

ANTHROPOLOGY INTERNSHIP APPLICATION (Anth 416)

Student Name: _____ Student ID Number: _____

Student Email Address: _____

Local Address: _____

Cell Phone Number: _____ Home Phone: _____

Class: _____ Junior _____ Senior Overall GPA: _____ Anthro. GPA: _____

Internship Placement Information

Name of Site:

Address of Site:

Name of Site Supervisor:

Email Address for Site Supervisor:

Telephone Number of Site Supervisor:

Semester/Year of Internship:

Internship Description

Please attach a one-page, typed description of the activities you expect to be involved in and the anthropological concepts you hope to understand better by participating in this experiential learning course.

I understand and accept the requirements of this internship as shared with me by the internship supervisor (including all of the pages attached below, 120 required work hours at minimum, 2nd term junior or later standing and a 2.5 or greater gpa in anthropology courses), and hereby give permission to my faculty supervisor and the department chair to review my academic standing, academic integrity, and student conduct records as part of the approval process. I have completed the internship description and attached it to this application.

Student Date

Faculty Supervisor Date

Department Chair Date

APPEAL TO EARN CREDIT FOR A PAID INTERNSHIP

Most internships that are completed for course credit are not paid. Many internships related to anthropology are likely to be with nonprofit, social service or government agencies that either have a policy of unpaid internships or simply cannot afford the expense. There are rare exceptions where students are able to secure a paid internship that will provide a meaningful academic experience. To have an internship considered an exception, a student must successfully petition for approval of the concentration coordinators. A formal petition must be attached to the Anthropology Internship Application and Description at the time of submission. This formal petition must be typed, a minimum of 2 pages long and discuss the link between the internship and the discipline of anthropology as well as the specific educational benefit to be derived from this experience. The program reserves the right to deny academic credit in the event that the student is laid off or fired.

Roanoke College Anthropology
Community Internship

Course Description

The Community Internship in Anthropology (ANTH 416) is designed to provide students with actual work experience in a community setting such as a research firm, social service agency, hospital or other health-related organization, business, governmental agency, or some other community setting in which anthropology is applied. The Internship affords the participant an opportunity to work directly with people involved in the agency, service, or organization. Ideally, the student intern gains insight into the structure, responsibilities, and routines of the setting; the background and work of the staff, methodologies utilized, and the background and needs of those the agency serves.

Interns benefit by: a) gaining actual work experience as a means of enhancing theories and concepts learned in the classroom, b) testing personal satisfaction with a particular type of work, and c) making contacts that may help in securing future employment. The internship site benefits by gaining a reliable and hard-working student who can help meet the needs of the operation, especially through the application of anthropological perspectives.

Course Requirements

The student intern must:

1. begin work at the beginning of the semester (if not before).
2. complete a minimum of 120 hours (more if required by the internship site) that are spread out over at least ten weeks during the fall or spring semester and over at least eight weeks during the summer semester.
3. maintain a daily journal that describes internship experiences, identifies anthropological concepts used or recognized and publications read, and offers personal reaction to experiences.
4. attend periodic meetings with the faculty sponsor.
5. maintain professional conduct at all times with regard to the staff, clients, and organization in which the internship is being conducted.
6. complete and submit all required written work, including:
 - the journal
 - a record of hours worked
 - an evaluation by the agency supervisor

- a formal paper that includes a case study of the internship site, including its:
 - a) history and development, b) organizational goals, c) structure and resources, d) role of the organization in the community, e) nature of clients, f) nature of staff, and g) personal evaluation of the organization. The final section of the paper should be an application of anthropological theory and/or concepts to the internship experience.

Full course credit (on a pass-fail basis) is granted for the successful completion of the internship. This course meets the anthropology concentration's fieldwork requirement, and as such must include field-based activities (e.g. archaeological excavation and/or lab work, interviews, participant observation, asset/needs assessment, etc.).

Requirements for Enrolling

The specific requirements for enrolling in the Community Internship are that the student:

1. is classified (or will be at the beginning of the Internship) as a second-semester junior or a senior.
3. has a minimum grade point average in anthropology of 2.5, or permission, before enrolling.
4. has submitted an Anthropology Internship Application which has been approved.
5. has finalized arrangements with the faculty sponsor and the organization supervisor for the internship.

Application Procedure

Discussions about the internship with the faculty supervisor should be initiated as early as possible in the semester prior to the semester in which the internship will be conducted. The Anthropology Internship Application should be submitted to the supervisor before the end of the semester preceding the one during which the project will be completed (i.e. applications for spring semester projects should be submitted by the end of the fall semester). Once approval for the internship has been granted, final arrangements should be made with the internship site.

Summer Internship Guidelines

Students should arrange an internship in the local community during either the regular fall or spring semester. An exception can be made for an appropriate internship experience (i.e. an opportunity in the student's hometown) in which the hours and some requirements are completed in the summer and registration for the course and the remaining requirements are completed during the following fall semester. These Summer/Fall internships must adhere to the same requirements as described above. Applications must be submitted and approved before internship work begins.

