

INTERNSHIP

The purpose of the internship is to provide anthropology graduate students with a structured experience that combines participant observation research with practical, on-the-job training within a private group or public agency. The internship is open to any area which can be structured around previous course work to help a student develop an applied perspective in the discipline. A graduate student choosing the internship option should follow the guidelines listed below.

1. Select a faculty member to serve as an internship advisor and form an M.A. committee.
2. Decide on an organization or agency, and obtain permission to participate in that organization. The student should meet with the director and/or representatives of the respective organization and should explain the objectives of the proposed internship. Different agencies or organizations may have expectations and/or requirements of their own as to what they expect from interns. Students need to meet the requirements of the respective organization in order to obtain permission to work within the organization. Permission may be preliminary, and the organization may wait to grant final approval until after the student submits the internship proposal.

In most cases, the internship is a volunteer position. In individual cases, students may be allowed to conduct internships with agencies or organizations where they are already working. In carrying out an internship, the student should be engaged in the types of activities that involve extensive time and focus. The kinds of activities may include participant observation, evaluation of the organization, observation of meetings, interviews, etc. In those cases where a student is already working with the proposed agency or organization, the student must demonstrate to the faculty advisor that the proposed internship goes above and beyond his/her regular employment and will not be compromised by his/her employment.

3. Write an internship proposal of the kinds of experiences expected to be furnished by working within the selected group or agency. This is comparable to a thesis proposal. The proposal should include the following items:
 - A. Review of literature relevant to the agency activity or programs.
 - B. Detail of the internship objectives
 - C. Outline of student's proposed activities at the agency
 - D. Details about how the student proposes to document his/her activities
 - E. Time schedule of activities
 - F. Discussion of student's contribution to agency

The student should write the proposal under the faculty advisor's direction and obtain the faculty advisor's approval before submitting copies to his/her M.A. committee.

4. The student will schedule a proposal hearing to his/her M.A. committee. A representative from the agency or organization may participate in the proposal hearing. The proposal needs to be approved by both the student's committee and the agency or organization with which the student proposed to work.

5. During the course of the internship, the student should take adequate notes (i.e., field notes, daily journal, etc.) and document his/her experiences in order to write the final report. The student should maintain contact with the faculty advisor during this period.
6. Write the Departmental Internship Evaluation Report upon completion of the internship experiences. The style and format may follow closely that in use by the internship agency but will meet the department guidelines for an internship report. The report should include: (a) literature section as relevant to the internship; (b) description of specific activities, involvement, and knowledge gained during the internship, (c) A discussion that integrates course work and internship experiences, and (d) a precise evaluation of the strengths and weaknesses of the internship experiences, including any recommendations for the agency or department. The report may be viewed as the kind of evaluative writing that would be required if the student were a full-time employee of the agency and asked to evaluate the internship experience. Although the report is not written in the scholarly style of a thesis, it must reflect a serious academic effort grounded in a literature review and/or theoretical foundation.
7. The student should write the proposal under the faculty advisor's direction and obtain the faculty advisor's approval before submitting copies to his/her M.A. committee. The student will submit the final report to the committee and schedule a final defense during the semester that the student will graduate. The agency or organization representative should be invited to participate in the final oral examination.
8. A final copy of the internship report will be submitted to the department. The department will house the internship reports that are available to provide guidance for future internship projects. One copy of the final report should also be made available to the respective agency or organization.