

ANT/SOC 192 INTERNSHIP DOCUMENTATION INSTRUCTIONS

Paperwork must be completed, signed, and turned in to the Advising Office in order to obtain the CRN. Registration must be complete by last day to add. (12th day of the quarter)

OBJECTIVES OF ANTHROPOLOGY/SOCIOLOGY INTERNSHIP CREDIT:

Encourage students to obtain applied learning experience, which will complement and enhance the traditional educational process. The experience should aid the student in the exploration of potential career opportunities and assist in clarifying the student's personal and educational goals.

To obtain academic credit (units) for an internship, you must:

- Have completed 84 units. If you have not completed 84 units, go to the Internship and Career Center (2nd floor South Hall) to discuss receiving "Transcript Notation."
- Find a position with an on-campus or off-campus organization (may be paid or volunteer) where you will be supervised by an internship supervisor (doing office tasks like filing and answering phones is valuable, but will not justify academic credit).
- Ask a faculty member to sponsor you for ANT or SOC 192 units (note: the faculty member may only have time to sponsor a limited number of internships per quarter so try to ask early)
- Fill out the accompanying paperwork. Obtain signatures from your faculty sponsor and your internship supervisor.

Bring a copy of the paperwork to the Advising Office. At this point, you will be given a CRN to add these ANT or SOC 192 units. Use Schedule Builder and the CRN to add the units. On the link "Change Grade Mode or Change Variable Units" you will change the units to reflect the number of units you and your faculty sponsor have agreed upon. Make sure you double check to see that the course is listed on your schedule and for the correct number of units.

* Number of units is determined by the number of hours you work. 30 hours of interning during the course of a quarter equals 1 unit (or 3 hours per week); 60 hours equals 2 units, etc

- At the end of the quarter, fill out the evaluation form (on back side of this instruction sheet) with your internship supervisor and return this form, with your written documentation (journal, paper, etc.) to your faculty sponsor by the last day of instruction.

REQUEST FOR APPROVAL OF INTERNSHIP FOR ACADEMIC CREDIT

Obligations of the student to receive a passing grade:

1. Complete including a statement of objectives (goals for the internship), the main tasks of your internship (what you will be doing), and an explanation of how this internship connects with your major.
2. Actively participate in the internship experience and complete the number of intern hours corresponding with the unit credit requested.
3. Fulfill all contractual obligations agreed upon with the faculty sponsor, including submission of evaluation from internship supervisor and required written work.
4. **Meet with your faculty supervisor at least once** during the quarter to discuss internship experience.

Organization at which internship is located _____

Address _____

Internship Supervisor's Name _____

Faculty Sponsor's Name _____

Start date of internship _____

Name of Student _____ Date _____

Email _____ Major _____

Student ID Number _____ Phone _____

College _____

Units requested for the proposed internship _____ Quarter _____
(30 hours of work per quarter, or 3 hours per week, at the internship site = 1 unit)

Total units of 192 already completed _____ (A maximum of 12 units of 192 may be counted toward the 180 units needed for graduation.)

Total units completed _____ (At least 84 units of credit must have been completed in order to receive ANT/SOC 192 credit)

Have you asked another faculty member to sponsor you? If so, why could they not sponsor you?

TO BE COMPLETED BY THE STUDENT AND THE INTERNSHIP SUPERVISOR:

Detailed outline of the proposed internship:

Goals and Objectives:

Description of main internship tasks:

TO BE COMPLETED BY THE FACULTY SPONSOR

*Faculty sponsor's description of the written work and/or other requirements of the student for successful completion of academic credit for the internship units:

I have read and agree to the above terms of these internship units:

Student's Signature Date

Faculty Sponsor's Signature Date

Internship Supervisor's Signature Date

DEPARTMENT OF ANTHROPOLOGY AND SOCIOLOGY

INTERNSHIP SUPERVISOR EVALUATION

(STUDENT COMPLETES):

STUDENT NAME _____
STUDENT ID NUMBER _____ MAJOR _____

INTERNSHIP SUPERVISOR _____
ORGANIZATION _____
ADDRESS _____ ZIP _____

FACULTY SPONSOR _____

INTERNSHIP SUPERVISOR COMPLETES:

PLEASE ASSIGN THE RATING YOU CONSIDER APPROPRIATE USING THE FOLLOWING SCALE:
ABOVE AVERAGE - 3 AVERAGE - 2 NEEDS IMPROVEMENT - 1

1. How do you rate the intern's qualifications for undertaking and completing the internship? 3 2 1

Comment: _____

2. What degree of interest and initiative did the intern display? 3 2 1

Comment: _____

3. How do you rate change in the intern's competence (written and verbal communication, analysis, observation, laboratory skills, etc.?) 3 2 1

Comment: _____

4. How do you rate the intern's technical ability? 3 2 1

Comment: _____

5. How do you rate the intern's working relationship with co-workers? 3 2 1

Comment: _____

6. The intern's attendance record was: 3 2 1

Comment: _____

7. How well did the intern meet your expectations? 3 2 1

Comment: _____

8. How would you rate the intern's overall performance? 3 2 1

Comment: _____

9. Would you hire and/or recommend this intern for employment in your organization? ___Yes ___No

ADDITIONAL COMMENTS (Use reverse and/or extra sheets as necessary)

Do you need another intern next quarter? ___Yes ___No

Supervisor's Signature _____ Title _____

Student's Signature _____ Date _____

STUDENT: RETURN THIS FORM WITH YOUR WRITTEN ASSIGNMENT TO YOUR FACULTY SPONSOR AT THE END OF THE QUARTER, BUT BEFORE THE LAST DAY OF INSTRUCTION.