



# Anthropology

## Student Internship Packet ANTH/GR 487

### Includes:

- How to obtain an internship
- Internship policy statement
  - Student assignments
- Sample internship evaluation
- Student and supervisor forms

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B203 Clark  
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## How to obtain an internship

**Select internships that interest you and apply for them** much like you would apply for any job. If you find an internship on your own, you must obtain your faculty advisor's approval before you can earn credit. It is a good idea to meet with your faculty advisor before you send out your resume and cover letter.

**Review available internships** online at <http://anthropology.colostate.edu/> Internship opportunities are not limited to our website, you are welcome to explore internships on your own and request approval from your faculty advisor for internship credit.

**Fill out the "ANTH487/GR487 Student Internship Form."** The form is available in this packet or online at the Anthropology department website.

**If offered an internship**, ask the intern sponsor (supervisor) to complete and sign the "Student/Supervisor Agreement for CSU Anthropology Interns," form which is available in this packet or online at the Anthropology department website.

**Submit TWO completed forms ("ANTH487/GR487 Student Internship Form" AND the "Student/Supervisor Agreement for CSU Anthropology Interns" form), to Brenda Avery (Brenda.Avery@colostate.edu).** Once your override into the internship has been completed, she will send you an email with instructions to register for the course.

**During your internship you will be required to:**

1. Write a background report on the organization
2. Maintain a journal
3. Write a final report on the internship
4. Have your supervisor submit a final evaluation of your work

**Notes:**

- You can earn one credit for five hours of work per week, two credits for 10 hours of work per week, and three credits for 15 or more hours of work per week. You are expected to work at least 10 weeks for summer school credit.
- Total hours needed for internship is dependent upon the number of credits receiving. For one credit-minimum of 50 hours; two credits-minimum of 100 hours; three credits-minimum of 150 hours.

# Internship Policy Statement

The Colorado State University Department of Anthropology encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish. Internships are not required for graduation, but they provide the final preparation for entering the profession. We encourage every student to take part. (See "How to Get an Internship" for details.)

## **Interns can expect to:**

- Be supervised, given feedback and suggestions for improvement.
- Be supported by their faculty advisor in dealing with work-related issues.
- Receive a letter grade that reflects their work. Grades are the combination of the supervisor's evaluation, an evaluation of the intern's journals; required reports, and the department's assessment of the rigor of the particular internship.

## **Interns are expected to:**

- Treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of study.

## **Supervisors can expect to:**

- Receive support from the Anthropology department through communication with faculty advisors as well as recognition for their support of Anthropology interns on our website.

## **Supervisors are expected to:**

- Provide the department with a written job description and conditions of the internship. (Supervisors may be requested to provide a resume of their professional work.)
- Sign a contract indicating willingness to supervise and evaluate the intern.
- Provide supervision, feedback and a written evaluation.

# ASSIGNMENTS

## **ASSIGNMENT No. 1: BACKGROUND REPORT**

A brief, typed report that includes: (Be sure to answer all five points; please write one to three pages)

1. A brief history, explaining ownership, funding, and the impact of this organization on the community.
2. A description of the staff, departments and your supervisor's responsibilities.
3. A description of your responsibilities. Tell me when you began and what hours you are working.
4. Describe the audience your organization addresses.
5. Describe the management style of your organization.

Purpose: to help you understand the organization and to see how your work is a part of the communication process in the community.

## **ASSIGNMENT No. 2: JOURNAL**

**Maintain a journal over the course of your internship. Your supervisor must sign your journal.** Journals include hours worked and specific work you have been assigned to do.

Purpose: This is to help you see how your internship is progressing and to help keep track of your hours and your specific responsibilities at your internship.

## **ASSIGNMENT No. 3: FINAL REPORT**

**Along with your journal, write an assessment of your internship.** Include good points as well as areas where you think improvements can be made for future internships. Limit your final report to one to three pages.

Purpose: Your own assessment of your work is valuable to you. Your assessment of the internship helps us evaluate this internship opportunity for other students.

## **ASSIGNMENT No. 4: FINAL EVALUATION**

Toward the end of your internship, you will need to email your supervisor a final evaluation form that is to be returned to your faculty advisor by the last day of the semester the internship takes place. It is **your responsibility** to see that he/she returns the completed evaluation on time to CSU. Even if you work beyond **the end of the semester, the evaluation must be received by the last day of the semester in order to receive a grade for the internship. Missing evaluations result in an "Incomplete" for the course.**

## **YOUR GRADE:**

You will receive a letter grade for this course. Your letter grade will be determined by your supervisor evaluation, which will be converted to a letter grade, coupled with the penalties outlined for missing, late or poorly completed assignments. **You will get an "Incomplete" in this course if your supervisor neglects to turn in the final evaluation.**

## ANTHROPOLOGY INTERNSHIP EVALUATION FORM

Please have your internship Sponsor (supervisor) complete this form provided to him/her via email. Evaluation forms must be returned directly from the supervisor to the faculty advisor. Submissions of the evaluation form from the student will not be accepted.

