



Department of Anthropology

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Internship Agreement Form

Anthropology Undergraduate

Description

Students enroll in Anthropology 410 during the term the internship is pursued. An internship can be counted toward your major requirements for a maximum of six credit hours. The OSU Catalog states that “One credit is generally given for three hours per week of work in and out of class. For example, each hour of class lecture is generally expected to require two hours of work per week out of class.” Thus, one credit of internship represents 30 hours of work during the term the student is enrolled in.

The on-site supervisor usually will be someone affiliated with a private business or public agency. The student intern will perform an agreed upon task or set of tasks and report directly to the on-site supervisor as may be required. One result of the work of the student intern should be a product based upon the use of anthropological skills and knowledge that is useful in a practical way to the on-site supervisor or the on-site supervisor's organization.

Evaluation

The on-site supervisor will send the academic advisor the completed internship evaluation materials by (DATE): _____. This evaluation, the work provided to the academic advisor by the student, and the student's completed evaluation materials will be used to determine satisfactory completion of the internship and the grade the student will receive.

Responsibilities

Student

- Students, with the assistance of the academic advisor, are responsible for finding and arranging their own internships.
- Before enrolling in an internship, students must have an internship advising appointment with the academic advisor where the student will be expected to have an internship in mind and have contact information for the on-site supervisor.
- Students will be responsible for coordinating communication between the on-site supervisor and the academic advisor.



- Students will work with the on-site supervisor and the academic advisor in writing the five (5) internship learning objectives.
- If the internship is approved, the student will enroll in Anth 410 and complete an Internship Agreement Form.
- Students will be supervised and evaluated by the on-site supervisor and by the academic advisor. The academic advisor will also be responsible for the general oversight and grading of the internee.
- Students are expected to complete all work agreed upon by the on-site supervisor and the academic advisor by the end of the internship enrollment term.
- Weekly, students will be required to submit a journal entry of no less than 250 words to the academic advisor. These journal entries are to be reflective and based on the student's weekly activities.
- A final journal entry consisting of a 1500 word summary looking at the internship experience will also be required by the student. This summary will include a review of the original five learning objectives and discussion about whether the student has achieved what they wanted or expected out of their internship.
- Students must complete an internship survey before they will receive their grade.

Academic Advisor

- The academic advisor will help students evaluate internship opportunities.
- The academic advisor will help students formulate reasonable, substantive learning objectives.
- The academic advisor will be available to students for advising.
- The academic advisor will coordinate evaluation of the student's progress.
- The academic advisor will submit the final grade for the student's internship.

On-Site Supervisor and their Organizations

- Organizations that cooperate in the internship program will be expected to provide worthwhile learning experiences to the students.
- An experienced professional with expertise in the content area of the internship (i.e., the "on-site supervisor") must be assigned to supervise/mentor the intern/student. This on-site supervisor trains the student as needed, monitors and evaluates the student's work performance, and will complete the final evaluation materials required by the internship.
- Organizations will provide an appropriate workspace and tools with which students are to perform their duties (i.e., access to a computer, software, etc.).



- Organizations will provide an orientation to the organization, safety procedures, training, ongoing supervision, and evaluation.
- Organizations will cover the costs for all training, certificates, background checks, etc. required by the internship.

Internship timeline:

Begins: _____ Ends: _____

Student:

Name _____ OSU ID # _____

Address _____

Phone _____

Number of credits for this internship _____

Internship term _____

Internship Organization:

Organization _____

Address _____

Phone _____

Name & Title of Supervisor _____

Intern job description (position and duties)



Internship learning objectives: (specific contribution or product to be provided and personal objectives)

- 1.
- 2.
- 3.
- 4.
- 5.

We, the undersigned, agree to and accept the conditions and stipulations given above and in good faith will adhere to this agreement to the best of our abilities to the satisfactory completion of the internship.

Student Signature _____

Date _____

Academic Advisor Signature _____

Date _____

Internship Supervisor Signature _____

Date _____

Satisfactory Completion of Internship (yes or no) _____ Date _____

Academic Advisor Signature _____

Date _____



Internship Evaluation Form

Intern Organization/on-site supervisor

Intern Name: _____

On-site Supervisor's Name: _____

On-site Supervisor's Phone Number: _____

On-site Supervisor's Email: _____

Please rate the following statements regarding the abilities and performance demonstrated during the internship using a scale of 1-5, with 1 being very unsatisfied and 5 being very satisfied. Leave it blank if the statement is not applicable or you are unable to rate it.

- a. Relevant knowledge and skills for my organization _____
- b. Initiative _____
- c. Dependability _____
- d. Teamwork effectiveness _____
- e. Quality of work _____
- f. Progress toward objectives _____
- g. Verbal communication _____
- h. Written communication _____
- i. Professionalism _____
- j. Judgment _____
- k. Enthusiasm _____
- l. Culturally respectful _____
- m. Overall impression _____

Was your organization pleased with the internship development process? If yes, what worked best. If no, what could be improved and any suggestions you have for improvement.



What experiences or training acquired by the student during the internship allowed the student to achieve the five internship learning objectives?

Internee performance summary and comments:

Would you provide another internship opportunity for an anthropology student from OSU?



Internship Evaluation Form

Student intern

Intern Name: _____ OSU ID # _____

Name of Organization: _____

Organization address: _____

On-site Supervisor's Name: _____

On-site Supervisor's Email: _____

Please respond to the statements below by placing an X in the appropriate box

	YES	NO	N/A
1. I gained significant experience in personnel management.			
2. I gained significant experience in project management.			
3. I gained significant experience working on a team.			
4. I gained significant experience working with a culture other than my own.			
5. I was given responsibilities that allowed me to use my knowledge and skills.			
6. I was given plenty of opportunity to achieve my internship learning objectives.			
7. My supervisor worked closely with me			
8. My supervisor encouraged me to ask questions			
9. My supervisor provided appropriate feedback about my performance			
10. My supervisor provided aid and support when problems arose.			
11. Would you recommend this internship to a fellow student?			
12. This internship helped prepare me for a job after I graduate.			
13. This internship helped me decide what type of career I want after I graduate.			
14. This internship was a valuable addition to my academic program.			

Please use the space below to write any additional comments about your internship or to clarify any of the answers above. Continue onto a second sheet or the back of this page if needed.



Examples of learning outcomes:

- Be able to discuss the way anthropology approaches the concept of cultural difference and boundaries
- Demonstrate an understanding of changes in anthropology
- Understand deeply rooted constructions of gender in relation to contemporary gender issues
- Be able to explain the important role each of the fields of anthropology plays in contributing to our collective understanding of evolution and prehistory
- Be able to recognize various forms of racism in society today and the complexity of structures, systems, and ideologies that sustain discrimination and unequal distribution of power and resources in society
- Understand the contrasting expressions of equity in the conventional food chain practices and paradigms and alternative practices and paradigms
- Be able to critically examine the various building blocks of culture, including subsistence, beliefs, religion, economies, technology, and institutions.
- Be able to discuss the ways human evolutionary biology can inform debates over the treatment of contemporary illnesses.
- Be able to Articulate key points in current debates related to the Peopling of the Americas
- Be able to identify key areas in which anthropologists and other social scientists can contribute to natural resource management;
- Understand how various institutions at the international, national and local levels are involved in environmental issues;
- Be able to identify factors that play a role in historic and current inequality at multiple scales (i.e., global to local).