FALL 2016
AVAILABLE INTERNSHIPS

Sociology, Anthropology, Archaeology, Criminology and International Studies Majors
DEPARTMENT OF SOCIOLOGY/ANTHROPOLOGY

If you are selected for an internship DO NOT ATTEMPT TO REGISTER for it during registration. Register for a full class schedule and at the end of the semester we will get you registered.

INSTRUCTIONS

Fill out the application form, after you have read the descriptions of the internships, and return it to the main office of the Sociology/Anthropology Department, Moffett Center Room 2120, by the date indicated on the INTERNSHIP APPLICATION (Friday, March 11, 2016).

If you have been selected for an internship, you will be notified and will be required to attend a mandatory meeting at which time information about registration will be provided.

ELIGIBILITY FOR INTERNSHIP

To be eligible for student teaching, field work, or cooperative programs, an undergraduate student must have at least a 2.0 cumulative quality point average in the major and overall. No student may have an incomplete on his/her record and/or be on any form of probation; and no student may have a serious judicial record during the semester in which they complete the internship.

CRITERIA FOR SELECTION OF INTERNS

Internships are available only for Sociology, Anthropology, Criminology or International Studies majors who have at least Junior standing (56.5 or more credits completed) during the semester in which they complete the internship.

G.P.A. is considered first, followed by class standing, whether one is a major or minor, reason for desiring internships, etc.

Seniors and students who have not received internships previously have priority. Students who have received an internship are lowest in priority in terms of receiving another internship.

While the primary responsibility for selection of interns rests with the internship coordinator, it is important to note that agencies typically require personal interviews with potential interns prior to final selection and placement.

REQUIREMENTS FOR INTERNSHIP

Each intern is required to comply with the agency description of intern responsibilities and generally work 8 hours per week for each 3 academic credits at the agency. A 3-credit internship must total 112 hours of work.

Interns are required to attend all regularly scheduled meetings planned by the coordinator.

Interns are required to keep a journal and submit a final summary review of their internship. These are explained in detail in the course syllabus distributed at the first meeting.
Grades: Your grade (S or U) will be based on the field supervisor’s evaluation as well as the coordinator’s evaluation of your journal, final summary paper and participation at intern meetings.

The following is a list of agencies, based upon agency demands and availability. Please note that this list is not final; agencies often decide to withdraw from the program for a semester. Included is a brief description of the internship at each agency.

### AGING/SOCIAL SERVICES

**WALDEN PLACE – CORTLAND**
Contact person: Ms. Amy Underwood  
839 Bennie Road  
Cortland NY 13045  
(607) 756-8101; aunderwood@seniorlifestyle.com

Description: **CAR NECESSARY – NEAR WALMART.** This is a residential home, not a nursing facility. Residents of Walden Place are able to attend to their own needs and be involved in various activities.

### ANTHROPOLOGY, ARCHAEOLOGY, HISTORICAL, MUSEUMOLOGY

**ARCHAEOLOGY LABORATORY - SUNY CORTLAND**
Contact person: Dr. Ellis McDowell-Loudan,  
Moffett Center, Room 2121  
(607) 753-2485; Ellis.McDowell-Loudan@cortland.edu

Description: Project will include background research and analysis of lithic (stone) or ceramic artifacts from one or more of the artifact collections from sites excavated by previous SUNY Cortland Field School classes. Students with geological background may wish to undertake thin-sectioning studies as part of the project. Other options include soil sample tests, experimental archaeology, animal bone identification and analysis, or other possibilities.

**BROOKS MUSEUM INTERNSHIP - SUNY CORTLAND**
Contact person: Dr. Sharon Steadman  
Moffett Center, Room 2109  
(607) 753-2308; Sharon.Steadman@cortland.edu

Description: Interns should have significant anthropological background and ideally have completed ANT 460: Introduction to Museum Studies. Duties include designing exhibits for display, record-keeping, minor curation of objects, assistance with the Brooks Museum Lecture Series, and acting as a resource for the currently enrolled ANT 460 students.
**STUDENT AFFAIRS/CAREER PLANNING/PUBLICITY**

**STUDY ABROAD/international programs** - SUNY CORTLAND
Contact person: Ms. Mary Schlarb, Director
   Old Main, Room 219
   (607) 753-2209; mary.schlarb@cortland.edu

Cortland Study Abroad Promoters (C-SAP) Description: For students interested in serving as a coordinator or promoter. Goals of the program include increasing awareness and generating interest in study abroad on the Cortland campus, exploring other means to connect with students, including social networking, video blogs, and written articles in student interest publications, providing a forum for return study abroad students to reflect upon their experience, pairing up international students with American students for shared cross-cultural experiences, welcoming international students to help them acclimate to their new cultural environment, giving students the opportunity to learn more about different cultures and inter-cultural communication, and promoting friendship and integration of all SUNY Cortland students.

