



Anthropology Department Internship Workshop

Tara Hefferan, Internship Coordinator

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Dear GVSU Anthropology Majors and Minors,

Welcome to the Anthropology Internship Workshop! The goal of today's session is to teach students the importance of internships, particularly for anthropologists, and then to help students to identify some experiences that might suit them and their learning goals.

I have written and assembled a number of documents that will help you to begin planning an internship placement. These documents include a FAQ, as well as the ANT 490 course syllabus, Work Plan, internship descriptions and application, and self-assessment. You will find these resources in the pages that follow.

Today's workshop is really just a starting point for you, though, when it comes to setting up an internship. In the coming days and weeks, you should intentionally spend some time assessing and reflecting on your learning and career goals. You should also arrange to meet with me, as the Internship Coordinator, before the end of the semester if you hope to complete an internship in Winter 2017 semester. If you are interested in internships for the 2017-2018 academic year, plan to meet with me early next semester to get plans in motion.

As always, I am happy to serve as a resource to students, especially when it comes to internships. So, feel free to stop by my office to chat or email any questions or concerns to me.

Warm regards,

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GVSU Anthropology Internship FAQs

What are internships?

Internships are structured, supervised career experiences that offer students the chance to bring their classroom training into the workplace. As a three-way collaboration among students, their academic departments, and employers, internships merge the worlds of school and work, by embedding students into professional settings with defined learning goals, supervision, and evaluation.

Internships offer “real world” opportunities to student anthropologists to engage in a wide variety of professional activities while also earning college credit. Through internships, students are able to see from the inside what a particular career looks like. Such experiences help students to answer questions like, “what expectations are attached to this kind of job? What is the work-life balance like for people employed here? How much time is spent on administrative tasks vs. other kinds of duties in this job?” This on-the-ground insight can only be gleaned from working within a field that you are considering. Internships also provide students with the chance to “get their foot in the door” with a particular organization, agency or business.

Why should anthropology students complete an internship?

In some majors, like engineering or nursing, the career path from student to employee is clear. For anthropology—as with all disciplines rooted in the liberal arts—the path needs to be deliberately forged. Anthropologists need to be able to both articulate and apply their skills in ways that employers recognize and understand.

As a major or minor, anthropology equips students with particular skills that are valued in the marketplace, including:

- Research design
- Data gathering and analysis
- Record searching
- Transcription
- Grant writing
- Program evaluation
- Diversity training
- Cultural competence
- Public speaking and presentation
- Report writing
- GIS mapping
- Team-based research
- Holistic approach
- Critical thinking

That said, just having these skills is not enough in today's competitive job market. Anthropology majors must be able to *demonstrate competency* in applying these skills. Competency is earned by putting anthropology to use in "real world" situations. Internships comprise one way to do this and can be included on resumes and CV as evidence that future employers recognize.

Internships are also an important source of social networking. Within a particular organization or agency, mentors can help guide students toward specific opportunities. They can introduce students to others working in the field and serve as references for future employment opportunities.

How does GVSU Anthropology recognize student internship activity?

GVSU Anthropology offers credit to students who complete internships and enroll in ANT 490. The GVSU Anthropology Internship Coordinator serves as a resource for anthropology majors/minors, helping students to find appropriate placements, guide them through the internship, and support them in demonstrating the importance of the experience to others. The GVSU Anthropology Internship Coordinator maintains close connections to the GVSU Career Center, as well as the Office for Community Engagement and Padnos International Center.

If a student is interested in pursuing an internship, what should they do?

Students should begin planning their internship placement at least one full semester before they will begin the internship. The steps to successfully carrying out an internship are:

1. *Define interests and internship goals.* Students should ask themselves, "what do I hope to get out of the internship? What kind of job would I like to pursue after graduation? What kind of internship will best prepare me for working in that area?"
2. *Meet with GVSU Anthropology Internship Coordinator Tara Hefferan* or another faculty member to discuss interests and begin identifying possible internship sites.
3. *Search for an internship.* Many resources—both local and beyond—exist to support searching for an internship. Visit the GVSU Anthropology Internship page on the department's website, as well as the GVSU Career Center's Lakers Jobs and Padnos International Center's databases. The American Anthropological Association also has internship resources.
4. *Contact potential internship sites.* Set up a meeting to talk with the appropriate staff member of the organization that you are considering.
5. *Establish faculty mentor.* Students meet with the faculty mentor they feel is best qualified to oversee an internship in their area of interest. Students bring with them to the meeting contact information and descriptions for the internships that they are considering. The mentor and student discuss the opportunities and decide the best course of action.
6. *Arrange a meeting between the faculty mentor and site supervisor.* The meeting can be via email, telephone, or face-to-face. The mentor and supervisor discuss the student and their learning goals, and begin working out appropriate tasks, duties, and

assignments. Internships require 50 hours of work over the course of the semester for each 1 credit hour of enrollment.

