**INTERNSHIP GUIDELINES**

**DEPARTMENT OF ANTHROPOLOGY**

**UNC-CHARLOTTE**

**Revised May 1, 2015**

1. Goals

 A. Provide good students with experience to expand their skills and knowledge in an applied setting.

 B. Build bridges between UNC-Charlotte and the larger community.

 C. Contribute to the urban mission of UNC-Charlotte.

2. General Information

 A. Internships are offered under course number ANTH 4480 (Teaching Internships in Anthropology are offered under course number ANTH 4482).

 B. Internships carry 3 semester hours; other credit hours are not available.

 C. Internships may not be repeated for credit towards the major. However, the internship may be repeated for elective credit towards graduation.

 D. Internships are offered on a P/NC basis.

 E. Internships are ordinarily unpaid, although unusual costs (such as work-related travel) may be reimbursed by the agency.

 F. Interns are required to work at least 140 hours (i.e., approximately 10 hours week for a semester) in an active position within the organization/agency. Schedules may be adjusted to fit the circumstances, as long as keeping within this requirement (e.g., 20 hr/week for 7 weeks). Students will document their work experiences in a daily log or journal, including a section that reflects on the internship experience.

 G. All internships also have an academic component in which the student will be responsible for reading assigned materials of scholarly materials relevant to the internship work and preparing a written document appropriate to the assignments (e.g., annotated bibliography, journal, term paper, agency report, etc.).

 H. You should check in with the faculty supervisor at least twice during the semester.

 I. The expectations of the internship will be described in the internship contract, to be agreed-upon mutually by the student, faculty advisor, and agency supervisor.

3. Criteria for Students to be Accepted for Internship

 A. Overall GPA must be **2.75** or higher.

 B. Anthropology GPA must be **3.0** or higher.

 C. Students must have completed at least 15 hours of anthropology; either anthropology majors or minors are eligible if they have sufficient hours.

 D. Students must have at least junior standing (i.e., completed at least 60 hours before beginning the internship).

 E. Students must meet with the department chair or the Undergraduate Coordinator before enrolling for an internship.

 F. The student, faculty advisor, and agency supervisor will create a contract outlining the intern's responsibilities; this is signed by all parties and by the department chair or undergraduate coordinator of anthropology.

 G. Students may request internship placement at an agency/organization that they have contacted independently. However, each placement must be approved by the department chair or undergraduate coordinator of anthropology, and placements may be rejected if, in the judgment of the department administrator, the activities or supervision are inappropriate for an undergraduate internship.

 H. Students who register for an internship should purchase Student Liability Insurance. As of May, 2014, this costs $17 for coverage during one semester, either fall or spring, or for one summer session. The price will probably increase over time. This purchase is organized through the department. The student must be able to write a check to UNC Charlotte for the sum of money. It will be deposited by the department into a special fund, and the coverage purchased at one time for all students enrolled in internship. You should be prepared to pay this sum at least three weeks before the relevant semester begins.

(cont. on next page)

4. Caveats

 A. The department chair or undergraduate coordinator may waive any of the above criteria, but this will occur only under exceptional circumstances.

 B. Neither the Agency/Organization nor the Department assume responsibility in the event of an accident or injury while the student is functioning within the internship.

5. Guidelines for Intern Behavior -- Students should review these with the faculty advisor before beginning an internship.

 A. Student interns are expected to represent UNC-Charlotte and their placement agency/organization in a professional and mature manner while participating in internship activities, whether at the agency location or in public settings. Unprofessional behavior is grounds for termination of the internship without credit.

 B. Each intern should keep in mind that the agency/organization is doing her or him a favor by extending the internship opportunity. In return, we owe the agency/organization hard work, maturity, and courtesy.

 C. Interns should dress appropriately for the internship tasks (e.g., business attire if appropriate; field work attire if appropriate, etc.).

 D. Interns must be on time for all internship activities and must plan to be present for assigned hours, as decided with the agency supervisor. Lateness is adequate justification for terminating the internship without credit.

 E. Interns should make the effort to learn the corporate culture of the agency/organization by thoughtful participant-observation (after all, you’re an anthropology student!). This learning process will allow the intern to fit in and serve the organization more effectively.

 F. Interns must provide effective contact information to the agency/organization and her/his supervisor there. The supervisor should be able to contact the intern easily.

 G. If something unexpected prevents an intern from arriving on time, he or she should contact the agency/organization promptly and professionally.

 H. Interns should expect that assigned tasks may change during the internship and should be prepared to respond flexibly.

 I. Interns should find out the lines of instruction and authority within the internship setting, and always consult with agency personnel in appropriate lines of authority. Students should direct any questions or problems, first, to their direct agency supervisor, preferably in person (if this means waiting a day or two to bring up a problem, then the intern needs to wait). Always use a courteous and mature manner.

 J. If a problem arises during the internship that the student feels cannot be effectively resolved with the direct agency/organization supervisor, the intern should consult with the faculty advisor before taking any other steps. If the faculty advisor is not available, then the or the chair of the Department of Anthropology should be consulted.

PLEASE READ THE NEXT PAGES CAREFULLY AND SIGN WHERE REQUESTED. YOUR SIGNATURE INDICATES THAT YOU HAVE READ THE MATERIAL AND YOU ACCEPT RESPONSIBILITY FOR THE REQUIREMENTS. The section section is somewhat repetitive of what is above, but this next page is important because you will sign it, indicating that you have specifically read and understood the guidelines. You must do this before making a formal agreement for an internship.

ANTH 4480 – INTERNSHIP IN ANTHROPOLOGY

University of North Carolina at Charlotte – Department of Anthropology

Please read carefully before signing.

