



ANTHROPOLOGY UNDERGRADUATE INTERNSHIP

Description

Students enroll in Anthropology 410 during the term the internship is pursued. An internship can be counted toward your major requirements for a maximum of three hours. The OSU Catalog states that "One credit is generally given for three hours per week of work in and out of class. For example, each hour of class lecture is generally expected to require two hours of work out of class." Thus, one quarter credit represents 30 hours of work.

The internship supervisor usually will be someone affiliated with a private business or public agency. The student intern will perform an agreed upon task or set of tasks and report directly to the supervisor as may be required. One result of the work of the student intern should be a product based upon the use of anthropological skills and knowledge that is useful in a practical way to the supervisor or the supervisor's organization.

Responsibilities

Student

The student must take an active role in locating an appropriate internship, work with the supervisor and faculty advisor in writing the internship objectives, coordinate communication between the internship supervisor and faculty advisor, complete all work agreed upon by all parties and submit a final report of the internship experience.

Academic Advisor

The academic advisor will assist students in finding internship opportunities, help in formulating reasonable objectives, be available for advice, and coordinate the evaluation of the student's progress.

Supervisors and their Organizations

Organizations that cooperate in the internship program will be expected to provide worthwhile learning experiences to the students. They will acknowledge that interns are students still in the process of learning to meet professional standards and expectations.

Evaluation

The facility supervisor will send the faculty advisor a summary indicating the student's work quality, quantity, enthusiasm, and specific contribution to the organization upon the completion of the student's internship. This evaluation and the student's own report will be used to determine satisfactory completion of the internship.

UNDERGRADUATE INTERNSHIP AGREEMENT
in Anthropology

Student:

Name

Address

Phone

Internship

Organization

Address

Phone

Name & Title of Supervisor

Intern job description. (position and duties)

Internship objectives: (specific contribution or product to be provided)

We, the undersigned, agree to and accept the conditions and stipulations given above and in good faith will adhere to this agreement to the best of our abilities to the satisfactory completion of the internship.

Student Signature

Date

Academic Advisor Signature

Date

Internship Supervisor Signature

Date

Satisfactory Completion of Internship (yes or no) _____ Date _____

Academic Advisor Signature

Date

***Anthropology Internship
Evaluation Form***

Please rate the items below on a scale of 1 to 5:

1 = Excellent

2 = Very good

3 = Satisfactory

4 = Poor

5 = Unacceptable

Progress toward Objectives

Work Quality

Initiative

Enthusiasm

Dependability

Judgement

Teamwork

Accomplishments

Adjustments and changes needed or already made in the contract:

Performance Summary and Comments