7. *Complete a Work Plan* with the GVSU Anthropology faculty member supervising the internship, as well as the site supervisor at your internship site. The Work Plan includes: job responsibilities; products to be produced; educational goals for internship.
8. *Obtain permission to register for ANT 490.* Since registration is restricted, the faculty mentor will need to provide the necessary approval to register.

What application materials should students have prepared when approaching a possible internship sponsor?

While sponsoring organizations differ in the types of materials they might require of internship applicants, many will request some (or all) of the following documents:

- CV/resume
- Professional references
- Transcripts
- Cover letter or statement of interests
- Application form

When first approaching an organization, students should have prepared a resume/CV and an “elevator pitch” of their interests and skills. It also a good idea to have a cover letter or statement of interests prepared, though letters should always be tailored to the particular position a student is pursuing. Writing these documents both helps students to articulate their own experiences, skills, and training, and it also helps them to identify what they hope to learn or gain from the internship experience.

What is a Work Plan?

All internships require the completion of a Work Plan, before the internship begins. The Work Plan is the “contract” that the student, site supervisor, and faculty mentor create to outline the intern’s scope of responsibilities and anticipated products. The contract consists of contact information for the student, faculty mentor, and site supervisor, a description of planned activities, education goals, and any expected products. The student should be allowed free time comprising at least the last week of the internship to complete structured academic assignments, such as a research paper, report, or exhibit. The Work Plan must be signed by the student, the faculty mentor, and the Anthropology Department Unit Head.

What are the responsibilities of the faculty mentor?

Internships require approval from a faculty mentor, someone will oversee the academic requirements of the internship while also providing advice and support. The duties of the faculty mentor include:

- Helping the student intern prepare the Work Plan
- Providing readings appropriate to the internship assignment
- Responding to student questions and concerns
- Reviewing progress reports
- Assessing internship products, including the internship portfolio
- Evaluating the internship for credit

What are the responsibilities of the site supervisor?

All internships require a site supervisor. This person is usually the director of the organization or a staff member who is assigned by the director to be the intern's supervisor. This person is the boss in all matters related to work activity. The intern's Work Plan should be developed with the complete consent and cooperation of the site supervisor. It should reflect the expectations of the organization and the judgment of the student and the faculty mentor as to what can be realistically accomplished during the internship period. The duties of the site supervisor include:

- Helping the student develop the Work Plan
- Overseeing work activities
- Sending periodic reports to the faculty mentor about the intern's activities and progress
- Assessing the intern's achievement and behavior in order to assist the faculty mentor in evaluating the internship for credit

What kind of organization should a student seek out for an internship?

Because internship placements reflect the learning goals and interests of the individual intern, there is no single "type" of agency or organization that works best for everyone. GVSU Anthropology students have had successful experiences in a variety of organizations, including in museums, universities, non-profit social services agencies, and for-profit businesses. That said, students are required to work with an organization that:

- Is well-established and has the capacity to provide students with a structured internship experience
- Supports student interns and recognizes the internship experience as a professional obligation
- Has projects or programs that can meet the learning goals of the student
- Has staff who are willing and able to supervise the student and help the student meet their learning goals
- Provides the necessary material supports to complete the duties outlined in the Work Plan (e.g., office supplies, work space, etc.)

What are the ANT 490 requirements?

- Prerequisite: 15 credit hours of coursework in anthropology.
- Approval from the Internship Coordinator or another anthropology faculty member who can serve as faculty mentor.
- Enroll for 1-9 credit hours (most internships are 3 credit hours)
- Limited to 10 credit hours, maximum.

When should a student do an internship?

ANT 490 credit is offered each semester. Since at least 15 credit hours in anthropology coursework must be earned before enrolling in ANT 490, internships are usually completed during the junior or senior year.

How do interns get to and from their internship site?

Student interns are responsible for their own transportation, to and from their internship site, as well as for paying their own living expenses. This includes travel expenses, should a student choose to complete an internship outside of the local area.

Are interns guaranteed a placement in their agency of choice?

