

FALL 2022
AVAILABLE INTERNSHIPS
 Sociology, Criminology, Anthropology, Archaeology and International Studies
DEPARTMENT OF SOCIOLOGY/ANTHROPOLOGY
 Dr. Elizabeth Bittel, Assistant Professor and Internship Coordinator

INSTRUCTIONS

Please carefully read through the instructions, eligibility guidelines, criteria for selection, and service + coursework requirements sections. After you have read the descriptions of the internships, complete the application form and short-essay. **Submit a hardcopy of your completed application to Amanda Halliwell (Sociology/Anthropology Department Secretary) in Moffett Center Room 119 by Monday, April 18, 2022 at noon (12:00pm EST).** Incomplete applications will not be considered.

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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 their 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. Some agencies have additional eligibility requirements (details are provided below).

CRITERIA FOR SELECTION OF INTERNS

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

In selecting students for internship placement, G.P.A. is considered first, followed by class standing and the student's reason for applying. First preference is given to students majoring rather than minoring in one of the department's programs.

Seniors and students who have not participated in previous internships have priority.

While the primary responsibility for the initial selection and placement of interns rests with the internship coordinator, agencies have final approval for confirmation. Agencies typically require personal interviews with potential interns prior to confirming placements.

SERVICE + COURSEWORK REQUIREMENTS FOR INTERNSHIPS

There are two components of internships: contact-hours (direct work with the agency), and coursework:

1. Contact-hours: Interns are required to comply with the agency's description of tasks. Contact hour requirements are 40 contact-hours per credit; a standard internship is 3-credits, requiring 120 contact-hours over the course of the semester.
2. Course work:
 - Interns are required to attend all regularly scheduled meetings with the internship coordinator. There will be four such meetings during the semester.
 - 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.
 - Interns are required to ensure that their time sheet is being accurately filled in by their supervisor.

Grades: Grades (S or U) will be based on the field supervisor's evaluation as well as the coordinator's evaluation of coursework.

The following is a list of agencies who are willing to consider applicants from the program. Please note that this list is not final; agencies sometimes decide to withdraw from the program for a semester, and placement opportunities with other community agencies sometimes become available after this list is compiled.

INTERNSHIPS TENTATIVELY AVAILABLE FOR FALL 2022

Selection (and initial placement) by the SOC/ANTH department does NOT guarantee that an agency will confirm your placement. Placements will only be confirmed after you have contacted the agency and developed a mutual agreement; at times, this may require additional screenings (interviews or other application procedures).

You should not reach out to agencies directly until you are accepted to the program and offered a tentative placement; Dr. Bittel will communicate further instructions, contact information, and additional placement procedures when/if your application is accepted.

Unless otherwise noted:

- Internships are 3-credits
- Agencies accept one intern/semester
- Internships are in-person, and interns are responsible for transportation to/from field-site

ADVOCACY, CIVIC ENGAGEMENT, NON-PROFIT MANAGEMENT

➤ CORTLAND ReUse CENTER

Agency web: <https://cortlandreuse.org/>

Location: Cortland, NY

Description: Cortland ReUse is being developed as a community run nonprofit organization. This nonprofit structure is consistent with other successful models across the nation, is self-sufficient, and focused on collaboration with the local community. Reuse encourages responsibility, respect for community and environment, and invites civic pride and participation. Interns will be involved in various aspects of the new non-profit organization, tailored both to the needs of the agency and the intern's interests. This is an especially great opportunity for students interested in non-profit organizational management, community engagement, and the intersections of community, environment, and economy.

➤ NEW YORK PUBLIC INTEREST RESEARCH GROUP (NYPIRG)

Agency web: <https://cortland.campuslabs.com/engage/organization/nypirg>

Location: SUNY Cortland Campus

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 a variety of issues including: public health, the environment, higher education, hunger and homelessness, consumer protection, and democracy. 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 affordability, the environment, sweatshops,

voter registration, good government, homelessness, straphangers, consumer rights, small claims court action.

Important note(s):

- Upon acceptance to the internship program and prior to a confirmed placement, interns will be required to submit an additional application to the agency. Further information will be provided upon acceptance into the internship program and tentative placement.
- Agency can host multiple interns for fall '22.

➤ SUNY CORTLAND INSTITUTE FOR CIVIC ENGAGEMENT

Agency web: <https://www2.cortland.edu/programs/civic-engagement/>

Location: SUNY Cortland campus

Description: Interns will serve as Action Team interns. As such, they would continue or start an Action Team civic engagement project that addresses a need and provides opportunities for other students to participate and/or learn about the issue; Those needs could deal with voting, climate change, or a range of socioeconomic concerns. Interns will participate in bi-weekly meetings with the other Action Team members and agency director to deliver progress reports. Interns will present at our end-of-semester "I Learned by Doing Sandwich Seminar." Other duties might include organizing presentations and debates on controversial issues; participating in a scripted role-play event on poverty; composing sociologically-oriented articles for the newsletter and social media accounts; data collection and assessment.

