



## **Bachelor of Science in Anthropology**

### **Internship/Practicum Manual**

**ANTH 3398/3397**

#### **Table of Contents**

Goals and Philosophy of the Courses .....	2
Course Descriptions .....	3
9 Easy Steps to Internship/Practicum Success .....	4
Preparing for Your Internship/Practicum .....	6
During the Semester of the Internship/Practicum .....	7
Expectations for Faculty Practicum Supervisors.....	7
Expectations for the Internship Field Supervisor.....	8
Writing Assignments for Practicum Students .....	8
Writing Assignments for Interns .....	8
The Presentation.....	11
Grading.....	11
FAQ's.....	11
Field Placement Contract .....	13
Mid-Semester Internship Evaluation Report.....	16
Final Site Evaluation of Student .....	19
Daily Journal .....	21
Internship Information Sheet.....	22
Time Sheet .....	23
Rubric for Critical Bibliography Papers.....	24
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act.....	25
Request for a Letter of Reference.....	27
Request for a Phone Reference .....	28

## Goals and Philosophy of the Courses

The Anthropology major at KSU requires that students complete either the Internship (ANTH 3398) or the Practicum (ANTH 3397). Both courses provide a structured and extended experience in a supervised anthropology setting (see comparison chart below). Internships take place outside of the KSU anthropology department, while practicums are conducted with KSU anthropology faculty. The internship provides an opportunity for students to apply the principles learned in the academic setting to a work situation, to explore a career area before graduation, to obtain work experience and contacts for future job seeking and/or graduate school application, and to develop knowledge and work skills through the combination of practical experience and scholarly research. The practicum provides intensive research experience under the direct supervision of a faculty member and allows students to gain experience gathering and analyzing data in an original research project. Students usually register for the internship or practicum during the senior year because both are intended to be a capstone experience. This also ensures that interns are near graduation and available for employment if a job opening occurs at their placement organization. Conducting the practicum in the senior year allows students to gain the necessary anthropological training required to conduct research and provides an apprenticeship-like opportunity for those who are considering graduate school. Students must complete Research Methods prior to undertaking the internship or practicum.

The Internship/Practicum Coordinator acts as an academic supervisor for both interns and practicum students. However, interns work most closely with their internship supervisor and practicum students work most closely with their practicum supervisors.

The courses are designed to meet the goals and interests of the individual student. Students arrange their own internship/practicum with the approval of the Internship/Practicum Coordinator. The work should involve growth for the student and should be in the area of career or graduate school interest. The Office of Career Services may be able to assist in finding an internship site.

Internships may be done at a student's regular job site only if internship hours are spent on new duties involving professional and academic growth. Internships done at for-profit businesses must meet the federal guidelines found at the end of this Internship Manual.

## Course Descriptions

	<b>Internships (ANTH 3398)</b>	<b>Practicums (ANTH 3397)</b>	<b>Directed Applied Research (ANTH 4100)</b>
<b>Prerequisite</b>	Research Methods	Research Methods	Determined by faculty supervisor
<b>Part of Anthropology Curriculum</b>	Students must take 3397 or 3398	Students must take 3397 or 3398	Not required. Upper Division Elective
<b>Course Structure</b>	<ul style="list-style-type: none"> <li>• Intern Coordinator teaches an intern/practicum “class” that meets 3-5 times a semester.</li> <li>• Professionalization (resume/cover letter writing and interviewing) is incorporated into the class.</li> <li>• Online and early meeting options are available for out-of-town students.</li> <li>• Internship supervisor sets goals and tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Coordinator teaches an intern/practicum “class” that meets 3-5 times a semester.</li> <li>• Professionalization (resume/cover letter writing and interviewing) is incorporated into the class.</li> <li>• Online and early meeting options are available for out-of-town students.</li> <li>• Practicum supervisor sets goals and tasks; student acts as research assistant</li> </ul>	<ul style="list-style-type: none"> <li>• No outside requirements beyond those set by supervising faculty</li> <li>• Goals and tasks set by student with agreement by faculty member</li> <li>• Student conducts own research project</li> </ul>
<b>Direct Supervisor</b>	Internship site supervisor	KSU Anthropology Faculty	KSU Anthropology Faculty
<b>Time requirement</b>	150 hours, plus time for reading and writing	150 hours, plus time for reading and writing	Determined by supervising faculty
<b>Writing assignments</b>	<ul style="list-style-type: none"> <li>• 3 short papers that are incorporated into a final paper of 15-20 pages with 10 scholarly references and Chicago style formatting</li> <li>• Evaluated by Internship Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 15-20 pages of writing with 10 scholarly references and Chicago style formatting</li> <li>• Other writing assignments as assigned</li> <li>• Evaluated by supervising faculty</li> </ul>	Determined and evaluated by supervising faculty
<b>Presentation</b>	<ul style="list-style-type: none"> <li>• Final presentation of 7-10 minutes with powerpoint</li> <li>• Evaluated by group of anthro faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Final presentation of 7-10 minutes with powerpoint</li> <li>• Evaluated by group of anthro faculty</li> </ul>	Determined by supervising faculty
<b>Examples</b>	<ul style="list-style-type: none"> <li>• International Rescue Committee</li> <li>• Edwards-Pittman</li> <li>• Fernbank Museum</li> <li>• Historical Societies</li> <li>• Etowah</li> </ul>	<ul style="list-style-type: none"> <li>• Archaeological excavation</li> <li>• Ethnographic data collection</li> <li>• Collections analysis</li> <li>• Transcription and data analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Library research</li> <li>• Archaeological excavation</li> <li>• Ethnographic data collection</li> <li>• Collections analysis</li> </ul>

