does not offer enough growth potential, there is no or little fit with your school and/or work schedule).

2. Locate a potential internship. Some possible sources of information are:
 - The Department of Sociology list of possible internships.
 - Previous or potential employers you may know.
 - Department faculty members who may have ideas about jobs in your area of interest.
 - The University's Centre for Psychological Services and Career Development (PsyCaD) provides career information.
 - If you know the area you wish to work, review the web, newspapers, information about relevant professional associations, and/or a phone book for possible contacts.
 - Family members, friends and/or acquaintances can be helpful.
3. Call a potential internship organization and ask for an appointment to talk about the organization and a possible internship position.

NOTE: You are responsible for obtaining an internship position and for completing and submitting all forms.

FREQUENTLY ASKED QUESTIONS

Must a student consider only those internships listed by the department?

No. Students may arrange their own internships and may find these in any number of ways (e.g., internet, networking, career fairs).

How much academic credit can students earn through internships?

The Honours internship falls under the Honours Research module of the Sociology Postgraduate Programme. The internship is compulsory in order to graduate from the Sociology Honours Programme. The Work Site Supervisor rates the student's performance and the DoS Internship Coordinator decides if the internship requirements (e.g., rating by field supervisor, completion of 120 hours, on-time completion of all forms and assignments, and rating by internship coordinator) have been satisfactorily completed.

When must a student complete the internship?

The 120-hour internship must be completed during the Honours Programme. Students may do this by working part-time during the whole year or a segment of the year or they may work full-time for a period (e.g., winter break). A work site representative and a student may agree that training must be completed before the start of the 120-hour service period. For 2018 we would like all students to have completed their internship by the start of the semester 2 that is 23 July.

May an internship work site require a student to work for more hours than the required 120 hours?

A student and a work site representative generally reach an agreement on the number of hours the student will work before the student begins an internship. Training that may be required of an intern does not count toward the 120 hours of service. A student may work more than the minimum number of hours – 120 - specified by the Department and can count that extra time as valuable on-the-job experience.

Are students required to pay tuition for internships?

Students do not pay tuition or fees to have internships.

May a student take an internship and other classes as well?

An internship is much like a part-time job. Students can often work at local internships and simultaneously take classes. However, students are encouraged to plan their activities carefully during an internship period. An internship often requires a time investment (travel time, for instance) greater than the number of hours actually on the job.

Are interns paid for their work?

There is no expectation that an intern is paid for her/his work. However, an organization may pay an intern or provide money to pay some expenses (e.g., transportation expenses). Any payment arrangement should be specified in writing as part of the internship agreement.

May an intern's site supervisor be a relative, colleague, neighbour or friend?

No. Be aware that a certain internship placement may present a conflict of interest or the appearance of a conflict of interest. If you or your Work Site Supervisor are at all unsure about the appropriateness of a placement, you are required to discuss the situation with the DoS Internship Coordinator as soon as you become aware of a potential problem.

How are interns evaluated?

The DoS Internship Coordinator will evaluate the student's work based on the following:

- All forms/reports from the student are received **by stated deadlines**
- A written, professional, and well-done report from the student that evaluates the internship is submitted to the internship coordinator no later than two weeks after the completion of the internship. **The final report from the student will be 4-5 pages and will be typed, double-spaced, and includes a title page, sub-headings, references. It must be free of all errors.**
- Written evaluations from the student's Work Site Supervisor during and at the completion of the internship. The student is responsible for ensuring that the Work Site Supervisor submits these papers to the internship coordinator by the stated deadlines.
- Highly critical or negative comments by a Work Site Supervisor can result in the DoS Internship Coordinator deciding that the student has not successfully completed the internship.

All internship materials become part of the student's academic file in the Department.

WAIVER OR PARTIAL WAIVER OF INTERNSHIP

There may be a case where a student has extensive experience and already has met most of the internship requirements. If that is the case, the student should submit a waiver request to the DoS Internship Coordinator. The waiver request form is available from the DoS Internship Coordinator and **must be submitted during the first five weeks of the student's first term in the program.** NO EXCEPTIONS. If the waiver or a partial waiver is granted, the student will still submit a final essay to meet the internship requirement.

GRIEVANCE PROCEDURES

If a student wishes to grieve a matter connected with an internship, she/he must first talk with the internship coordinator. If the student feels the matter is still not resolved and wishes to discuss the matter further, she/he should meet with the line manager of the honours program. If the matter is still not resolved and the student wishes to continue to discuss the matter, she/he should meet with the head of the department. If the matter is not resolved at that point, the student should follow standard university grievance procedures.