No. Every organization has its own process for assessing and selecting interns. Often, the selection process is similar to a traditional job interview, with the interested intern submitting their application materials and resume to the organization, after which they might be called in for a formal interview. Some organizations require that interns pass a background check. If students have concerns about being able to pass a required background check, they should talk with the Internship Coordinator about how to proceed.

Are student interns paid?

While sometimes paid opportunities are available to students, the internships that most GVSU Anthropology students pursue are not paid. The GVSU Career Center does have a limited number of internship grants (\$500) to support students, based on economic need. Information at the Career Center's Internship Award can be found here:

<https://www.gvsu.edu/careers/career-center-internship-award-59.htm>

What is expected during the internship period?

GVSU expects that over the course of the semester, student interns will work about 50 hours for each 1 credit hour enrolled. While students can enroll for 1-9 internship credit hours in a semester, often students in anthropology enroll for 3 credit internships, which equal about 150 working hours.

During the internship, students will carry out the job responsibilities outlined in the Work Plan. They will also complete any products agreed to as part of the Work Plan.

In addition, because internships require that students take an analytical and reflective approach to work, students keep an academic journal during the internship period. The journal provides space for considering the experience as a whole, including observations of daily life within the

agency, the benefits and challenges of the internship itself, and consideration of how the internship can be linked to future career goals.

Students also keep a work log, which tracks the number of hours they are devoting to the internship each day.

How is the internship graded?

Internships are graded on a credit/no credit basis. In order to receive credit, students must uphold their responsibilities, per the Work Plan. They must also submit the following documents to their faculty supervisor no later than the Monday of final exam week:

1. The academic journal kept during the internship
2. Work log of internship activities
3. A one-page internship report, which describes the work experience for future interns. The report should be considered “public,” since it will be shared with future interns and might be posted to our website or published in other ways.
4. A reflection essay of 2-3 pages, which considers what was learned and how the student’s educational goals were met as a result of the internship experience.
5. An updated CV/resume, which lists the internship under work experience.
6. Any other documents or products assigned by the faculty mentor.

ANT 490 PRACTICUM: CAREER SERVICE ANTHROPOLOGY INTERNSHIP

Description: ANT 490 Practicum: Career-Service. Formal collaboration with a community organization relating practical training and independent study in a specialized area of anthropology. Offered every semester. Limited to 10 credits maximum. Graded credit/no credit. Prerequisites: permission of instructor

Sample Textbooks:

- Briller, S. H., & Goldmacher, A. (2009) *Designing an Anthropology Career: Professional Development Exercises*. Lanham, MD: AltaMira Press.
- Camenson, Blythe (2005) [*Great Jobs for Anthropology Majors*](#), 2nd ed. (GVSU e-book) McGraw-Hill Professional.
- Guerrón-Montero, C. M. (2008). [*Careers in Applied Anthropology in the 21st Century: Perspectives from Academics and Practitioners*](#). (GVSU e-book) Malden, MA: Blackwell Pub.
- Gwynne, Margaret A. (2002) *Anthropology Career Resources Handbook*. Allyn and Bacon. (Zumberge GN 397.5 .G993)
- Institute for Career Research. (2007) [*Careers in anthropology, archaeology*](#). (GVSU e-book) Chicago: Institute for Career Research.
- Nolan, Riall W. (2003) *Anthropology in Practice: Building a Career Outside the Academy* (Directions in Applied Anthropology). Lynne Rienner. (Zumberge GN397.5 .N63)
- Omohundro, John (2001) *Careers in Anthropology*. McGraw-Hill. (Zumberge GN41.8 .O56)
- Sabloff, Paula L. (2009) [*Careers in Anthropology :Profiles of Practitioner Anthropologists*](#) (GVSU e-book). Ebooks Corporation
- Stephens, W. Richard (2002) *Careers in Anthropology: What an Anthropology Degree Can Do for You*. Allyn and Bacon. (Zumberge GN 41.8 .C37)

Course Description and Credits: The objective of the internship program is to acquaint students with the work of research libraries, museums, community organizations, government agencies, and other cultural institutions in order to enhance students' knowledge of sources, research methodologies, institutional cultures, and work environments. This course helps anthropology students prepare to enter professional employment by working under a site supervisor who provides on-the-job training in a variety of work situations related to anthropology. Students undertake 40-45 hours of work per credit hour per semester, including time on-the-job and homework.