## 9 Easy Steps to Internship/Practicum Success

### 1. Choose: internship (ANTH 3398) or practicum (ANTH 3397)?

An internship is conducted outside of KSU Anthropology. A practicum is conducted under the supervision of a KSU Anthropology professor.

### 2. Find a placement

#### Internship:

- Consult the Internship binder in the main office; ask your friends and advisor for ideas.
- Choose two or three places that you would like to intern. Focus on places that will give you relevant skill sets for your future career aspirations
- email selected institutions with a well-written, edited short email inquiring about open intern positions. Attach a well-edited resume so they can see your background.
- make sure you follow up as necessary and make a verbal agreement for the internship
- provide your new supervisor with a copy of the KSU Anthropology Internship Manual

#### Practicum:

- Approach a professor with whom you would like to work and see if they are taking practicum students in the semester you plan to do the practicum.
- Agree on responsibilities and learning objectives for the practicum.

### 3. Register

#### Internship:

- Complete the Online Experiential Education form at Career Services. Tell your Internship Supervisor and Dr. Raczek to look for a system generated email requesting approval. When they approve the online form, Career Services gives the override.
- Register for ANTH 3398.

#### Practicum:

- Ask your practicum professor for an override.
- Fill out the override form located on the KSU Anthropology webpage
- Register for ANTH 3397.

### 4. Complete required paperwork

#### Internship:

- Complete the Internship Contract with your supervisor.
- Sign the contract and get supervisor's signature.
- Submit the contract to Dr. Raczek.

#### Practicum:

- Paperwork varies by professor.

### 5. Start your work!

Both Interns and Practicum Students must complete 150 hours of work before the end of the semester. If your supervisor or professor does not track your hours, you are responsible for tracking your hours. See the time sheet in the Internship/Practicum Manual.

## 6. Do all assignments

### Internship:

- Outline and bibliography
- 3 reflection papers (3-5 pages)
- final paper (15-20 pages)
- final presentation

### Practicum:

Assignments vary by professor but a minimum of 15-20 written pages is required

## 7. Attend all meetings

Interns and Practicum Students will meet with Dr. Raczek and Career Services 2-3 times throughout the semester. These meetings are required and students are expected to make arrangements with their supervisors so that they can attend. Students must also set up a one on one appointment with a Career Services advisor for a resume review or mock interview.

## 8. Conduct mid-term and final evaluations

### Internship:

- Provide your supervisor with the midterm and final evaluation forms well before the deadline.
- Discuss your evaluation with your supervisor.
- Submit your evaluations to Dr. Raczek along with photo and summary of internship.

### Practicum:

- Evaluation process varies by professor.
- Provide photo and summary of practicum to Dr. Raczek by mid-semester.

## 9. Stay in touch

### Internship:

- Send a short thank you note (written or email) to your supervisor after your internship.
- If you are on the job market, let your supervisor know and ask them to keep their ears open for you.
- Ask your supervisor to be a reference if appropriate. Always give your references a heads up when you give their name to a potential employer
- Stay in touch; send your supervisor a quick email on occasion to let them know how you are doing and what you have been up to professionally (graduating, getting a new job, etc.).

### Practicum:

- A thank you note is always appreciated, but certainly not expected.
- If you are on the job market, let your professor know and ask them to keep their ears open for you.
- Ask your professor to be a reference if appropriate. Always give at least 2 weeks notice when requesting a reference letter. Make sure you also give your referee a current copy of your resume/CV. You must complete the request for phone or letter reference form found at the end of this manual for all KSU faculty reference requests.
- Stay in touch; send your professor a quick email on occasion to let them know how you are doing and what you have been up to professionally (graduating, getting a new job, etc.).

## Preparing for Your Internship/Practicum

Students are encouraged to volunteer as early and as often as possible to test out their interests, to determine needed coursework, to enrich their academic experience, and to look into and make contacts for future possible internship sites. Courses with service-learning opportunities and field trips are a good means of discovering personal interests and preferences as well as networking.

Students should attend a department orientation session the semester before the planned internship or practicum and read this manual thoroughly.

Students are responsible for obtaining an internship site or practicum. Students can find suggestions for internships in the binder of internship opportunities located in the Dept. of Geography and Anthropology main office. Additional opportunities can be found by checking with Career Services for available internships. Paid internships can be found through the Governor's office, the Smithsonian Institution, and USAJobs. It is recommended to plan ahead; competitive or paid internships often have application deadlines 3-6 months before the internship starts. For competitive summer internships, many application deadlines come up in January through March.