Important note(s):

- Agency can host up to 2 interns for fall '22.

COUNSELING: SUBSTANCE ABUSE, YOUTH, FAMILY, ETC.

➤ BRIDGES FOR KIDS PROGRAM, YWCA - CORTLAND

Agency web: <https://cortlandywca.org/index.php/programs/bridges-for-kids.html>

Location: Cortland, NY

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 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 database 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.

Important note(s):

- Agency is accepting up to two interns for fall '22.
- Interns must have access to a personal vehicle to be able to drive youth program participants.

➤ CORTLAND PREVENTION RESOURCES - A DIVISION OF FAMILY AND CHILDREN'S COUNSELING SERVICES

Agency web: <https://www.cortlandprevention.org/>

Location: Cortland, NY

Description: Broadly: Interns will shadow specialists, prepare curricular materials, and attend relevant meetings and trainings. More specifically: Intern will work as a mentor through our Compass program with a youth of Cortland County, serving 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. Additionally, Intern will observe and help facilitate school and community-based programming related to drug and alcohol abuse prevention and sexual health education. Interns will have an opportunity to become familiar with all of our programming including school based, family and community programming by shadowing the prevention specialist as they present the programming in classes. They will also have the opportunity to learn how agencies collaborate within the Cortland community.

Important note(s):

- Agency requires an interview for interns. If accepted, you will complete an additional application, provide references, and a background check (including fingerprint; at no cost to intern). Due to this requirement, potential interns must interview prior to the end of the application semester. All of these requirements must be completed before the internship can begin.

➤ CORTLAND YOUTH CENTER (CITY YOUTH BUREAU)

Agency web: <https://cortlandyb.recdesk.com/Community/Page?pagelid=4708>

Location: Cortland, NY

Description: 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. 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.

COURT SYSTEM AND PROBATION

➤ PUBLIC DEFENDER'S OFFICE - BROOME COUNTY

Agency web: <https://www.gobroomecounty.com/pubdef>

Location: Binghamton, NY

Description: The Broome County Public Defender's Office is responsible for representing indigent defendants in criminal cases which range from violations to homicides. Intern will assist Attorneys and Investigators with criminal defense investigation and legal research. Specifically, the intern will assist in conducting investigations, initial client interviews, trial preparation, attend court proceedings, shadow attorneys in court, etc.

Important note(s):

- Hours are flexible but you must provide your own transportation to and from Binghamton, NY.
- Agency requires an interview for interns. If accepted, you will submit a resume and cover letter to the agency before scheduling an interview. All of these requirements must be completed before the internship can begin.
- Agency will accept up to 2 interns for fall '22.

➤ PUBLIC DEFENDER'S OFFICE - CORTLAND COUNTY

Agency web: <https://www.cortland-co.org/345/Public-Defender>

Location: Cortland, NY

Description: Interns will shadow various attorneys in the Public Defender's Office; attend court, pre-trial discussions; client interviews, etc. Interns will also be taught how to research cases, draft legal documents, and assist in the preparation of cases.

Important note(s)

- Prior to confirmed placement, prospective interns will be required to submit a resume and letter of interest to the agency and complete an interview. Further information will be provided upon acceptance into the internship program and tentative placement.
- Agency will accept up to 3 interns for fall '22.

➤ DISTRICT ATTORNEY'S OFFICE - CORTLAND COUNTY

Agency web: <https://www.cortland-co.org/239/District-Attorneys-Office>

Location: Cortland, NY

Description: Intern will shadow various attorneys in the District Attorney's Office; attend court; learn about how a District Attorney's Office operates; assist with cases; etc.

Important note(s):

- Two positions are available for fall '22:
 - 1) Litigation internship
 - 2) Administrative internshipApplicants should indicate which of the positions they're interested in on their application. If you are interested in both positions, you should rank them on your application as separate internships.
- Prior to confirmed placement, prospective interns will be required to submit a resume and letter of interest to the agency and complete an interview. Further information will be provided upon acceptance into the internship program and tentative placement.