Any faculty member in the anthropology department may serve as a student's mentor and act as the liaison between the student and the site supervisor, who is assigned by the sponsoring institution. The course of study and training will be planned and agreed upon by the involved parties: the student, academic mentor, and site supervisor. The precise skills the student learns will vary with the kind of project chosen.

Student Learning Outcomes:

1. Intellectual growth: Produces academic growth in the field of study through critical thinking, problem-solving, the application of previous knowledge, and an appreciation of new knowledge.
2. Effective communication: Effectively articulates ideas through writing, speaking and listening. Carries out responsibilities and activities in a timely manner.
3. Self-appraisal: Articulates and demonstrates personal skills and abilities, articulates rationale for personal behavior, and acknowledges strengths and weaknesses.
4. Career choices and educational goals: Able to articulate career goals in field of study, and the application of the internship experience to those goals; develops the skills, values, abilities, and accomplishments as part of an integrated path towards professional and personal development in the field of study.
5. Leadership development and independence: Understands that leadership is a process rather than a position, and takes on responsibilities that build independence and self-reliance within the context of the organization. Accepts supervision as needed.
6. Collaboration: Seeks the involvement of others, works cooperatively with others, and seeks feedback from others. Contributes to the achievement of the goals of the group, team, or organization.

Responsibilities:

1. **Working with the faculty mentor:** Internships require the participation of a faculty mentor. A student must solicit the support of a faculty member who helps in the preparation of a work plan, provides orientation reading, responds to student's questions, reviews progress reports, assesses the final products, and evaluates the internship for credit. At the same time, the student should be aware that most of the learning activity will take place independently and in response to the directives of the site supervisor.
2. **Working with the site supervisor:** Internships require a site supervisor. This person is usually the director of an agency or a staff member who is assigned by the director to be the supervisor. For all practical purposes, s/he is the boss in all matters related to work activities. The intern's work plan should be developed with the complete consent and cooperation of the site supervisor. It should reflect the expectations of the local organization and the judgment of the student and the faculty mentor as to what can reasonably be accomplished during the allotted time.
3. **The Internship Activity:** During the internship, the site supervisor will send period progress report(s) to the faculty mentor and, at the end of the semester, will be asked to evaluate the performance on the basis of achievements and behavior. The faculty mentor and the student intern meet at an agreed interval at which time the student's journal is reviewed and progress monitored. At the end of the semester, the student submits an internship portfolio, including but not limited to the following:

- a. A one-page Internship Report describing her or his experience for future interns, submitted before the grade is assigned. The report will be made available to future interns and will help them decide whether this is the right internship for them.
- b. A 2-3 page reflection on what was learned and how the student's educational goals were met as a result of the internship experience.
- c. A journal kept during the internship,
- d. Other relevant scholarly material that the faculty mentor may have assigned (the completed assignment at the end may vary according to the nature of the project or the desires of either supervisor).
- e. An updated résumé.

If the student is unable to complete the required hours of work during the semester, s/he needs to contact the faculty mentor and provide a written request for either reducing the internship hours or to continue the internship past the end of the semester. The faculty will assign an "I" grade until the internship can be completed during breaks or by the end of the following semester.

4. **Conduct:** Students are expected to be courteous, responsible, and reliable in their dealings with colleagues at the site and with the supervisor. Irresponsibility can result in a negative evaluation from the supervisor and reduced opportunities for future students. Students should show up on time, avoid unnecessary absences, and dress and behave appropriately. To clarify expectations periodically, students should discuss their progress and performance regularly with the site supervisor. It is always a good idea to write a note of appreciation to the site supervisor when the internship has ended.

Anthropology Internship Work Plan Form: The work plan is completed before interning begins. The plan is a product of negotiations with the student, the site supervisor and the faculty mentor. This "contract" consists of contact information and a description of the planned activities, including work products and educational goals. As a minimum academic requirement, the internship requires that the student maintain an academic journal: logging research, observations, activities, assignments, and all other relevant work relating to the internship. Other academic products may be required by the academic advisor as assigned. The student should be allowed free time comprising at least the last week of the internship to complete structured academic assignments, such as a research paper, report, or exhibit. The work plan form is to be signed by the student, the faculty mentor, and the anthropology department chair.

Step-by-step Check List for Setting up an Internship:

- ☐ Review the anthropology website listings for internships.
- ☐ Attend GVSU Internship and Job Fairs, and check jobs listed through the GVSU Career Services or through the Padnos International Center for international internships.
- ☐ Review the anthropology department internship procedures carefully.

