Internships in the Department of Anthropology
Guidelines and Application Procedures

Purpose of internship study

Internships furnish students with an important experiential component to aid in their career development. It provides students with a better understanding of the skills required for their chosen career. It also allows them to apply their academic knowledge to real work situations. Internships should be related to the student's career goals and consist of an academic as well as work component.

Policies regarding what is not acceptable for internship study

Study Abroad experiences, Honor's Theses, and Independent Study are not considered valid sources of internships. Independent Study is normally research on topics not covered in current courses or not in sufficient depth.

Sponsor and Coordinator

Faculty members, not graduate students, sponsor Anthropology internship study.
In the case of students doing internships with anthropology faculty, such faculty cannot sponsor their own internships with students. The Chair or Associate Chair of Anthropology is the departmental coordinator of anthropology internship study.

Basis for Internship Evaluation

In addition to specific forms of evaluation agreed upon by the student and his/her faculty sponsor, all Anthropology Internships shall provide their faculty sponsor with a paper summarizing how the experience was important to their career plans and development. A copy of this paper must be given to the Anthropology Department to be placed on file.

Prior Approval

To receive credit, all Anthropology Internships must have prior approval. No retroactive credit is available for internships already started or completed.

Pay / Credit

The Anthropology department allows students to receive both pay and credit during an Anthropology Internship Study.

No Late Adds

Students must plan ahead for their internship. Anthropology Internship Study Contracts will be submitted to the Anthropology Department no later than one week prior to the last day of Drop/Add. There are no exceptions. It is the student's responsibility to have the course added to their schedule by the department administrative staff.

Semester Hours of Credit Allowed

The maximum hours allowed for internship study are as follows:

Undergraduates: Internships may be taken for 1-6 hours of academic credit. Students may take up to 3 hours in any single semester. A maximum of 6 hours may be used to count towards graduation. Students must work a minimum of 48 hours for each hour of academic credit.

Internship credit earned in Anthropology can be used as general upper division credit for the undergraduate major requirement. It cannot be used to fulfill any of the specific upper division requirements (i.e. upper division course in physical anthropology, archaeology, topical course in cultural anthropology, or ethnographic area course in cultural anthropology). Internships in Anthropology can involve both academic credit and pay. It is important to remember that you receive academic credit for the demonstrated learning that results from the internship and pay for the work performed.

Graduates: 1-6 hours of academic credit toward degree. Students must work a minimum of 48 hours for each hour of academic credit. For graduate students internship study courses cannot exceed 20 percent of the course work required by the department.

Eligibility

Internship study in Anthropology is usually restricted to majors because it is assumed that, in order to acquire and conduct an internship study in Anthropology, the student must have the relevant background knowledge in this discipline. Internship study in Anthropology is restricted to juniors, seniors, and graduate students with an overall grade point average of 3.25 or higher. Finally, undergraduate majors are required to have completed (at a grade of C or better) ANTH 2010, 2100, and 2200 before registering for internship study.

Internship study cannot be done retroactively. That is, the contract for internship study is to be completed, signed and approved prior to the initiation of the internship, not after it has been completed. Also, internship study is to be enrolled for in the same time frame as all other courses.

Procedures

Students wishing to receive credit for ANTH 4930/5930, “Anthropology Internship” must:

1. Acquire a faculty sponsor who will evaluate pertinent portions of the proposed internship, who will appraise your progress, and who will provide the final grade for this course.

2. Fill out the “Credit Internship Application” form completely. The form can be downloaded from the web at http://advising.colorado.edu/students/current-students/petitions-forms **Attach your student degree audit**, verifying class standing and GPA.

3. Have the contract signed by the work supervisor and the faculty sponsor and submit a copy to the department Chair for evaluation. If the proposed internship fulfills the requirements described above, the chair will sign the contract and return it to the student.

4. Once you have the completed contract, with all the required signatures (i.e. student, Work Supervisor, Faculty Sponsor and Chair/Associate Chair), you may register for the course.

I have received and read a copy of the Anthropology Department Internships Guidelines and Application Procedures. I understand the policies stated and agree to abide by those policies and procedures.

Student's signature Date

INTERNSHIPS

STEP-BY-STEP APPLICATION INSTRUCTIONS

Step #1 Read and sign the Department of Anthropology Guidelines and Application Procedures and sign the agreement. **Attach your student degree audit**, verifying class standing and GPA.

Step #2 Download and fill out the College of Arts and Sciences' application form.

Step #3 Submit both of the above completed forms to the Department of Anthropology.

Step #4 The Department office staff reviews the following on your application: GPA and completeness of application.

Step #5 Department Chair signs qualifying applications.

Step #6 Department staff enrolls student for credit hours.

Internship Study Responsibilities
Department of Anthropology

The Department Chair or Associate Chair is the departmental coordinator of Anthropology internship study. The Chair or Associate Chair will review the Internship Study Contract before the student is registered for credit. This review will ensure: that an appropriate number of credit hours are being awarded and that only full time faculty members are signing contracts and sponsoring Internship Study.
The Department Chair or Associate Chair will also make occasional checks on the quality of terms of the contracts, and check the grade rosters to confirm that no one faculty member is supervising an unreasonable number of internship study hours. Finally, the Department Chair or Associate Chair will evaluate significant changes to the internship study contract, will be in charge of training sponsors and staff, and developing record keeping procedures.

Only full time faculty members in the Department of Anthropology may act as Sponsor of an internship study. It is the duty of faculty sponsors to sign only contracts that conform to departmental policy. Faculty sponsors will notify and work with the Department Chair if substantive changes to an internship study occur during its completion. Faculty sponsors are also responsible for the evaluation of Internship Study projects, entering grades on the grade rosters, keeping appropriate records, and verifying the accuracy of both personal internship study rosters and grades entered in the student's record. In the case of students doing internships with anthropology faculty, such faculty cannot sponsor their own internships with students.

Staff will be responsible for verifying the student's major, class standing, GPA and previous internship study record. Staff will also be responsible for verifying the faculty sponsor's and coordinator's signatures on Internship Study contracts and for registering the student for the hours indicated. Under no circumstances will staff be asked to evaluate a student internship or determine the grade assigned.

Granting Internship Study credit is not an appropriate way for faculty or the department to compensate a student for doing routine work, grading papers or proctoring exams.