**COUNSELING: SUBSTANCE ABUSE, YOUTH, FAMILY, ETC.**

**bridges for kids program, ywca** – CORTLAND
Contact person: Ms. Sara Earl, Director
   14 Clayton Avenue
   Cortland NY 13045
   (607) 753-9651; info@cortlandywca.org

Description: The YWCA Bridges for Kids Program provides children ages 5 to 12 with “special friends”, who volunteer to spend a few hours each week in one-on-one activities. These “special friends” provide the children with positive adult role models. Many of the children enrolled in the program are troubled by stressful family issues within their home environments. The goal of the program is to provide recreational opportunities for children that are designed to help a child feel secure and to help build self esteem activities are either one-on-one with the volunteer or during organized monthly “special events” sponsored by the Program. The interns will assist the program staff to: help in the recruitment of volunteers; perform office duties as needed; assist in maintaining files for reports; provide input for improving and updating forms; assist with monthly mailings and calls to families and volunteers; attend volunteer and community meetings as necessary; understand the causes and effects of family stress on children; develop an awareness of community service programs and referral systems; develop and maintain a statistical date base for use in grant applications; assist in the planning, organizing, and implementing of monthly special events; work with other staff and volunteers as needed; meet with the Program Director at least biweekly for input and supervision. If interested, intern (female) can be available on Thursdays from 12:00 – 2:00 p.m. could assist with Model Moms Program.
AVV (AID TO VICTIMS OF VIOLENCE) – YWCA – CORTLAND
Contact person: Ms. Linda Shutts, Program Director
14 Clayton Ave.
Cortland NY 13045
(607) 753-3639; avvprogramdirector@yahoo.com

Description: Student must complete 40 hour advocate certification training in order to take full advantage of placement and assume divergent responsibilities. Agency provides comprehensive domestic violence and sexual assault services. Depending on needs, intern will work with advocacy, crisis intervention, possible phone counseling, prevention education, etc.

FAMILY COUNSELING SERVICES - Youth Assist Program - CORTLAND
Contact person: Ms. Leslie Wilkins, Youth Assist Program Coordinator
10 N Main Street
Cortland NY 13045
(607) 753-0234; lesliew@cnymail.com

Description: Intern will work as a mentor with a youth of Cortland County, servicing as a role model, confidante, and advocate. Intern will be trained and help increase the youth’s social skills, conflict resolution skills, communication skills and coping skills. Intern will also work in the activities group and help to facilitate and coordinate recreational activities. **Must be available Tuesday and Thursdays in the evenings for homework help and group activities.** (One intern per semester). (5:45 – 8 p.m. Homework Help Program; 5 – 8 p.m. Strengthening Families – 7-week program individual mentoring) **Must have car.**

YOUTH CENTER – CITY OF CORTLAND (CITY YOUTH BUREAU)
Contact person: Ms. Heather Johnson
35 Port Watson Street
Cortland NY 13045
(607) 753-3021, x24; hjohnson@cortland.org; www.cortland.org

Description: 3 – 8 p.m. weekdays; weekend hours limited. The teen center provides a place for youth (13-18 years of age or in 7th -12th grades) to meet their friends, read a book, play football, listen to music, watch TV, play table games (pool, ping pong, etc.), or talk with staff members about problems and concerns. Teen Center hours are: Monday-Thursday, 3-9 pm; Friday, 3-10 pm; and Saturdays 7-11 pm. Special events are scheduled on some evenings and weekends. Interns are provided with “on the job training”, practicing skills such as active listening, crisis intervention, and referral sources in the community. Learning responsibilities include: learning supervisory skills; practicing positive interactions with youth, helping them to look at the intern as a role model; building trusting relationships with participants; interacting with and becoming exposed to different agencies available and useful to youth in the Cortland community; experiencing and observing how the Youth Bureau, primarily the Teen Center, operates; preparing programming, including one major program and monthly recreational/educational activities; keeping a daily journal of experiences during internship and learn how to utilize journal for self-reflection about the internship experience.
Cortland Adult Drug/Alcohol Treatment Court & City Court - Cortland
Contact person: Ms. Julie Nedza, Cortland City Court Chief Clerk
25 Court Street
Cortland NY 13045
(607) 753-1811; jnedza@courts.state.ny.us

