

## **Internship Objectives:**

The Anthropology's internship program is a unique opportunity available to students. The goal is to combine critical thinking, reflectivity, and your anthropological training in a real world setting. By directing your anthropological skills of research, writing, and analysis to a career-related field of interest, you will be provided an opportunity to hone these skills, to apply classroom theories in different contexts, and to build some of the necessary social networks in an outside professional setting.

The student will work with the Internship Coordinator when determining what is an appropriate location for an internship. However, as the internship search and application process is an integral part of the internship, it is ultimately the responsibility of the student to locate and obtain an internship. Of course, all internships must be approved by the Internship Coordinator prior to their start. Students will not receive credit for an internship retroactively. It should also be noted that since some internship programs have deadlines several months ahead of when the actual internship starts, students should plan accordingly. Please begin the internship search process at least 3 to 4 months before you plan on becoming an intern.

The internship program is established to complement your classroom instruction. The primary focus of the department's program is to situate the student in substantive work that will contribute to their studies and their professional growth as a student. Since Santa Clara University is situated in the Bay Area, the possibilities of finding a substantive, important, and progressive internship are dramatically increased. Some possible locations and areas of interest might be:

- Raising awareness about human rights abuses
- Working in refugee resettlement
- Working in Cultural Resource Management
- Museum archaeology
- Primate conservation
- Forensic studies and physical anthropology
- Examining the impacts of pollution on human health
- Conservation International
- Silicon Valley Toxics Coalition
- Examining the structure of social and environmental justice movements
- Volunteering in free clinics
- Helping raise awareness of AIDS and its distribution

Ultimately, the possibilities are wide and varied for internships. You should start asking yourself some basic questions such as:

- What kinds of experiences do I want?
- What types of environments do I want to work in or what types of organizations do I want to work with?
- What academic or practical skills and techniques do I want to learn or strengthen during the internship?
- What are some of my personal goals and objectives in seeking an internship?
- What is my ideal internship?

If you have answers to these basic questions, you're well on your way. Now it's probably time to see the Internship Coordinator. But first, read on for more information.

### **Eligibility and Requirements:**

As the internship program has a focus on substantive work and providing students an opportunity to apply their anthropological training in a real world context, internship opportunities are reserved for junior and senior level students (ideally students should do obtain their internship during their junior year).

Internships require a minimum of 100 hours of work spread out equally over the course of a regular 10-week quarter. There is no maximum number of hours that the student can work at the internship site. The number of hours worked and the schedule should be negotiated by the student and the site supervisor. It should be noted that it is not possible for credit to be given after work has been completed at an internship site.

International students should be aware that additional steps may need to be taken when obtaining an internship, particularly if an internship is paid. All international students need to comply with their visa regulations. For example, depending on certain visa restrictions, international students may need a work authorization release from immigration services before the paid internship begins.

Lastly, all anthropology majors must enroll in ANTH 198 (Anthropology Internship) during the Fall Quarter. This course is only offered once a year and it is *required of all majors*. Please plan your class schedule appropriately.

### **Internship Proposal:**

Having met the above eligibility requirements, and having met with the Internship Coordinator, it is necessary to develop an internship proposal. The proposal describes the intended internship, the objectives and goals you have set for yourself, how the internship relates to and strengthens your training in anthropology, and the expected duties and work at the internship site. Again, the Internship Coordinator must approve the proposal (along with the Internship Contract) before the internship can officially begin. As this Proposal essentially describes your internship, your expectancies, your goals, and the internship's connection to anthropology, you might work with the Internship Coordinator and/or your advisor when drafting the document. For example, while it's important to have several goals and objectives set for yourself, you need to discuss how you will reach them. And since the internship program is academic in nature, you should discuss how the internship will relate to your studies in the department. These types of questions are best explored by self-reflection.

The proposal should be between 2-4 double-spaced pages, excluding the bibliography. The sources in your bibliography should contextualize your internship within the discipline and illustrate the importance of the internship to your training and growth as an anthropologist. The bibliography should include a minimum of 6 sources. The structure of the proposal is flexible. Its final form may vary based on your particular areas of interest. However, a general framework might follow:

- Introduction
- Goals and objectives
- Related literature review
- Relevance and applications to anthropology

- Conclusion
- Bibliography
- Appendix (if applicable)

### **Internship Evaluation and Grading:**

The student's performance in the internship program will center on academic work produced throughout the internship (for example, writing detailed fieldnotes for each day of work at the internship site, compiling a portfolio, or creating a social structure of the organization) and work assigned in ANTH 198. Such assignments are left to the discretion of the Internship Coordinator. However, all students must keep fieldnotes and complete an Internship Report and provide their site supervisor with an **Evaluation Form** that assesses the student's performance throughout the internship.

During your enrollment in ANTH 198 you will submit your Internship Report. Having already written what you planned on learning in your Internship Proposal (see above), this report should focus on what you actually learned throughout the process and whether your goals or objectives changed from your original intention. Some of the primary areas that you should focus on include:

- A complete description of the internship
- The original goals and objectives set for yourself and whether they were achieved
- Tasks, duties, and projects completed throughout the internship
- Evidence that your work was productive and beneficial to the organization
- Intended and unintended outcomes of the internship
- Intellectual intersections between your internship and anthropological studies on the topic/domain of practice
- Description of how your training and knowledge of anthropology influenced your performance and ability to work at your site
- Learning outcomes from the internship related to anthropology
- Evidence of important skills or techniques that you learned in the process

The report should be between 12 to 15 pages (12 point Times New Roman font and 1 inch margins on all sides), excluding a bibliography that includes a minimum of 10 academic sources. Much like the Internship Proposal above, the exact form and structure of the Report will likely reflect your experiences during ANTH 198. However, a general guideline for the report might follow the structure of articles published in *Practicing Anthropology* or *Human Organization*.

### **Checklist:**

Now that you've read through all of this information, please just do a quick run through on this Checklist. These are most of the major steps you need to consider when preparing for an internship.

- Do you meet the eligibility requirements for an internship?
- If you are an international student, do you need special documentation for working at an internship site?
- Have you met with the Internship Coordinator?
- Have you defined your internship objectives?
- Have you located an Internship?
- Have you created your Internship Proposal?
- Have you completed your Internship Contract?