ETHICS

Academic, professional and scholar-practitioner organizations can have codes of ethics that cover teaching, research and practice areas such as clinical and applied sociology. One such code is the ethics code of the Association for Applied and Clinical Sociology. Please review this code before beginning your internship.

PREAMBLE We, the members of the Association for Applied and Clinical Sociology, as sociological practitioners, applied, clinical, and engaged public sociologists are committed to increasing the knowledge of social behavior and to using this knowledge to promote human welfare and to address issues of social importance. While pursuing these endeavours, we make every effort to protect the welfare of any individual, group, or organization we study or assist. We use our skills only for purposes consistent with these values and do not knowingly permit their misuse by others. While demanding for ourselves freedom of inquiry and communication, sociological practitioners accept the responsibility this freedom requires: competence, objectivity in the application of skills and concern for the best interests of clients, colleagues, and society in general.

PRINCIPLE 1. Competence The maintenance of high standards of professional competence is a responsibility shared by all sociological practitioners. We only provide services, use techniques, or offer opinions that meet recognized professional standards and fall within the scope of our knowledge and training. We maintain our knowledge of current scientific practices and professional information related to the services we render. Consequently, we recognize and embrace the need for continuing our education, professional development, and creative problem solving. We endorse the peer review of our work, whether in professional journals, conferences, or other outlets. a. As practitioners, we refrain from undertaking activities in which our personal circumstances are likely to lead to biased outcomes, inadequate professional services, or harm to a client or others. If we become aware of problems while engaged in such activity, we seek competent professional assistance to determine whether we should suspend, terminate, or limit the scope of our professional and/or scientific activities. b. As teachers or trainers, we perform our duties with careful preparation. Our instruction is accurate, current, and scholarly, both in content and pedagogical approach.

PRINCIPLE 2. Responsibility In our commitment to the understanding of human behavior, sociological practitioners value objectivity and integrity. In providing services, we seek to maintain the highest standards of our 2 AACS Code of Ethics Revised July 2017 profession, accept responsibility for the consequences of our work, and make every effort to ensure that our services are used appropriately. In particular, sociological practitioners are committed to avoid any act or suggestion that would support discrimination against any identifiable group, including race/ethnicity, national origin, religion, gender/gender identity, sexual orientation, disability/health conditions, age, marital status or parental status. a. As researchers, sociological practitioners accept the ultimate responsibility for recommending and selecting appropriate topics and methods of research. We plan our research in ways to minimize the possibility that our findings will be misleading. We provide thorough discussion of the limitations of our data and alternative explanations, especially where our work touches on social and/or organizational policy. In publishing reports of our work, we do not suppress conflicting data. b. As researchers, sociological practitioners seek to establish clear expectations for sharing and utilizing research data with other persons, professionals,

organizations, or agencies. We avoid dual relationships, whether political or monetary, which may limit objectivity or increase the possibility of bias so that interference with data, human participants, and social milieu is kept to a minimum. c. As sociological practitioners, we know that we bear a heavy responsibility because our recommendations and professional actions may alter the lives of others. We recognize that we must not do harm to those we serve or to our research subjects. We are alert to personal, social, organizational, financial, or political situations or pressures that might lead to the misuse of our influence. d. As teachers or trainers, we recognize our primary obligation to help others acquire knowledge and skill. We maintain high standards of scholarship and objectivity by presenting information fully and accurately. e. As employees of an institution or agency, we have the responsibility of remaining alert to, and attempting to moderate, institutional pressures that may distort reports of sociological findings or impede their proper use. f. As employers or supervisors, we provide useful and timely evaluations to employees, trainees, students, and to others whom we supervise.

PRINCIPLE 3. The Welfare of Research Subjects, Clients, and Students Sociological practitioners respect the integrity and protect the welfare of the people and groups with whom we work. We adopt US federal guidelines regarding the protection of human subjects as a minimum ethical standard. We inform all participants as to the purpose and nature of our evaluation, treatment, educational or training activities, and we freely acknowledge that clients, students or participants in research have a choice of whether or not to participate or to continue to participate once an activity has begun. a. We are continually cognizant of our inherently powerful position with regard to research participants, clients, and students. We make every effort to avoid the types of relationships with 3 AACSB Code of Ethics Revised July 2017 clients or others that might compromise our professional judgment or objectivity. Also, where the demands of an organization go beyond reasonable conditions of employment, sociological practitioners recognize possible conflicts of interest. When such conflicts occur, we clarify the nature of the conflict and inform all parties of the nature and direction of the loyalties and responsibilities involved. b. When acting as a supervisor, trainer, researcher, or employer, sociological practitioners provide others with confidentiality, due process, informed consent, and protection from physical and mental harm. c. Sociological practitioners who find that their services are being used by clients or employers in ways that are not beneficial to participants, employees, or significant others should make their observations known to the parties involved and should propose modifications or termination of the activity.

