

Internship Objectives:

The Anthropology's internship program is a unique research opportunity. Students have two options to pursue when completing the internship: a traditional internship offered through an outside agency (e.g., Amnesty International, History San Jose, or Greenpeace) or an anthropological field school within any of the subfields. The goal is to combine critical thinking, reflexivity, and your anthropological training within some form of practice. By engaging your anthropological skills of research, writing, and analysis, you have an opportunity to hone these skills, to apply classroom theories in different contexts, and to build some necessary social networks in professional settings.

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 her or his internship. Of course, all internships must be approved by the Internship Coordinator before their start. Students will not receive credit for an internship retroactively.

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 substantive, important, and progressive internships and field schools are dramatically increased. However, students do not need to stay within the Bay Area, particularly as anthropological field schools are conducted all over the world. 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
- Archaeological, Biological, and Ethnographic Field Schools
- 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

Eligibility and Requirements:

As the internship program has a focus on substantive work and providing students an opportunity to apply their anthropological training outside the classroom, internship opportunities are reserved for junior and senior level students (ideally students should do obtain their internship during their junior year. Please keep in mind that deadlines for field schools and internships are often months ahead of when your work and research will actually take place. Plan accordingly.).

Internships require a minimum of 100 hours of work spread out equally over the course of a regular 10-week quarter. The department does recognize that these are ideal conditions and flexibility is given in some cases, particularly within field schools that often operate for 5-7 weeks during the summer. There is no maximum number of hours that the student can work at the 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 a 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. 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.

The proposal should be a minimum of three to four 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 six 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 or research, data collection activities, or creating a social structure of the organization) and work assigned in ANTH 198. However, all students must 1) keep fieldnotes (a graded component of ANTH 198), 2) complete an Internship Paper (a graded component of ANTH 198), and 3) provide their site supervisor with an **Evaluation Form** that assesses the student's performance throughout the internship. Fieldnotes must be submitted every two weeks to the Internship Coordinator for grading. These cannot be submitted all at once at the end of the internship.

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 or field school?
- Have you created your Internship Proposal?
- Have you completed your Internship Contract?