Requirements to be Completed During the Summer:

- the required hours should be spread out over at least eight weeks
- the journal which describes internship experiences, identifies anthropological concepts used, publications read, and personal reactions to the experiences
- periodic contacts with the faculty sponsor (i.e phone call or e-mails)
- evaluation by the agency supervisor

Requirements to be Completed During the Fall Semester

- registration for ANTH 416
- periodic contacts with the faculty supervisor
- internship paper (see above for specific content requirements and discuss selection of anthropological theories and concepts with faculty sponsor)

Roanoke College

Anthropology Internship Expectations and Responsibilities

While each internship will be unique in a number of areas, there are expectations common to each placement. The following information is provided in order to establish clear expectations and responsibilities for those participating in the internship experience. The goal is for a mutually beneficial experience for the student intern and the community agency.

The Student Intern will be responsible for:

- fulfilling the agreement to report to work on the assigned days and hours and to complete a minimum of 120 hours
- observing all procedures, policies and regulations established by the placement site
- performing all assigned tasks and duties to the best of his/her ability and within established time frames
- participating fully in all opportunities and activities as provided by the site and taking the initiative to ask for tasks and duties when he/she feels ready to accept them
- developing an increasing ability to apply knowledge and skill in your setting
- being available to meet with the faculty coordinator as directed

The Community Agency/Internship Site will be responsible for:

- providing the intern with practical work experience of professional relevance
- introducing the intern to the policies, procedures and regulations of your agency
- providing supervision which enhances the intern's understanding of the work expectations (including the provision of established time frames for work) and the assessment of his/her own capabilities as the internship progresses (including the provision of informal and formal performance evaluations)
- working with the faculty coordinator to clarify expectations as necessary, to evaluate the intern's performance and to resolve any potential areas or issues of conflict to ensure the internship is as successful as possible

The Faculty Coordinator will be responsible for:

- the overall organization and supervision of the internship
- selecting students based on established guidelines of the college and the internship site
- assisting the internship site supervisor with evaluation procedures
- maintaining contact with the internship site to review student progress
- being available for problem resolution

Roanoke College Anthropology Internship: Supervisor's Evaluation

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|---------------------------|--|
| Student's Name | |
| Waiver/Signature | I waive/do not waive my right to see this evaluation./ (sign here) |
| Worksite | |
| Supervisor | |
| Date of Evaluation | |

Instructions: The Internship Supervisor's evaluation of the student is an essential component of a thorough and meaningful examination of the internship experience. Your comments will become part of the student's record for this course and will be considered in assigning grades.

Please use the following code to rate each of the following items:

NA-Not applicable or not enough information to form a judgment

1-Far Below Expectations-needs much improvement/area of concern

2-Below Expectations-needs more improvement to meet standards

3-Acceptable-meets standards at average level for students

4-Above Expectations-performs above average level for interns

5-Far Above Expectations-a definite strength, performs well beyond average levels of students

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| Basic Work Requirements | 1-5, NA |
| Arrives on time consistently | |
| Uses time effectively | |
| Informs supervisor and makes arrangements for absences | |
| Reliably completes requested or assigned tasks within established timeframes | |
| Completes required total number of hours or days on site | |
| Is responsive to norms about clothing, language, etc. | |

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| Ethical Awareness and Professional Conduct | 1-5, NA |
| Knowledge of general ethical guidelines | |
| Demonstrates awareness and sensitivity to ethical guidelines | |
| Personal behavior is consistent with ethical guidelines | |
| Consults with others about ethical issues if necessary | |

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| Knowledge and Learning | 1-5, NA |
| Knowledge level of agency and needed skills at the beginning of internship | |
| Knowledge level of agency and needed skills at the end of internship | |
| Receptive to learning when new information was presented | |
| Actively seeks new information from staff or supervisor | |
| Ability to learn and understand new information | |
| Understanding of concepts, theories and information for agency setting | |
| Ability to apply new information in the agency setting | |

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| Response to Supervision | 1-5, NA |
| Actively seeks supervision when necessary | |
| Receptive to feedback and suggestions from supervisor | |
| Understands information communicated in supervision | |
| Successfully implements suggestions from supervisor | |
| Aware of areas that need improvement | |
| Willingness to explore personal strengths and weaknesses | |

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| Interactions with Coworkers | 1-5, NA |
| Appears comfortable interacting with other staff members | |
| Initiates interactions with staff | |
| Communicates effectively with staff | |
| Effectively conveys information and expresses own opinions | |
| Effectively receives information and opinions from others | |

| | |
|---|---------|
| Interactions with Clients/Public | 1-5, NA |
| Appears comfortable interacting with clients | |
| Initiates interactions with clients | |
| Communicates effectively with clients | |
| Builds rapport and respect with clients | |
| Is sensitive and responsive to client's needs | |
| Is sensitive to cultural differences | |
| Is sensitive to issues of gender differences | |

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| Work Products | 1-5, NA |
| Reliably and accurately keeps records | |
| Written or verbal reports are accurate and factually correct | |
| Written or verbal reports are presented in professional manner | |
| Reports are clinically or administratively useful | |

Suggested areas for further study/training:

Comments to expand/explain your ratings:

Overall Performance: If you were to assign a letter grade for this student's overall performance, what grade would you assign? Please circle one.

A (excellent)

B

C

D

F (failure)

Signature and Title of Evaluator: _____

(To sign electronically, please type your name on the line above, then be sure to use your business/company email address to send the file.)