**Student** \_\_\_\_\_

**Assigned to work at** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Phone** \_\_\_\_\_

Please rate the student according to the following scale (If not applicable, please mark "N/A" and/or leave blank.):  
**1 = "F" unacceptable; 2 = "D" weak; 3 = "C" average; 4 = "B" good; 5 = "A" excellent.**

### I. WORK HABITS

1. Always shows up on time as scheduled. Phones when a change of schedule is necessary. Puts in the agreed-upon number of hours each week.

1 2 3 4 5

2. Responsibility -- Follows through on each assignment, completes work on time.

1 2 3 4 5

3. Cooperative -- Is agreeable and willing to carry out assignments; works well with supervisor and others on the staff.

1 2 3 4 5

4. Appearance -- Dresses in a style appropriate for the job.

1 2 3 4 5

Additional comments on work habits:

### II. SKILLS

1. Working with people

1 2 3 4 5

2. Working under deadline pressure

1 2 3 4 5

3. Initiative/curiosity/self-starter

1 2 3 4 5

4. Reporting/gathering and organizing information

1 2 3 4 5

5. Accuracy/ attention to detail in his or her work

1 2 3 4 5

6. Writing

1 2 3 4 5

7. Multi-cultural sensitivity

1 2 3 4 5

8. Communication skills

1 2 3 4 5

9. Problem solving skills

1 2 3 4 5

10. Other skills (please specify)

1 2 3 4 5

Additional comments on skills:

### III. GENERAL ASSESSMENT

1. Does it appear that your student is making improvements at the rate you expect?

2. What are this student's major strengths?

3. Are you aware of any major weaknesses? (If so, please note.)

4. What additional training would have been helpful for the student before this internship?

5. Have you encountered any problems during this internship? (If so, please explain.)

Please attach any additional comments that you feel might be useful in evaluating this student. And, THANK YOU!

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(Supervisor's Signature/Date)

# Student/Supervisor Agreement for CSU Anthropology Interns

Date \_\_\_\_\_

I understand that \_\_\_\_\_ will be  
(student's name)

working for \_\_\_\_\_  
(organization)

During the (circle one) Spring, Fall, Summer Semester, 20\_\_\_\_\_, to earn internship credit through the Colorado State University Department of Anthropology.

This student has agreed to work \_\_\_\_\_ hours per week to earn \_\_\_\_\_ credits.

(Minimum 10-week internship: 5 hrs/wk = 1 credit; 10 hrs/wk = 2 credits; 15+ hrs/wk = 3 credits)

I agree to supervise this student's work and to provide a final evaluation to CSU Anthropology's designated faculty advisor for the student's internship.

Supervisor (Print Name) \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Supervisor's E-mail (required) \_\_\_\_\_

Mail Address (Street/P.O.) \_\_\_\_\_

City/State \_\_\_\_\_

**Signed** \_\_\_\_\_

(supervisor)

Please return to:  
Brenda Avery  
Academic Coordinator  
B203 Clark  
Phone: 970-491-5447  
Fax: 970-491-7597

Email: [Brenda.Avery@colostate.edu](mailto:Brenda.Avery@colostate.edu)

## ANTH487/GR487 Student Internship Form

**Internship Policy Statement:** The Colorado State University Department of Anthropology encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish. Internships are not required for graduation, but they provide the final preparation for entering the profession. We encourage every student to take part. (See "How to Get an Internship" for details.) Interns can expect to receive help from the faculty advisor in locating internships that match their career goals and provide meaningful, responsible work experiences; be supervised, given feedback and suggestions for improvement; be supported by the faculty advisor in dealing with work related issues; receive a letter grade that reflects their work. Grades are the combination of the supervisor's evaluation; an evaluation of the interns' journals; required reports, and the department's assessment of the rigor of the particular internship. Interns are expected to treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of Anthropology. Supervisors are expected to provide the department with a written job description and conditions of the internship; sign a contract indicating willingness to supervise and evaluate the intern; provide supervision, feedback and a written evaluation. (Supervisors may be requested to provide a resume of their professional work.)

Anticipated time of internship: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Name: \_\_\_\_\_ CSU ID No. \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

My Anthropology concentration is \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ Current Status Jr. Sr. Grad.

Name of Anthropology Faculty Advisor \_\_\_\_\_  
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I know this student's work and believe he/she is prepared for an internship \_\_\_\_\_  
Signature of faculty advisor

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**Submit this form to Anthropology Department Academic Coordinator, Brenda Avery, B203 Clark, [Brenda.Avery@colostate.edu](mailto:Brenda.Avery@colostate.edu), fax: 970-491-7597.**