Description: Internship REQUIRES ATTENDANCE AT: City Court team meetings on Mondays from 1:00 p.m. until 4:00 p.m. The remaining internship hours can be adjusted per intern's class schedule. The Cortland Adult Drug and Alcohol Treatment Court is a special part of Cortland City Court. It is a court supervised treatment program for people who face criminal charges that may stem from an alcohol and drug addiction. The participants can be referred to the court program by their attorney, the District Attorney, or even the judge. The intern will have opportunities to: assist with Treatment Court assessments; learn and assist with the urine screen process; observe Treatment Court; observe City Court; learn computer application for Treatment Courts; and perform other miscellaneous City Court duties. Internship is 8-10 hours per week.

Cortland County Public Defender’s Office - Cortland
Contact person: Keith Dayton
60 Central Avenue
Cortland NY 13045
(607) 753-5046; kdayton@cortland-co.org or mmanning@cortland-co.org

Description: Intern will shadow various attorneys in the Public Defender’s Office; attend court, pretrial discussions; client interviews, etc. Interns will also be taught how to research cases, how to conduct research on LexisNexis, draft legal documents, and assist in the preparation of cases.

Cortland County District Attorney’s Office - Cortland
Contact person: Ms. Jennifer Buggs
46 Greenbush St # 101
Cortland NY 13045
(607) 753-5008; jbuggs@cortland-co.org

Description: Intern will shadow various attorneys in the District Attorney’s Office; see how District Attorney’s Office operates; assist with cases; etc.

GENERAL

New York Public Interest Research Group (NYPIRG) – SUNY Cortland
Contact person: Skylin Baestlein, Project Coordinator
Corey Union, Room 215
(607) 753-4815; sbaestlein@nypirg.org

Description: The New York Public Interest Research Group (NYPIRG) is a statewide student-directed non-profit organization dedicated to social justice and consumer rights issues. With offices on twenty New York college campuses, a legislative office in Albany and a headquarters in New York City, NYPIRG is perhaps the biggest and most successful PIRG in the country, well known for its victories on issues ranging from pesticides to bank services to the subway system. NYPIRG offers many challenging credit internship opportunities for college students right on their campuses. Interns pick one of NYPIRG’s campaign issues and actually become a leader on that issue for their campus. Over the course of the semester the intern will attend a lobby day, a press conference, plan an on-campus event, and have the
option to attend one of NYPIRG’s statewide student leadership conferences to network with student activists from across the state. The intern will also participate in a series of skills workshops, and help run the NYPIRG campus office. Some campaign issues: higher education, environment, sweatshops, voter registration, good government, homelessness, straphangers, consumer rights, small claims court action.

**LAW ENFORCEMENT/CORRECTIONS**

**SHERIFF’S DEPARTMENT/CORTLAND COUNTY** – CORTLAND
Contact person: Lt. Troy Boice  
54 Greenbush St.  
Cortland NY 13045  
(607) 753-3311; tboice@cortland-co.org

**Description:** County-wide law enforcement agency. Intern will be exposed to various facets of county police agency and its responsibility for court, jail/corrections, dispatch, patrol (ride-along), juvenile, etc.

**POLICE DEPARTMENT** – CITY OF CORTLAND
Contact person: Lt. David Guerrera  
25 Court Street  
Cortland NY 13045  
(607) 758-8301; dguerrera@cortland.org

**Description:**  
Position #1: Small town police department. Intern will experience operations of agency, management systems, and engage in “ride-a-long” activities.  
Position #2: Administrative intern with “occasional ride-a-long”.  Intern responsible for assistance with clerical and computer records.  
Good opportunity to see “behind the scenes” in police agency and work with other criminal justice agencies.

**POLICE DEPARTMENT** – SYRACUSE
Contact person: Officer Dennis Burlingame  
Syracuse Police Department  
Community Relations  
511 S. State Street  
Syracuse NY 13202  
(315) 442-5210; dburlingame@syracusepolice.org

**Description:**  
**CAR NECESSARY.** Flexible hours. Large city police department. Interns will be assigned to different units within the organization: patrol, community relations, investigations, etc.