PRINCIPLE 4. Confidentiality Safeguarding information about an individual, group, or organization that has been obtained by the sociological practitioner in the course of teaching, practice, or research is a major obligation. Such information is not communicated to others unless certain important conditions are met. a. Information obtained in confidence is revealed only after the most careful deliberation when there is clear and imminent danger to an individual or to society. If such information is to be revealed, the sociological practitioner should first seek to limit the information to only appropriate professionals or public authorities. Revealing confidential information to the public is only undertaken in extraordinary circumstances. b. Information obtained through research, clinical, consulting, or evaluation work concerning children, students, employees and others is discussed only for professional purposes. Written and oral reports present only data germane to the purposes of the work, and every effort is made to avoid undue invasion of privacy. c. Confidential materials may only be used in teaching and writing when the identities of the persons, organizations, or localities involved are adequately disguised and/or protected. d.

Sociological practitioners maintain the confidentiality of professional communications about individuals. Only when all persons involved give their express permission is a confidential professional communication shown to another individual. The sociological practitioner is responsible for informing the client of the limits of confidentiality. e. Where research data are being made public, the sociological practitioner assumes responsibility for protecting the privacy of the subjects involved.

PRINCIPLE 5. Moral and Legal Standards As teachers, trainers, consultants, practitioners, and researchers, we remain informed about relevant federal, state, local, and agency regulations and association standards of practice concerning our teaching, and/or the conduct of our practice or our research. We recognize that 4 AACSB Code of Ethics Revised July 2017 these are minimum standards of conduct which we may go beyond in the course of our work. We also strive to be aware of prevailing community standards, and thus of the possible impact upon the quality of professional services provided by conformity to, or deviation from, those standards. We are concerned with developing regulations that best serve the public interest, and in working to change existing regulations that are not beneficial to the interest of the public. a. As sociological practitioners, we avoid any action that will violate or diminish the legal, civil, and/or human rights of clients or of others who may be affected by our actions. b. As teachers or trainers, sociological practitioners are aware of the diverse backgrounds of students, and, when dealing with possibly offensive topics, treat the material with sensitivity. c. As employers and employees, sociological practitioners refuse to participate in any practices that are inconsistent with legal, moral, and ethical standards regarding the treatment of employees or of others.

PRINCIPLE 6. Statements about Social Concerns, Policies, and Programs Sociological practitioners are often in possession of data or privileged information about critical social issues, policies, programs, laws or regulations. We have an obligation to our clients, our research subjects, and to our profession to maintain confidentiality. However, we also have an obligation to society to use our skills, experience, and knowledge for the benefit of human welfare. When there is conflict between professional participation in social and policy discussions and maintaining confidential or privileged information, identifying information must be removed in order to allow for discussion or presentation without compromise. On those rare occasions where public silence would have grievous or momentous consequences, we must weigh our obligations to society, especially to its most vulnerable members, against the usual procedures of confidentiality and professional objectivity. We recognize this dilemma, and that balancing these responsibilities must be approached with deliberation and care. However, we recognize it also is essential in adhering to both the need for societal accountability and professionalism. Sociological practitioners who consider the public presentation of privileged information must recognize the threat of such action to all sociologists and to applied practitioners, researchers and clinical professionals in general. The public presentation of privileged information can be interpreted as a fundamental break of professional ethics or as the obligation of the professional to society and/or to those whom society assumes the professional will protect. a. Sociological practitioners who consider the public presentation of privileged information should consult with colleagues, the Ethics Committee of the Association, and with the client to discuss such actions, in advance of disclosure. In such discussions, all information should be safeguarded to avoid inappropriate dissemination of information. b. In all circumstances, sociological practitioners who speak to the general public accept the obligation to present material fairly and accurately, avoiding misrepresentation through sensationalism, exaggeration or superficiality.

