

ANTH 394: INTERNSHIP IN ANTHROPOLOGY
Department of Anthropology, Willamette University
APPLICATION PROCESS

Anthropology majors and minors can receive course credit for internships. To receive credit, students must locate a field site, spend 60 hours for .50 credit or 120 hours for 1 credit, and write periodic journal reflections and a final paper. ANTH 394: Internship in Anthropology is graded Credit/No Credit, offered every semester, and jointly run by the Anthropology Department and the WU Career Development Office. Setting up your individualized internship will take a little work before the semester begins, but the rewards will be immense in terms of career development, anthropological thinking, independence, and diversification of your learning experiences. Work closely with your faculty advisor as you develop your internship.

STEP 1: CHOOSE YOUR FIELDSITE

In the semester before you want to take the internship, choose an internship/field site that you can easily reach from the Willamette campus. Make sure that the organization is able to take on an intern and that someone at this site is willing to supervise your internship your work site cannot involve illegal activity, and your work should not put you in any physical or emotional danger. Avoid working with children under 18, prisoners, pregnant women, or any other at-risk/vulnerable population, although you may work with organizations that include such populations if they have an approved volunteer or internship program.

For a list of places where Anthropology majors have worked on their senior theses in the Salem/Portland area (thus creating good contacts and rapport that will pave the way for your internship inquiry), see the Field Site Information for Theses and Internships on the Anthropology Department “Requirements” webpage, on the far right-hand side: <http://willamette.edu/cla/anthro/info/requirements/index.html>. For the Career Development Office’s list of current internship opportunities for all majors, sign into the Handshake app: <http://willamette.edu/offices/careers/handshake/index.html>.

STEP 2: CHOOSE CREDIT AMOUNT

For 1 Course Credit, you need to document 120 hours total of internship site work in a semester, not counting time spent on journal reflections. For .5 Credit, you need to document 60 hours.

STEP 3: REVIEW COURSE REQUIREMENTS

Look over the requirements for IDS 194: Insight Internship, on the Career Development webpage: <http://willamette.edu/offices/careers/jobs/internships-for-credit.html>. Read the section on Department Credit on the bottom half of this page. So that your internship will count for ANTH 394 credit, the Anthropology Department specifically adds two requirements:

A) Your journal entries and final paper must substantially relate to anthropological ideas, methods, and/or issues that you have learned about in previous courses (class discussions, readings, videos, etc.) and/or new anthropological reading that you’ve done on your own for this course (websites, journal articles, etc.). Cite your sources, using any standard bibliographic format. These journal entries are submitted to the IDS 194 WISE course website.

B) Your final paper must be five double-spaced pages (minimum) and integrate anthropological ideas, methods, and issues. Ask your Anthropology Faculty Sponsor for more details. You will email your paper directly to your Faculty Sponsor at the end of the internship period.

STEP 4: GET INTERNSHIP SUPERVISOR APPROVAL

Get approval to do the internship from an authorized supervisor at the organization. Try to meet in person, but, knowing that many of these supervisors are busy, you may need to use email as well or instead. If the supervisor agrees to the internship parameters below, ask them to sign your Internship for Credit Agreement Signature Form (number 2 below). So that the supervisor has a concrete sense of what you are proposing, give them the following:

1) Your resume. Here, and in your initial contacts with the supervisor, be sure to highlight the skills and enthusiasm that you bring to this work.

2) Give them a copy of the webpage describing the WU Internships for Credit program. Either email them the link or print out a copy and bring it to them:

<http://willamette.edu/offices/careers/jobs/internships-for-credit.html>. In particular, ask them to look over the Employer column on the left hand side of the Guide to Responsibilities, about halfway down the page. This gives an overview of what you are asking of them.

3) If available, also give them a copy of your List of Learning Outcomes:

<http://willamette.edu/offices/careers/jobs/learning-outcomes1.pdf>. This is a list of 3 outcomes you want to achieve through the internship, which you will also hand in to the Career Development Office.

STEP 5: IDENTIFY A FACULTY SPONSOR

Although ideally you have been discussing your plans to do an internship all along with an anthropology professor, you need to have an official anthropology Faculty Sponsor for your internship. This does not have to be the same person as your faculty advisor. Contact the professor by email and/or visit during office hours. To approve your internship, the professor needs a written summary of the following:

1) An overview of the field site (what the organization does and where it is);

2) What the Site Supervisor says you'll be doing in your internship;

3) Your List of Learning Outcomes, including some sense of what makes this experience anthropological.

Once the faculty sponsor agrees to your plan, they will sign your Internship for Credit Agreement Signature Form (IDS 194). They will inform the Registrar that they will be the professor assigning the final grade for your ANTH 394 credit at the end of the semester, and ask the Registrar to create a special section of ANTH 394 for you, for the credit amount (.25-1 credit) that you agreed on. If registration is still open, the professor should use the Instructor Consent tool in Jason to record the student ID number.

STEP 6: APPLY TO CAREER DEVELOPMENT

Email the following documents to the Career Development Internship Coordinator, Francesca Scotese (fscotese@willamette.edu)

1. Internship Job Description

2. List of Learning Outcomes

3. Internship for Credit Agreement Signature Form

Make sure you get a response and approval from Francesca. You can also contact her by email or in her office in the UC, 3rd floor, if you have any questions.

STEP 7: REGISTER FOR ANTH 394

Now that you have done the hard work of lining up the internship and doing all the paperwork, register for the section of ANTH 394 associated with your faculty sponsor on Web Advisor or SAGE. NOTE: If you cannot get steps 1-6 completed before registration, you can still create an internship and get ANTH 394 credit. Talk to your Anthropology Faculty Sponsor as soon as you realize you cannot get the steps completed in time for registration. Then by the first day of classes, get all the rest of the paperwork filled out (steps 1-6) and bring an add/drop form to your Faculty Sponsor to register for ANTH 394. CAUTION: No internships can be added after the drop/add period ends.

LAST STEP: DO THE INTERNSHIP

During the semester of the internship, Francesca Scotese in Career Development is your primary contact. Francesca will read and grade your journal entries, check with your on-site supervisor, answer questions and give you feedback. At the end of the semester, your Faculty Sponsor will read your final paper and, in consultation with Francesca, assign the final grade (awarded Credit or No Credit). This grade will be assigned according to the quality of your written work, number of hours worked (confirmed by the site supervisor), and satisfactory completion of any other course requirements.

SUMMER CREDIT: Summer credit is possible. For summer credit, you must either work in the Salem/Portland area (so that someone from Career Development can visit your site) or be accepted into an established, organized internship program elsewhere, with a direct supervisor willing to report to Willamette's Career Development Office by email and/or phone. You will also need to register the credit under your spring or fall courses, so plan ahead and remember that there are additional tuition costs if you are registered for more than 4.5 credits in a single semester.

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