**UNIVERSITY POLICE** – SUNY CORTLAND
Contact person: Lt. Mary Murphy  
VanHoesen Hall, D17  
(607) 753-4126; mary.murphy@cortland.edu

**Description:**  
The Cortland College Public Safety department is a 24 hour service-oriented police agency. They work closely with the Student Affairs division of the college. The officers are required to have completed at least two years of college and successfully complete a training academy (14 weeks at the State Police Academy). Special duties include: bike patrol, evening hours foot patrol in residence hall area, and surveillance of high crime areas. Interns will be scheduled to observe and work with uniformed officers during all shifts. Interns will have the opportunity to learn specialized criminal justice skills.
**WILLIAM GEORGE AGENCY** - FREEVILLE (8 miles from Cortland)
Contact person: Shawn Murphy
   Human Resources Training Coordinator
   The William George Agency for Children’s Services
   The George Junior Republic Union Free School District
   380 Freeville Road
   Freeville, NY  13068
   607-844-6254; murphys@gjrmail.com

*Description:* Juvenile residential facility. Interns will be exposed to various aspects of institution, including supervision of residents in cottages, transport residents to day/night programs, take part in running an open-campus structured program, paperwork (to include: significant incident reports, bed check, daily resident information, etc.). The agency utilizes an eclectic approach to treatment for juvenile offenders, including clinical services but also relying heavily upon the concept of a therapeutic milieu as a paradigm for treatment. The latter notion suggests that all interactions between staff and residents carry with them opportunities for new learning, enhanced self-image, and learning more adaptive problem solving skills. The development of constructive relationships is seen as the key to modifying the child’s dysfunctional behaviors and maladjustments.

**SOCIAL SERVICES**

**CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES** – CORTLAND COUNTY
Contact person: Ms. Kelly Eagan, Coordinator of Staff Development
   60 Central Avenue
   Cortland NY 13045
   (607) 753-5156; kelly.eagan@dfa.state.ny.us

*Intern should plan at least 4 hours on a work day to get most out of internship (not required)*

*Description:* Intern assists caseworkers in foster care, child protective and adult services; makes client contacts, assessing clients for services and making referrals for services; attends court; and documents all case activity. Interns may also work with the foster parent program or other special projects that arise.

**ELMCREST FAMILY SUPPORT PROGRAM** – CORTLAND COUNTY
Contact person: Ms. Sarah Sears
   Program Director
   Family Support Program
   4 Lincoln Avenue
   Cortland, NY  13045
   (607) 218-6257 ext. 19; sarah.sears@dfa.state.ny.us

*Description:* Social service agency; intern duties will include: observing and visiting families; work with DSS and other agencies; advocate for families; work with children in foster care. **Driver’s license mandatory.**
ADDITIONAL AGENCIES IN CORTLAND OR NEARBY
There are a number of agencies where students have been previously placed, or where the possibility exists of placing new interns. **IF YOU HAVE ANY INTEREST IN A SPECIFIC AGENCY OR AREA THAT IS NOT LISTED ON THIS APPLICATION, PLEASE INDICATE THIS ON THE APPLICATION FORM.**

Adoption and Foster Care  
Alcohol Counseling  
Culture and Art  
Exceptional Family Resources-Syracuse  
Hospitals/Social Services  
Housing/Urban Development  
Industrial Development  
Loaves & Fishes  
NYS Division of Human Rights-Syracuse  
Social Services/Ithaca, Syracuse, Binghamton  
Unionization

SUMMER OR FULL SEMESTER INTERNSHIPS

**INTERNSHIPS AT HOME, OUT OF STATE, OR OUT OF COUNTRY**
There also exists wonderful opportunities for you to complete up to **16 CREDITS OF INTERNSHIP BY TAKING A FULL SEMESTER AND DOING YOUR INTERNSHIP SOMEWHERE OTHER THAN CORTLAND.** This could be your home town, you could move somewhere else for a semester (another part of **New York State**), another state, or, **go abroad (Australia, London, Venezuela, Belize, Ireland or almost anyplace else in the world!).**

If you are interested in completing an internship during the summer or leaving campus for an entire semester (abroad, at home, etc.) you need to plan ahead. Typically, most students choosing to do an internship during the summer do so at an agency located in their hometown. There are also a limited number of agencies available during the summer in Cortland, Ithaca, Syracuse, and Binghamton.

**IF YOU ARE INTERESTED IN A SUMMER INTERNSHIP, PLEASE SEE PROFESSOR SKIPPER (MOFFETT 2104). SUMMER INTERNSHIPS SHOULD BE SET-UP BY APRIL 20TH OF THE YEAR IN WHICH YOU WANT TO COMPLETE THE FIELD STUDY.**