No later than mid-semester of the term before the internship, students should contact one or more sites to find out whether they will need an intern during the coming semester. Prepare a well written inquiry email and share a draft with Career Services to make sure you have hit the right tone. In your email, find out the kind of work interns perform. Be assertive about your own goals in discussing a plan of mutual benefit with an agency. Be prepared to share your resume, since some placements will ask you for it. Don't worry if you do not yet have items on your resume that reflect your chosen career path. Intern supervisors are more interested in knowing whether you have any work experience and understand basic work ethics like punctuality, taking supervision, and showing initiative. They may also want to know what types of classes you have taken.

For competitive internships, students should request any necessary letters of recommendation from their professors several weeks prior to the deadline and provide professors with a draft of the application essay along with details about the internship. Professors, the Writing Center, and Career Services can all provide useful feedback on drafts of application essays. KSU anthropology students have been very successful in landing paid internships when they get advice and revise their essay several times.

Check with the Internship/Practicum Coordinator about the acceptability of your proposed internship site. Be prepared with a backup plan if your proposed site is found not suitable. Once your internship is approved by the Internship/Practicum Coordinator, fill out the online Career Services registration form at:

[https://padmportal.kennesaw.edu/portal/pls/portal/APP\\_CAREER\\_SERVICES.DYN\\_EX\\_ED\\_APPLICATION.show](https://padmportal.kennesaw.edu/portal/pls/portal/APP_CAREER_SERVICES.DYN_EX_ED_APPLICATION.show).

The program will then send an automatic email with an approval request to your Internship Supervisor and you must make sure he or she completes the form on their end. Next, the form is sent automatically sent to the Internship/Practicum Coordinator, who signs off on the internship. At that point, the student will be cleared to register for the course.

Before the semester starts, Interns must meet with their field supervisor and together fill out the "Field Placement Contract" which includes internship roles, duties, and responsibilities, as well as a description of expectations of field supervisors. Sign the form, get it signed by your field supervisor, and give a copy to the Internship/Practicum Coordinator.

Students who would like to do a practicum should directly approach the faculty with whom they would like to work. Faculty with extensive teaching or research commitments may not be able to take on a practicum student in certain semesters. To register for the practicum, students should complete the online override form located on the Dept. of Geography and Anthropology website.

## During the Semester of the Internship/Practicum

Students must complete 150 hours of work for either the practicum or the internship. If your supervisor does not provide a time sheet, you may use the one found at the end of this manual.

All students should keep an eye on the Internship/Practicum Deadlines Schedule and make sure you attend all meetings and meet all due dates throughout the semester. This includes a mid-semester workshop on resume writing by Career Services. Students must also complete a one-on-one appointment with Career Services where they receive critical feedback on their resume or conduct a mock-interview. Students are encouraged to visit Career Services multiple times with multiple resume and cover letter drafts prior to graduation.

Practicum students should clarify the expectations of their supervisor and agree on all writing assignments in the first week of the semester. Interns must develop a detailed outline of the final paper and bibliography in the first week of the semester. Format your bibliography properly, using Chicago style format ([http://www.aaanet.org/pubs/style\\_guide.pdf](http://www.aaanet.org/pubs/style_guide.pdf)). The Chicago Manual of style is also available in electronic form through the KSU library. If your internship changes substantially, rewrite the outline and Field Placement Contract, or simply submit a typed addendum and get your field supervisor's or faculty's approval.

Interns must submit three critical bibliography papers by the dates set by the Internship Coordinator. Each critical bibliography paper should focus on one theme and analyze 2-3 readings while relating those readings to the experiences in the internship/practicum. The Internship Coordinator will grade and provide feedback on the reflection papers. Each reflection paper will form the draft of one section of the final paper which will expand on the three reflection papers. Practicum students should complete writing assignments as assigned by their faculty supervisor.

Interns must submit the "Mid-semester Field Placement Evaluation Report" and "Final Site Evaluation" from the field supervisor at the date officially set by the Internship Coordinator. Both interns and practicum students must also submit a photo (an action-shot or photo of the workplace) along with a brief description of their internship or practicum to the Internship/Practicum Coordinator. This will be posted in the department and potentially in the Dept. newsletter or on our website, so that other students can learn about internship opportunities. Please note if you prefer that your placement information is posted anonymously.

It is recommended to keep a personal journal each day you work. Include your activities, accomplishments, frustrations, feelings, and how they relate to the theory, research, and practice that you have learned in your classes. This documentation will assist you tremendously in your writing assignments.

All students will present their internship or practicum through a 7-10 minute Powerpoint presentation at the final meeting, which will be attended by all interns, practicum students, and anthropology faculty. Be prepared to discuss and answer questions about your internship/practicum. Prepare and present an anthropological analysis of your experience during the final presentations to faculty. This meeting will be held during the last week of classes or the week of final examinations. In some cases, students will be requested to submit a voice-over powerpoint instead.