- Contact a faculty mentor and discusses what jobs/internships are available through the department and the possibilities that interest him or her. The department is a resource, but the responsibility of finding an internship rests with the student.
- Contacts the local institution of interest. Set up an appointment to talk to the appropriate staff member of the local institution to discuss an internship possibility.
- Contacts the faculty mentor before the course registration period to discuss what s/he has in mind. Bring contacts that could be developed into an interesting and useful internship. The mentor and the student discuss the opportunities.
- Arrange a meeting (person, email or telephone conference) between the faculty mentor and the local supervisor who together discuss the student and her or his interest in an internship, as well as the appropriate tasks, duties, and assignments expected of the student. Minimally, you (the student) will undertake 40-45 hours of work per credit hour per semester under a site supervisor.
- Complete the Anthropology Internship Work Plan Form. The work plan describes the intern's activities, which should be consistent with on-the-job training in a variety of work situations related to anthropology, and the educational goals that the student would like to pursue while interning. Both the mentor and the local supervisor should recognize the relative nature of different kinds of work and work cultures and should agree upon the tasks and activities accordingly. Obtain the proper signatures.
- Obtain permission to register from the mentor. Registration is restricted, requiring an action by the mentor after approval of the student's project.
- Submit a current résumé within the first week of internship activities.

WORK PLAN FORM
ANT 490 ANTHROPOLOGY INTERNSHIP

*This form must be signed by the faculty mentor and filed with the anthropology department.
A copy should also be kept by the student and the site Supervisor.*

Date: _____ Semester enrolled: _____ Credits: _____

Student Information:

Name: _____

G#: _____

Address: _____

Phone Numbers: _____

Email Address: _____

Internship Information:

Internship title: _____

Internship Site Address: _____

Contact Person/Supervisor: _____

Phone Numbers: _____

Email Address: _____

Internship Job Description: In a separate document, attach the **Work Plan**, consisting of 1) job responsibilities and expected products related to the site responsibilities, and 2) educational goals related to the internship. As a minimum academic requirement, the internship **requires** that the student submit an academic journal, a one-page Internship Report describing her or his experience, a reflection essay, and an updated résumé.

I, the undersigned student intern, have read the course syllabus and agree to perform 50 hours of work per credit hour per semester, including time on-the-job and home work; to fulfill all requirements specified in this work plan; and academic work required of all interns, including preparing a one-page description of my internship experience that I will turn in to the faculty mentor before the grade is assigned.