1. The goal of an internship is to give you hands-on experience in agency/organization outside of the university. An internship may build on volunteer work you have done before or on an anthropology course you have already taken.
2. Internship credit must be granted for activities that have some defined link to anthropology. You may not receive internship credit for activities at a locale where you currently or in the past have had a paying job.
3. You will need an electronic authorization in order to register for ANTH 4480. This can be granted by the chair of the department or by the Undergraduate Coordinator, if one has been appointed.
4. Before you can receive an authorization to enroll, you must have identified a location for an internship and have preliminary approval from the department chair or Undergraduate Coordinator. The department has files of possible internship placements. You may also independently identify a location for an internship.
5. No later than the end of the first week of classes of the semester in which you are enrolled for an internship, you must work with your faculty supervisor or the Undergrad Coordinator or the dept. chair to complete a written plan for the internship. This must be approved by the department chair or Undergraduate Coordinator. If a written plan is not completed within this time frame, we will assume that you will drop the course. You are responsible for meeting this deadline or dropping the course; otherwise, you will earn an F for the course.
6. The written plan must outline:
	1. The basic activities you will conduct for the agency/organization. It is understood that some of these activities may not be identified until after the internship starts.
	2. The format for a daily journal of your activities, with a section for self-reflection on the experience.
	3. A reading list of scholarly reading appropriate for your internship.
	4. An explanation of final product or products to be turned in. This must include (i) the journal; (ii) a 8-10 page paper integrating the scholarly readings with the experience; and (optionally) (iii) copies of any brochures, web pages, or other products you help produce during the internship.
7. You are expected to work at the agency/organization 140 hours for a 3-credit internship.
8. Be sure to read the supplementary document, “Internship Guidelines” before enrolling. There are GPA limitations on who may enroll for an internship, and there are requirements for time invested.
9. Your faculty advisor (frequently this will be the Undergraduate Coordinator or the Dept. Chair) will decide on the grade. You must consult with your advisor to set a time to turn in all materials, so that the advisor has enough time to review them and decide a grade before the final exam period is over. Your faculty advisor will incorporate the review from your agency supervisor in the final grade.
10. This course is graded as H(onors) – P(ass) – N(o credit).
11. Students who register for an internship may be required to purchase Student Liability Insurance. As of May, 2014, this costs $17 for coverage during one semester, either fall or spring, or for one summer session. The student must be able to write a check to UNC Charlotte for the sum of money. It will be deposited by the department into a special fund, and the coverage purchased at one time for all students enrolled in internship. You should be prepared to pay this sum at least three weeks before the relevant semester begins.

I have read and understand the information about ANTH 4480.

Student signature Date

[please continue to next page]CONTRACT FOR INTERNSHIP

ANTH 4480 - 3 CREDITS

Department of Anthropology

The University of North Carolina at Charlotte

The student should consult with the agency supervisor before completing this document.

STUDENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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FACULTY ADVISOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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AGENCY SUPERVISOR FOR INTERNSHIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEMESTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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General Description and Objectives: On a separate page, please write 1-2 paragraphs that explains how this internship fits with your professional goals.

Work Tasks and Summation : On a separate page, please describe (a) the general work tasks that you will undertake ( it is understood that some of these task may not be decided until after the internship starts); (b) the scholarly reading you will do in conjunction with the internship (this should be decided in collaboration with your faculty advisor); and (c) the written product and/or other product that you will produce. All interns are expected to produce a written journal of daily activities during the internship, including self-reflection on those activities.

Agreement

 *Signature Date*

Student (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Advisor (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Coordinator (required)

[Neither the Agency/Organization nor the Department can assume responsibility in the event of an accident or injury while the student is functioning within the Agency/Organization capacity. The Department cannot be held responsible should an accident occur while a student is off campus even though the activity is sponsored by the department. The Department screens all Agency/Organizations, but the Department cannot be held responsible for any inappropriate behavior on the part of any Agency/Organization employee or client.

By signing above, the student acknowledges reading and understanding this statement.]

DEPARTMENT OF ANTHROPOLOGY

 UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

 INTERNSHIP (ANTH 4480) EVALUATION FORM

 To be completed by agency supervisor of internship

The Department appreciates your supervision of our students. In order to establish this student's grade for the internship, I would like to ask for your evaluation of her/his work. Please take a moment to complete this form and return to either the e-mail address, fax number, or the snail mail address given at the end. Thank you again for your participation and assistance.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_\_\_\_\_\_Undergraduate Coordinator (unless otherwise specified)\_\_\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Please answer the following questions with the following scale:

 5 - excellent

 4 - good

 3 - satisfactory

 2 - unsatisfactory

 1 - poor

 0 - not relevant or unable to evaluate

1. Student was on-time and prepared for assignments. \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Student worked well with others in the project/agency. \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Student's written materials were well-organized, thoughtful, and

 useful to the project/agency. \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Student's oral communication was clear and relevant. \_\_\_\_\_\_\_\_\_\_\_\_\_

5. The overall quality of the student's work was: \_\_\_\_\_\_\_\_\_\_\_\_\_

B. Please use the space below, continuing on the next page, to evaluate the student's performance during the internship. Include whatever comments you think are relevant (e.g., student's participation, ability to communicate, willingness to learn, adaptation to problems, etc.). If you prefer, a typed memo and/or an e-mail message is fine.

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C. Please use the space below to comment on the contribution the internship made to your agency/organization/project. We would also appreciate any comments about the overall organization of the internship; if you think the internship can be improved, we are eager to have your input. If you prefer, a typed memo and/or an e-mail message is fine.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Agency Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to: Undergraduate Coordinator

 Dept. of Anthropology

 UNC-Charlotte

 9201 University City Blvd.

 Charlotte, NC 28223-0001

 Or dahart@uncc.edu (Dodie Hart, Office Manager)

 Or Fax: 704-687-1678