ANTH 700
Internship Guidelines

Course Catalogue Description:
This internship provides the student with supervised practical experience in anthropology in one of the following areas: (1) professional or community support work within an academic or applied anthropology setting; (2) teaching (either as a teaching assistant or a writing intern); (3) museum work; (4) research on a faculty research project; (5) editorial work on a journal or faculty book project. Permission required.

Rationale:
At a time when approximately half of all Ph.D.s in anthropology work in applied fields, it is particularly useful for students to be exposed to a hands-on experience of the professional options available in anthropology. It also affords an opportunity to acquire some of the practical knowledge and skills which will prepare them to pursue a post-graduate career in either applied or academic anthropology.

Procedures:
Each student intern is expected to fulfill the following steps in setting up an internship: (1) choose a faculty sponsor; (2) design a work plan and timetable that includes both direct experience and relevant reading; (3) choose an appropriate number of credits (one to four); (3) have the plan approved by the faculty sponsor and Department Chair; (4) sign a contract with a commitment to fulfill the responsibilities in the work plan. (The old INCO 606 proposal form has been used as the basis for drawing up this work plan.)

The work site for the student internship may be either at the University of New Hampshire or within a field, museum, or organizational setting. If the work site is other than UNH, the student is also required to have the work plan approved by the on-site supervisor, but the grading of the student achievement is the responsibility of the faculty advisor. Internships will be graded on either a pass/fail basis or with a letter grade, as appropriate and as agreed upon in advance. Most internships would be graded on a pass/fail basis. Only those with a finished project which involves anthropological or archaeological analysis of a field site or sites or collections, regular readings and reflection papers, a written piece of research, or a properly mounted exhibit, would qualify for letter grade credit.

Upon completion of the Internship Proposal Form, the original and one copy should be given to your sponsor. You may keep a copy for yourself as well. When all approving signatures have been obtained, acquire a permission slip from the Administrative Assistant in the Anthropology Main Office (310 Huddleston Hall) and bring it to the registrar’s office to register for the course.

The exact details of the contract and work plan will vary depending on the type of internship chosen, but at a minimum, one would expect the following standardized features:

a. A 4-credit internship would require at least 10 hours of work a week.

b. The intern would be expected to maintain regular contact with the faculty sponsor (in person, by phone, or by e-mail as appropriate) on at least a bi-weekly basis. This is a time to be used to reflect critically on how the internship is proceeding, and to make appropriate revisions as circumstances warrant.

c. The intern would be expected to provide in written form on a periodic basis a summary and evaluation of the personal and professional skills, knowledge, and insights gained from working in such a setting. This could take the form of a journal or a series of reflective/analytical papers. Or alternatively, the intern could undertake a project for which he or she could assume responsibility and provide documentation of the result of that project.

Examples of some of the kinds of internships envisioned and the bases for evaluation are given below:
- A teaching assistant would be expected to prepare and deliver one lecture on his or her own, and provide a written copy to the faculty advisor for evaluation, in addition to the more usual work of helping to prepare and grade exams, leading discussion sessions, and being available to students. Or as a writing intern, the teaching assistant would be expected to participated in a teaching seminar coordinating with the Writing Center which would require regular readings and reflection papers on teaching writing in the discipline.

- An intern placed in a community service organization might do an anthropological analysis of the organization and the processes (both internal and external) which facilitate and hinder the implementation of its goals. The intern might choose to do an evaluation of the provision of services to the community, or contribute to a needs assessment analysis of the target population or community.

- An intern in a museum setting might be able to take responsibility for a particular exhibit, or writing the program notes for an exhibit, or delivering a lecture to the public.

- An archaeology intern might analyze research collections or work in the field to identify sites and evaluate their research potential.

- An intern serving as departmental assistant might take responsibility for mounting an exhibit; updating, organizing and providing commentary on a resource guide to graduate, internship, and career opportunities in Anthropology; or writing and organizing the Anthropology Newsletter.

- A student serving as an intern for a journal such as Identities could read manuscripts, advise whether they are suitable to send out for peer review, and draft letters to authors on the basis of commentary from peer reviewers. Journal interns could also contribute to the development of a database of reviewers, identify appropriate new books for review, and work to promote the journal at relevant international conferences.

The faculty sponsor would make a final evaluation of the student's work based on periodic discussions with the intern, together with an evaluation of the projects undertaken and/or written reflections and commentary submitted.
ANTH 700
Proposal for Faculty Sponsored Internship

Semester __________& Year __________
Name: ____________________________ SS#: ____________________________
Address: __________________________ Phone: ____________________________
City: ____________________________ State: __________ Zip Code: ____________
College: __________________________ Major: __________ Class: ____________
E-mail: __________________________
Internship Title: __________________________________________________________
Faculty Sponsor: ___________________________________________________________
Employer/Company Name (if applicable): _______________________________________
Address: _________________________________________________________________
Phone: ______________ Supervisor Name & Title: _________________________________
Start Date: ______________ End Date: ______________ # Hours/Week: __________

1. Describe your internship duties and responsibilities:

2. Prepare your learning goals and objectives to discuss with your faculty sponsor. Consider the theoretical issues, problems or relationships of academics to the work you wish to explore. List these tentative goals and objectives below.
   A. Goals:

   B. Specify learning objectives to help you achieve your goals:

3. Contact the faculty member who has agreed to be your sponsor. Set up an appointment to discuss your goals and objectives and complete this proposal form, including steps 4 and 5. If there are revisions, list them below.
4. Number of credits to be earned: 4 \( \frac{\text{\textdegree}}{\text{\textdegree}} \) or ________

Will you be receiving a letter grade or pass/fail grade for the internship? ________
(note: a letter grade would require a report or paper of some kind)

5. Discuss academic requirements to be assigned. Examples are listed below. Be very specific about requirements and due dates.

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<th>Assignment</th>
<th>Explanation</th>
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<td>a. Initial work site/job desc.</td>
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<td>b. Reading assignments</td>
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Student signature: __________________________________________ Date: _______________

Faculty signature: __________________________________________ (print name)

Advisor: __________________________________________ (print name)

College: _______________ Dept. _______________ Phone: _______________