## Expectations for Faculty Practicum Supervisors

Faculty who decide to supervise practicums should design a practicum experience that allows student growth and a variety of experiences, providing an introduction to original research. Faculty should complete the field placement contract, indicating the student's work, hours, responsibilities, and writing assignments. In addition, practicum faculty should train and supervise the student in his/her roles, provide a reading list for the student, as appropriate for the experience, evaluate student's performance at midterm and at the end of the practicum, and grade and give



feedback on assigned writing within a reasonable timeframe. The faculty practicum supervisor should monitor the student's work and notify the Internship/Practicum Coordinator if the student fails to complete the promised hours or if there are any problems, attend the student's final presentation, and contribute to grade for student's performance in the final presentation.

## **Expectations for the Internship Field Supervisor**

The Anthropology Program at KSU is grateful to Internship Supervisors who train our students and provide them with valuable real-world experiences. Potential Internship Supervisors are welcome to discuss their questions and concerns with the Internship/Practicum Supervisor at any point before, during, or after the semester. Potential Internship Supervisors who would like to recruit anthropology interns may send a one-page description of the Internship and the Institution to the Internship/Practicum Coordinator so that we may include it in our binder of internship opportunities.

Internship Supervisors are expected to follow the Fair Labor Standards Act regarding pay (see Fact Sheet #71, below). In those cases in which interns are unpaid, we encourage agencies to consider providing a small stipend to students to offset transportation costs borne by the student as they travel to and from the internship site.

We ask all Internship Supervisors to design an internship experience that allows student growth and a variety of experiences, providing at least an introduction to the full range of work accomplished by the organization. Prior to the beginning of the internship, a link will be sent to you for an online registration form. Please complete that form as well as the field placement contract, indicating the student's work, hours, and job responsibilities. Clerical work should not be the main work of the student. Agencies vary in specialization of workers, and students must expect to help when needed, along with everyone else. However, students should not be used routinely as a means of catching up on paperwork.

Throughout the semester, we ask that you train and supervise the student in his/her work roles. Please also provide a reading list for the student, as appropriate for the work experience. At the midterm and at the end of the internship, please evaluate student's performance on site using the provided forms. Please monitor the student's work and notify the Internship/Practicum Coordinator if the student fails to complete the promised hours or if there are any problems.

Internship supervisors are welcome to attend the student's final presentation.

## **Writing Assignments for Practicum Students**

Practicum students will complete all writing assignments assigned by their supervising faculty member. They must write at least 15-20 pages, use a minimum of 10 sources, and use Chicago formatting. The supervising faculty member will grade this writing.

## **Writing Assignments for Interns**

Interns will write three short critical bibliography papers that will become the core of the final paper.

**Three critical bibliography papers** are to be submitted to the Internship Coordinator on the dates set. In the critical bibliography papers students will discuss 2-3 relevant scholarly (peer-reviewed) readings selected by the internship supervisor, the Internship Coordinator, or the student. Each paper will focus on a single theme (see below for description of themes). Students will summarize and analyze the main points in the readings and then discuss how the readings relate to



the internship or practicum. Students should also analyze and critique the readings. The point of the exercise is to encourage students to gain required background knowledge related to the internship and to delve into the debates in the field. You should take a position on the debates and argue for a position, using suitable evidence. While writing your paper, you should consider:

- What is the basic argument put forward by the authors? Do you agree with it? Why or why not?
- What are some common themes in the articles and how does each author address the theme?
- How does the author support or critique other authors you are reading?

Through the reflection papers, students will do an anthropological analysis of their field site and the work that they conducted. A full analysis will relate the readings to your work at the internship site. You may find that your experiences reflect or contradict each author's finds. Explain how your internship site falls in the patterns identified by the scholars, or is a unique case that stands alone. Students may also discuss how the readings prepared them to perform certain tasks at the internship or practicum. Finally, students may demonstrate how the readings helped them to think critically and analytically about the broader goals of the institution where they are interning or the project that they are undertaking. Students may also address the analytical issues and questions posed by the Internship Coordinator in meetings, as well as any additional analytical insights they have developed. The goal is to relate internship experiences to academic scholarship which may be validated, reinforced or refuted.

Critical bibliography papers that do not discuss readings, only pull in a quote or two without discussing them, or only include irrelevant readings will not receive good grades. See paper grading rubric below.

Students are required to bring a draft of their first reflection paper to the Writing Center in English Rm 242 to get critical feedback. Students who are away from Kennesaw may take advantage of the Writing Center's online services. Students are expected to demonstrate a high level of writing proficiency in this course. Papers should be well organized, clearly written, and with excellent grammar and punctuation.