PRINCIPLE 7. Statements about Work and Services Sociological practitioners represent accurately and realistically our professional qualifications, affiliations and functions, as well as those of the institutions or organizations with which we or our statements may be associated. In public statements about the availability of products and services, providing professional information or opinions, we fully consider the limits and uncertainties of present sociological knowledge and techniques. a. As a service, the Association may confer the title of Certified Clinical Sociologist (CCS) or Certified Sociological Practitioner (CSP). When the Association certifies a recipient, the AACS indicates that an experienced professional sociological practitioner has demonstrated before a committee of certified peers competence in the recipient's practice of applied, clinical, or engaged public sociology. The recipient of the CCS/CSP is personally and professionally responsible for upholding the Ethical Standards of the Association. b. In announcing the availability of services or products, sociological practitioners do not display any affiliations with an organization that falsely imply the sponsorship or certification of that organization. In particular, sociological practitioners do not offer AACS membership as evidence of qualification. c. Announcements of training activities give a clear statement of purpose and the nature of the experiences to be provided. The education, training and experience of sociological practitioners sponsoring or providing such activities are appropriately specified. d. Sociological practitioners conducting research for clients should clarify specific details of a project with the client, preferably in writing, prior to the beginning of the work. Such details might include timelines for key project phases, the nature and timing of deliverables, the proprietary nature of research results, and any related publication rights associated with the project. Similarly, financial arrangements in professional practice are intended to safeguard the interests of clients as well as practitioners. The costs should be clearly discussed with the client and, to the extent possible, agreed upon in advance of billing. Practitioners are encouraged to carefully review the professional, historical and organizational values of employers with whom they are contracted to do work. When working in contract with an employer, results of a practitioner's work become the property of the employer. Under these conditions the sociological practitioner does not have the right to publicly or professionally make use of the results without the written permission of the employer. e. Sociological practitioners associated with the development or promotion of books or other items offered for commercial sale make every effort to ensure that announcements and advertisements are presented in a professional, scientifically acceptable, and factually informative manner. f. As teachers or trainers, sociological practitioners ensure that statements in catalogues and course outlines are accurate. Announcements or brochures describing workshops, seminars or other educational programs must accurately describe the intended audience, eligibility requirements, educational objectives, and nature of the material to be covered, as well as the education, training, and experience of the individuals presenting the programs. If clinical services or other professional services are offered as an inducement to participation, sociological practitioners make clear the nature of the services as well as the costs and other obligations to be accepted by the participants. g. Sociological practitioners have an obligation to correct or clarify any misrepresentation of our profession or its members.

PRINCIPLE 8. Relationships with Other Professionals and Institutions Sociological practitioners understand the areas of competence of related professions and make full use of all the professional, technical, and administrative resources that best serve the interest of clients. The absence of formal relationships with other professionals does not relieve us from the responsibility of securing for our clients the best possible professional service, nor does it relieve us from the responsibility to obtain complementary or alternative assistance as needed by clients. We respect the competence of other professionals, cooperate with members of

other professional organizations, and take care that colleagues are not exploited. a. Sociological practitioners who employ or supervise other professionals and/or professionals in training accept the obligation to facilitate their professional development by providing suitable working conditions and learning opportunities. b. As employees of organizations providing clinical or applied services, or as independent sociological practitioners serving clients in an organizational context, we seek to support the integrity, reputation, and proprietary rights of the host organization. When it is judged necessary in a client's interest to question the organization's programs or policies, sociological practitioners attempt to affect change by constructive action within the organization. c. In the pursuit of research, sociological practitioners follow the guidelines of sponsoring agencies, host institutions, and accepted professional guidelines regarding ethical conduct. d. Sociological practitioners who engage in publication activities, including the compiling and/or editing of the works of others, appropriately credit all material used. Authorship is assigned to all those who have contributed to a publication in proportion to their contributions. Major contributions of a professional character made by several persons to a common project are recognized by joint authorship, with the person making the principle contribution typically identified and listed first. Secondary contributions, whether through professional or other services, are acknowledged in footnotes or in an introductory statement. Acknowledgment of all contributions, unpublished as well as published, that has directly influenced the research or writing is mandatory.

VIOLATIONS. Procedures Governing Alleged Violations of Ethical Standards When a member of the Association for Applied and Clinical Sociology is alleged to violate any of the aforementioned ethical standards, members who know first-hand of such activities should, if possible, attempt to informally rectify the situation. Failing an informal solution, the person(s) involved should bring such activities to the attention of the Chair of the Ethics Committee. The Ethics Committee will consider the matter and the Chair will forward a recommendation to the Executive Board of the Association for disposition. Complaints must be received within twelve (12) months of the alleged violation. If a member of the Association believes that she or he has been sanctioned by an employer or client because he or she was required to perform in a manner that violates any of the principles of this Code, that member can request a review by bringing the situation to the attention of the Chair of the Ethics Committee. The Ethics Committee will consider the matter and the Chair of the Ethics Committee will forward a recommendation to the Executive Board of the Association for disposition.

AMENDMENTS TO THE CODE OF ETHICS Amendments to this document are made following the same procedures used to amend the bylaws of the Association. Note: The current document is a revised version of the Sociological Practice Association: Ethical Standards of Sociological Practitioners, adopted 1982, revised 1985, 1987, and 1999.