



# Queens College

CITY UNIVERSITY OF NEW YORK

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To: Internship Supervisors  
From: Suzanne Strickland  
Professor, Department of Sociology  
Queens College, City University of New York  
Date: May 12, 2017  
Subj: General Information: Internship Program

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Thank you for your interest in the Department of Sociology, Queens College, City University of New York (CUNY), Internship Program.

The Queens College, Department of Sociology, sponsors an internship program that provides the opportunity for our majors and minors to gain work experience; to earn between one and three credits towards the sociology concentration; and to explore various options that exist in a potential career field. We also intend for students to contribute to your organization's mission.

If you are interested in participating, we ask that you first hold a discussion with the student about what their responsibilities would be. Each student is required to work a set number of hours for a fifteen-week period (one semester):

- Those electing to receive three (3) academic credits work 90 hours per semester;
- Students receiving two (2) credits work 60 hours;
- Those earning one (1) credit work thirty hours per semester.

Once you meet the student and consider how they may fit into your operation, I will then ask you to fill out an internship contract that I will provide.

Throughout the internship semester, students meet with me to discuss their work. Based on their internship experience, I tailor an academic assignment related to their tasks. For example, I may assign a book to read, or require that the student watch a topical news conference; read a government report; or develop a special computer skill related to their work.

I would also ask that you write an evaluation of the student's work, which will be used to determine, along with my meetings with them, their final internship grade.

Again, thank you for your interest in the program. Feel free to contact me, should need more information. I can be reached at (718) 997-2804, or via email: [suzannesophiastrickland@gmail.com](mailto:suzannesophiastrickland@gmail.com).