Themes for exploration in the reflection papers include:

- Site-ethnography. Interns should do a mini-ethnography of their placement site and give an overview of the agency, its purpose, staff, clientele, and effectiveness. Students should analyze the structures and practices unique to this site. The analysis may focus on hierarchies, decision making, and funding streams, along with daily work habits. For this theme, students should draw on relevant readings on anthropology of organizations, applied anthropology, business anthropology, or other similar literature.
- Ethnohistory. Interns placed in archaeology, historical societies, historic houses, or museums should analyze the ethnohistory related to their work. This will include ethnographic and/or archaeological analysis of the societies and time periods that connect to the internship work. Students who work with refugees, should do a similar ethnohistorical analysis for the largest refugee group with whom they are working.
- Public engagement. Interns placed in an institution that works with the public (museums, health care providers, social service agencies, CRM firms) should do an analysis of public engagement. Who does the institution consider to be their public? What role does the public play in their work and decision making? What is their relationship with the public? What are the best practices in working with the public? Relevant resources are available in all four fields of anthropology.
- Methods. Interns doing research or curation-oriented work should read up on the best practices in the field, methodologically speaking, and then evaluate how and why their placement institution follows (or doesn't follow) those guidelines.

- Other themes may be pursued according to your interest and relevance to your field site. Some possible themes include:
  - For internships with refugees: culture shock, best practices in refugee resettlement, trends in refugee movements, English-language acquisition
  - For CRM: implementation of CRM legislation
  - For community gardens: environmental anthropology, food and culture
  - For health care placements: medical anthropology
  - For any internship with children: anthropology of childhood
  - For development work: anthropology of development, anthropology of good intentions
  - For work with social service agencies: anthropology of communities, addiction, poverty
  - For museums: heritage, curation, display, museum education, museum practice

**The final paper.** The three critical bibliography papers will form the core of the final paper and each may become a section in the final paper. The final paper will also expand on the reflection papers and include any important themes or topics not discussed in the reflection papers. Students should connect the internship to their coursework by identifying specific lectures, readings, discussions from their time at KSU that addressed activities or events that were part of the internship. All students should also explain what they did during their internship as well as the skills and knowledge they developed. Students should provide evidence of increasing responsibility, initiative and reliability during the semester. Was this a good site for an internship in terms of potential for individual learning? Would you recommend the site for future interns?

When preparing the final paper, students must pay attention to paper organization, which may mean that the reflection papers may need to be broken-up and re-organized into different sections. Often, extensive revision is required between the reflection papers and the final paper. Faculty comments on each reflection paper should be taken into consideration in the final paper. Students are highly recommended to bring a draft of their first paper to the Writing Center in English Rm 242 to get critical feedback. Students who are away from Kennesaw may take advantage of the Writing Center's online services. Students are expected to demonstrate a high level of writing proficiency in this course. Papers should be well organized, clearly written, and with excellent grammar and punctuation.

**Paper formatting.** Papers should be double spaced in Times New Roman 12 pt font with 1" margins. Papers should be submitted by dropbox and the document should be named "student last name Reflection 1" (or 2 or 3) or "student last name Final Internship Paper". Reflection papers should be 3-4 pages in length and final papers should be 15-20 pages in length, not including the list of references, figures, tables or the title page.

The readings should be cited properly and a bibliography of references using Chicago format should be provided. Although students may find it useful to cite newspapers, brochures, blogs, and other informal pieces of writing, it is important that they also use at least 10 peer-reviewed anthropological sources.

**Plagiarism will not be tolerated and will likely result in a failing grade for the entire course as well as referral to the Department of Student Conduct and Academic Integrity. Plagiarism includes copying, paraphrasing without attribution, cutting and pasting with clean up, and using direct quotes without proper citation. Plagiarism also includes paraphrasing another source line-by-line. If you are not sure what constitutes plagiarism, check <http://ksuweb.kennesaw.edu/~shagin/plagiarism.htm>.**

## The Presentation

Both Internship and Practicum students will give a final presentation to all available Anthropology faculty and all other internship and practicum students. The presentation should be 7-10 minutes in length and should include a PowerPoint. A good rule of thumb is to plan for approximately one slide per minute of your presentation.

You may include appropriate photos from your internship site/practicum in your PowerPoint. You are responsible for following good anthropology guidelines when taking photos, which includes asking permission from your supervisor and individuals in the photos, guarding anonymity where appropriate, and ensuring that photo subjects understand how the photos will be used, stored, and shared.

In your presentation, you should do an anthropological analysis of your internship. There won't be time to cover everything in your final paper, but you may discuss some of the same themes.

## Grading

For interns, the final grade determination will be based on (1) your midterm and final performance evaluations, (2) your reflection papers, (3) your final paper, and (4) your final presentation. Each factor makes up 1/4 of the course grade. For practicum students, the final grade will be based on (1) assignments developed by your supervising professor (75%) and (2) your final presentation (25%). See critical bibliography paper grading rubric below.

For interns, the grade for all performance evaluations and writing assignments is assigned by the Internship Coordinator. The grades for the practicum assignments are assigned by the faculty practicum supervisor. The grades for the final presentations for both interns and practicum students will be assigned by all attending anthropology faculty.

No incompletes will be given for the internship. If you are experiencing any academic difficulties with your internship or practicum, you should discuss them immediately with the Internship Coordinator.