Signature of Intern

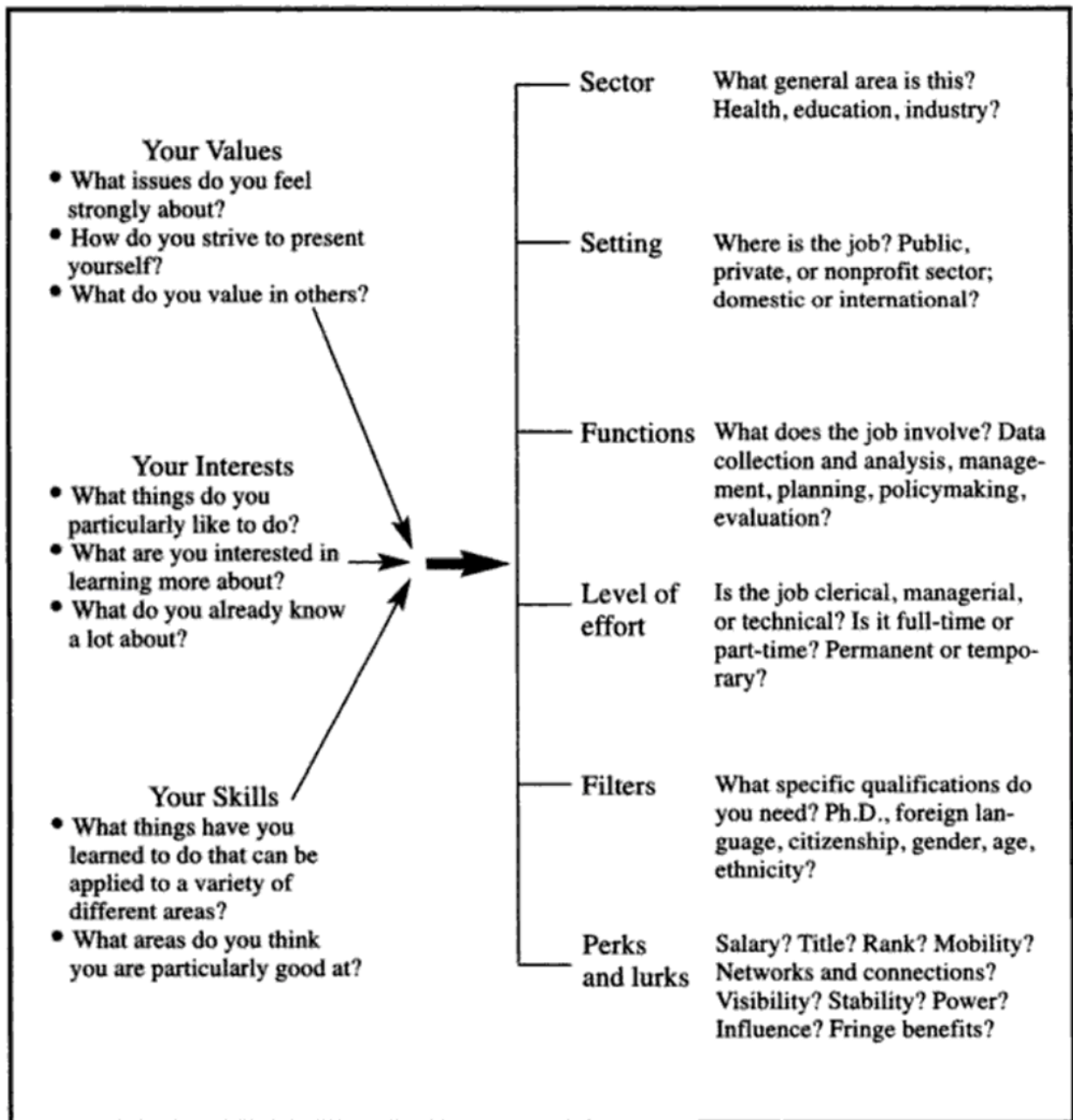
Date

Signature of Faculty Mentor

Date

Signature of Unit Head

Date



Source: Adapted from Newhouse 1993, p. 5–7.

Source: Nolan, Riall. 2003. *Anthropology in Practice: Building a Career Outside the Academy*. Boulder, CO: Lynne Reinner Publishers.

Questionnaire 1: Interests and Academic/Career Goals

Answer the following questions to the best of your ability to help you articulate the kind of internship that would work best for you. You can write as much or as little as you feel is necessary, as long as you are clear about your objectives.

After you answer the questions, summarize your response in a written statement.

1) List and Evaluate your Personal Interests:

- a) What are your hobbies:
- b) What do you do for entertainment?
- c) What are you interested in that you have not yet had the opportunity to experience?

2) Academic Interests:

- a) What drew you to Anthropology?
- b) Are you in an intensive track (cultural, physical or archaeology)?
- c) If doing the standard track, are you interested in a specific sub-discipline?
- d) Do you have a minor or a second major? How does it compliment your anthropology major? Are you interested in combining the two? How?

3) Career Goals:

- a) What career do you see yourself in? Short or long term.
- b) Do you want to work with a specific group or in a specific geographical area (e.g. working with youth, a particular minority group, in Africa or Latin America)?

4) Reflect on Career Goals:

- a) How do you want to spend your average work day in five years? In an office? In the field? In grad school?
- b) What are your financial needs or hopes?

c) What skills and experience will you need?

Exercise:

After brainstorming, write an analysis of your interests, academic and career goals. Come up with a clear statement about your objectives for an internship.

- After brainstorming and writing circle any key words (words that seem important to you).
- List them. Then examine them for grouping and/or priorities.
- Rewrite your objective statement based on this second round of thinking and organizing.
- Examine the statement for clarity. By the end of this exercise, which might take some time, you should be clear about what you want.
- Try your statement on other people. Do they understand it?

Source for Questionnaire 1: Delgado, Guillermo.
n.d. Internship Handbook. Anthropology Internship
Program. UCSC.

ANTHROPOLOGY INTERNSHIP PROGRAM

Questionnaire 2: Choosing an Internship

To help you research and choose an internship, answer the following questions:

- How will the internship fit into your academic and career plans?
- What skills do you want to gain from an internship?
- Do you want a local, national or international internship?
- What experience are you looking for, and in what field?
- Consider your personal values: what work do you feel needs to be done?
- Do you want to work in a team or independently?
- Do you like to work under supervision?

Source for Questionnaire 2: Delgado, Guillermo. n.d. Internship Handbook. Anthropology Internship Program. UCSC.