LAW ENFORCEMENT/CORRECTIONS

➤ POLICE DEPARTMENT - CITY OF CORTLAND

Agency web: <https://cortland.org/188/Police-Department>

Location: Cortland, NY

Description: Gain experience with a small-town police department. Interns will experience operations of agency, management systems, and may participate in “ride-along” activities. Interns will be responsible for some administrative duties including assistance with clerical and computer records. This is a good opportunity to see “behind the scenes” in a police agency and work with other criminal justice agencies.

Important note(s):

- Interns may be subject to additional screening per the agency, prior to confirmed placement. Further information will be provided upon acceptance into the internship program and tentative placement.

➤ POLICE DEPARTMENT - VILLAGE OF DRYDEN

Agency web: <https://www.dryden-ny.org/police-department>

Location: Dryden, NY

Description: Interns will gain experience in a small-town police department. Interns will work side-by-side with on-duty Officers assisting as needed, ride-alongs in which you will observe traffic stops, and assist on calls, shadowing day-to-day duties of a Police Officer, and prepare relevant reports alongside administrative duties.

Important note(s):

- Intern will need access to a personal vehicle.
- Prior to confirmed placement, prospective interns will be required to submit a cover letter to Sgt. Tagliavento that should address: Your specific interest in Dryden PD, long-term career goals, a description of your interest in law enforcement broadly, and what you expect to gain from an internship with the agency. Further information will be provided upon acceptance into the internship program and tentative placement.

➤ UNIVERSITY POLICE DEPARTMENT - SUNY CORTLAND

Agency web: <https://www2.cortland.edu/offices/university-police-department/>

Description: The internship will provide students with an opportunity to gain learning experience and exposure in various areas of law enforcement including police operations, record keeping, administrative requirements, community policing, investigative practices, evidence procedures, booking procedures, court proceedings, communications, traffic control, training, and other various projects as assigned.

Important note(s):

- Interns must be able to: work various shifts, hours, and days as assigned (including weekends, evenings, and nights; you will be rotated to various shifts, hours, and divisions), and assist and work major events including “Cortaca” (and the associated Friday/Saturday), and “Open House Programs.” All efforts are made to work around interns’ class schedules.
- This internship is competitive campus-wide. Initial placements (conducted by Dr. Bittel) are shared with a recommendation to Lt. Cullen at which point you enter

into a pool of applicants from across campus. Prior to confirming placements, Lt. Cullen conducts additional screenings including: background investigation, an oral interview, and completion of a waiver of liability and memorandum of confidentiality. Further information will be provided upon acceptance into the internship program and tentative placement.

➤ POLICE DEPARTMENT - SYRACUSE

Agency web: <https://www.syracusepolice.org/index.asp>

Location: Syracuse, NY

Description: Interns will experience operations of agency, management systems, and may participate in “ride-along” activities. Interns will be responsible for some administrative duties including assistance with clerical and computer records.

Important note(s):

- Intern will need access to a reliable personal vehicle for transportation to and from Syracuse, NY.
- Interns may be subject to additional screening per the agency, prior to confirmed placement. Further information will be provided upon acceptance into the internship program and tentative placement.

SOCIAL SERVICES

➤ CORTLAND COUNTY AREA AGENCY ON AGING

Agency web: <https://www.cortland-co.org/434/Area-Agency-on-Aging>

Location: Cortland, NY

Description: Continuation of a county wide assessment of internet availability, access to equipment, and average technological skill set of older adults. Interns will identify barriers and present available options to improve access to services and activities and strategies to improve computer skills for the older adult drawing upon local resources. Additionally, the intern will examine social determinants of health and barriers faced by older adults residing in rural areas, and identify the top three health issues as identified by the county wide health assessment and determine how social circumstances such as safe housing, transportation, education, and access to nutritious foods impact overall health focusing on older adults in rural areas.

Important note(s):

- Upon acceptance to the internship program and prior to a confirmed placement, interns will be required to submit a resume to the agency. Further information will be provided upon acceptance into the internship program and tentative placement.

➤ CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES

Agency web: <https://www.cortland-co.org/149/Social-Services>

Location: Cortland, NY

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.

Important note(s):

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

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 INTEREST IN A SPECIFIC AGENCY THAT IS NOT LISTED ON THIS APPLICATION, PLEASE INDICATE THIS ON THE APPLICATION FORM.

SUMMER/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 hometown, or you could relocate somewhere else for a semester – e.g., another part of New York, another state, or abroad (Australia, Belize, Ireland, the United Kingdom, 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 EMAIL PROFESSOR BITTEL at Elizabeth.bittel(at)cortland(dot)edu. SUMMER INTERNSHIPS SHOULD BE SET-UP BY THE END OF APRIL OF THE YEAR IN WHICH YOU WANT TO COMPLETE THE FIELD STUDY.