## FAQ's

- Can I work for my uncle/aunt/cousin who is an architect/doctor/store manager for this internship?  
Yes, if your uncle/aunt/cousin is an anthropologist OR if he/she works at a cultural institution or can provide a specifically anthropological internship. Performing regular business-type tasks will not suffice for an anthropology internship. However, as the anthropology internship is only 150 hours (about 10 hours/week for a regular semester), you may have time to do two internships during the course of the summer or semester, depending on how many other classes you are taking, and how many other responsibilities you have. So it is possible to work for your family member and do a separate anthropology internship.
- Can I get paid for this internship?  
Yes.
- Can I use my current job as an internship?  
Yes, if your current job is at a cultural institution or has an anthropological focus or you are supervised by an anthropologist AND your supervisor can provide 150 hours of new tasks and responsibilities that allow you to gain new skills.
- Can I do my internship abroad?  
Yes, as long as you can find an appropriate placement and a willing supervisor. The Education Abroad Office, located in Town Point, has resources to help students find international internships. Taking a study abroad class does not count for the internship.

When setting up an internship abroad, make sure you plan for a way to communicate with the Internship/Practicum Coordinator from overseas. You also must return to KSU to do your presentation. Note that if you do an internship abroad, you qualify for the Global Learning Scholarship offered by the KSU Education Abroad Office. You will need to fill out special paperwork well in advance of your departure.

- I have an idea for an independent research project. Can I do that for the internship?  
No, what you are describing is a Directed Applied Research project or potentially a practicum (ANTH 3397). You may propose a DAR for credit (ANTH 4100) by talking to a faculty member that shares a common research interest, but it will not count for the internship. Instead, it is an upper division elective. In some cases, it may count for the practicum if the supervising faculty approves it.
- I found a field school. Can I do that for the internship?  
Yes, but you must register for ANTH 3398 and complete all of the internship requirements. The field school supervisor must also agree to supervise you and complete all of the paperwork. In addition, if you are earning other credit for the field school, you must ensure that the credits do not overlap with the internship credits. That is, there is no double-dipping on credit. For example, you may not register for 6 credits for field school and 3 credits for internship (9 credits total) unless you can demonstrate that you have worked enough hours to warrant earning 9 credits.
- My supervisor wants me to work full-time/40 hours a week. Am I allowed to complete the internship in four weeks?  
Yes.
- My internship is located in another state. Do I have to pay the usual tuition-associated fees?  
Some of them, yes. However, if your internship is located more than 50 miles away from KSU, in the US or abroad, then you qualify for some reduced fees. Make sure that you discuss your qualification with Career Services and make sure that you register for the correct section of the internship (W01).



## **Bachelor of Science in Anthropology**

### **Field Placement Contract**

Student's Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Internship/Practicum Site: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

The student will spend the following number of hours in this placement: \_\_\_\_\_

The student will be involved in the following projects:



## **Bachelor of Science in Anthropology**

Student's roles, duties and responsibilities while on the job:

Student's personal objectives:

Activities student will carry out to attain objectives (please also list readings, seminars, manual, interviews, etc.):



## **Bachelor of Science in Anthropology**

### EXPECTATIONS FOR THE FIELD SUPERVISOR

- Design an experience that allows student growth and exposure to a variety of skills, projects, and tasks, providing an introduction to the full range of work accomplished by the organization.
- Complete the field placement contract, indicating the student's projects, hours, and responsibilities.
- Train and supervise the student in his/her roles. (*Clerical work should not be the main work of the student. Agencies vary in specialization of workers, and students must expect to help when needed, along with everyone else. However, students should not be used routinely as a means of catching up on backed up paperwork.*)
- Provide a reading list for the student, as appropriate for the work experience.
- Evaluate student's performance on site, at midterm and at the end of the semester.
- If possible, attend the student's preliminary and final committee meetings.
- Monitor the student's work and notify the Internship/Practicum Coordinator if the student fails to complete the promised hours or if there are any problems.

### SIGNATURES

#### **Student**

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*Student / Date*

#### **Host Agency**

I have consented to have \_\_\_\_\_ from Kennesaw State University in  
Field Placement for the \_\_\_\_\_ Fall / \_\_\_\_\_ Spring / \_\_\_\_\_ Summer Semester of 20\_\_\_\_\_.

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*Field Supervisor / Date*

#### **Internship Coordinator Approval**

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*Internship Coordinator / Date*





## Bachelor of Science in Anthropology Mid-Semester Internship Evaluation Report

Student's Name: \_\_\_\_\_

Field Placement Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Please Return By: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

How many hours has the student worked to date? \_\_\_\_\_

**Please evaluate the following areas and indicate the level of student performance, AS A STUDENT (not as a full-time employee) in each area by means of the following 5-point scale:**

**I. The Student's relationship to the Field Placement:**

	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Understands the structure and function of the site					
Understands the goals of the site					
Understands and adheres to policies and procedures					
Functions cooperatively with professionals, clients and others					
Understands the population that the agency serves:					
<b>Average Level of Performance on Item I.</b>					

**II. Self-development of the student in regard to the site setting:**

	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Asks questions and seeks answers					
Functions as a team player					
Relates theoretical knowledge to practice					
Appropriately applies knowledge of Anthropology system					
Assesses his/her strengths and weaknesses					
Is motivated to learn and develop skills					
<b>Average Level of Performance on Item II.</b>					

**III. Professional development of the student:**

	Highest Level	Above Expected Level	At Expected Level	Below Expected Level	Very Poor
Effectively uses time					
Observes lines of accountability					
Shows regard for ethical concerns of the profession					
Seeks self-improvement					
Accepts responsibility					
<b>Average Level of Performance on Item III.</b>					

If you had a job opening, would this student qualify and be a competitive applicant?

\_\_\_\_\_Yes

\_\_\_\_\_No

Please comment:

Using the space below, please note any other pertinent information concerning the student's contributions and performance:

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*Student Signature*

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*Date*

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*Field Supervisor Signature*

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*Date*



**Bachelor of Science in Anthropology  
ANTH 3398/3397**

**Final Site Evaluation of Student**

*Please return by:* \_\_\_\_\_

Student's Name: \_\_\_\_\_ Site: \_\_\_\_\_

Field Supervisor's Name: \_\_\_\_\_ Field Supervisor's Title: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Date: \_\_\_\_\_

Number of hours worked by student: \_\_\_\_\_

*To Field Supervisor:*

*We hope that this student has been of help to you and your organization. As an observer of the student's field performance, you can provide information that is vital to a complete evaluation of his/her experience. Please take a few minutes to answer the following questions, disregarding any that are not applicable. Please discuss the assessment with the student.*

1. Describe the student's most significant accomplishment or activity.

2. How would you rate the student's ability to perform major duties? Indicate academic preparedness and skill level prior to the internship/practicum. Did the student make progress? To what extent?

3. How would you rate the student's ability to take initiative and make decisions?

4. How would you rate the student's ability to comprehend the overall mission of the organization and the organization's relationship to the larger environment? If possible, cite examples.

5. How would you rate the student's ability to relate with supervisors and co-workers?

6. How would you rate the student's ability to work with the organization's clientele? Provide examples.

7. How would you rate the student's ability to comply with the basic regulations required of the organization's employees? Give examples. Was the student reliable? Was he/she punctual in meeting work deadlines?

8. Were there any factors beyond the student's control that may have adversely affected his/her performance (such as change in supervisor, loss of funding, low workload, etc.)? If so, please explain.

9. If you were in a position to fill a vacancy in your organization, would you hire the student based on performance during this semester?

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*Student Signature* *Date*

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*Field Supervisor Signature* *Date*



## Daily Journal

(to help you remember and process Information)

Date:

Activities:

Accomplishments/Frustrations:

Feelings:

Anthropological Analysis (*relate theory and practice*):

## Internship Information Sheet

The KSU Anthropology Office is collecting brief descriptions of our internship placements and practicum projects in order to help more junior anthropology students get ideas about where they can intern or what kinds of practicums they can do in the future. Please share with us some basic information that we can post on our bulletin board, website, and social media (Facebook, twitter).

Name	
Semester/year	
Please select one:	<input type="checkbox"/> Internship <input type="checkbox"/> Practicum
Internship Site (Institution name and your department) or Practicum Professor	
Description of your internship or practicum (100-150 words about what you are doing, duties, projects you are working on, tasks you accomplished, etc.)	
Photo Caption	
Can we post your internship photo and description in the following places?	<input type="checkbox"/> Social Sciences 4 <sup>th</sup> floor bulletin board <input type="checkbox"/> KSU Geography and Anthropology Website <input type="checkbox"/> KSU Geography and Anthropology Facebook Page <input type="checkbox"/> KSU Geography and Anthropology Twitter
May we use your name?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Signature and Date	
Internship/Practicum Supervisor Signature, Date	

Please also provide an action shot of you at your internship placement. If you prefer, or if your placement has strict photo policies, you may take a photo of the building, your desk, or some other creative way of representing your internship. Interns may submit this form and photo via dropbox on D2L; Practicum students can send an email to the Internship/Practicum Coordinator. Please note that descriptions and captions may be edited for clarity.



**Time Sheet**

*To be used if field placement does not have their own sign-in sheets*

Date	Time in	Time out	Hours interned	Student Signature

## Rubric for Critical Bibliography Papers

The following rubric shows how the critical bibliography papers are evaluated. The descriptions here only show two ends of a continuum of paper quality, but most papers fall in between. Note that writing quality makes up a big part of the grade. Students are encouraged to visit the Writing Center for every paper.

<b>Bibliographic Discussion: 40%</b>	
<p>Excellent papers:</p> <ul style="list-style-type: none"> <li>--Use relevant scholarly resources</li> <li>--Explain how each source relates to the paper's theme</li> <li>--Explains how the sources relate to each other</li> <li>--Provide a thorough summary of each source</li> <li>--Use key points from each source</li> <li>--Use appropriate quotations</li> <li>--Critique and evaluate the argument made by the authors</li> </ul>	<p>Poor papers:</p> <ul style="list-style-type: none"> <li>--Use sources that are not peer-reviewed or that only tangentially relate to the theme</li> <li>--Don't explain how each source relates to the theme</li> <li>--Don't show connections between the papers</li> <li>--Don't summarize the source</li> <li>--Cherry pick random points the author makes instead of focusing on the main argument</li> <li>--Cherry pick random quotations that don't quite fit the theme</li> <li>--Accept author's argument without critique or considering counter-arguments</li> </ul>
<b>Internship Discussion: 40%</b>	
<p>Excellent papers:</p> <ul style="list-style-type: none"> <li>-- Use specific examples to discuss the theme in relation to their the internship</li> <li>--provide a concise summary of what they are accomplishing and learning at the internship related to the theme</li> <li>--Refer back to the readings when discussing their internship; use their internship experiences to critically evaluate the readings</li> </ul>	<p>Poor papers:</p> <ul style="list-style-type: none"> <li>--Discuss the theme, but don't relate it to their internship; don't provide examples</li> <li>--Provide only vague details about their work at their internship site</li> <li>--Don't connect their internship work to the readings</li> </ul>
<b>Writing: 20%</b>	
<p>Excellent papers:</p> <ul style="list-style-type: none"> <li>--Have an introduction and conclusion</li> <li>--Have a thesis statement that clearly explains the theme of the paper</li> <li>--Are well organized</li> <li>--Are concise, don't have fluff</li> <li>--Use active voice, not passive verbs (is/are, was/were, etc.)</li> <li>--Don't have any run-on sentences</li> <li>--Vary sentence structures and use of words</li> <li>--Have fewer than 3 grammar, spelling, or punctuation errors</li> </ul>	<p>Poor papers:</p> <ul style="list-style-type: none"> <li>--Don't have an introduction or conclusion</li> <li>--Are not organized, don't present ideas in logical order</li> <li>--Cover unrelated topics in a single paragraph, have no flow between paragraphs</li> <li>--Have lots of fluff, don't get to the point</li> <li>--Rely heavily on passive voice</li> <li>--Have more than 3 run on sentences</li> <li>--Uses the same sentence structure repeatedly.</li> <li>--Demonstrate little variety in vocabulary</li> <li>--Have more than 6 grammar, spelling, or punctuation errors</li> </ul>

## **Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act**

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

### **Background**

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.\*

### **The Test For Unpaid Interns**

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

### **Similar To An Education Environment And The Primary Beneficiary Of The Activity**

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

### **Displacement And Supervision Issues**

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

### **Job Entitlement**

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

### **Where to Obtain Additional Information**

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

**For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).**

**U.S. Department of Labor**  
 Frances Perkins Building  
 200 Constitution Avenue, NW  
 Washington, DC 20210

**1-866-4-USWAGE**  
 TTY: 1-866-487-9243  
[Contact Us](#)

\*The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.

## Request for a Letter of Reference

Name of requestor (print) \_\_\_\_\_

I hereby request that Prof. \_\_\_\_\_ provide a letter of reference to the following organizations:

Organization	Purpose (circle one)
_____	education    employment    other
_____	education    employment    other
_____	education    employment    other
_____	education    employment    other
_____	education    employment    other

I understand and give permission to said Professor to evaluate such aspects as my intellectual capacity, communications skills, ability to work with others, leadership ability, and capacity for independent thought. In addition, I understand and give permission for said Professor to disclose and discuss any aspects of my performance within any courses I have taken from said Professor. Further, I understand and give permission for said Professor to include information from my educational records as necessary to be used in this letter of reference, including but not limited to GPA, courses taken, grades, and other non-directory information.

Check and sign **one** of the following:

I hereby waive my right of access to this confidential recommendation as provided in the Educational Rights and Privacy Act of 1974.

signature \_\_\_\_\_ date \_\_\_\_\_

I DO NOT waive my right of access to this confidential recommendation as provided in the Educational Rights and Privacy Act of 1974.

signature \_\_\_\_\_ date \_\_\_\_\_

Approved by the KSU Office of Legal Affairs 8-17-16

## Request for a Phone Reference

Name of requestor (print) \_\_\_\_\_

I hereby request that Prof. \_\_\_\_\_ provide a reference for me to the following organizations:

Organization	Purpose (circle one)
_____	education    employment    other
_____	education    employment    other
_____	education    employment    other
_____	education    employment    other
_____	education    employment    other

I understand and give permission to said Professor to evaluate such aspects as my intellectual capacity, communications skills, ability to work with others, leadership ability, and capacity for independent thought. In addition, I understand and give permission for said Professor to disclose and discuss any aspects of my performance within any courses I have taken from said Professor. Further, I understand and give permission for said Professor to include information from my educational records as necessary to be used in this letter of reference, including but not limited to GPA, courses taken, grades, and other non-directory information.

Check and sign **one** of the following:

I hereby waive my right of access to this confidential recommendation as provided in the Educational Rights and Privacy Act of 1974.

signature \_\_\_\_\_ date \_\_\_\_\_

I DO NOT waive my right of access to this confidential recommendation as provided in the Educational Rights and Privacy Act of 1974.

signature \_\_\_\_\_ date \_\_\_\_\_