

INTERNSHIP HANDBOOK*

ANTHROPOLOGY INTERNSHIP PROGRAM

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* Some of the information in this document was gathered and organized by Rachel Ochoa, and by the environmental sciences internship program at UCSC,

WHY and HOW*

Why do an internship?

An internship is an important experience that will help you develop and refine your skills and abilities. They may give you an opportunity to explore areas you are interested in for a career. It may lead you directly to a job or provide a place for networking, which will help your future career endeavors.

The work you're doing today will lead you in some way toward the work you will do tomorrow. Build the right work experience now, and you'll move closer to the rewards of your future career.

Internships help you apply your education.

Internships allow students to apply the concepts and theories they learn about in academic settings to workplace settings. As an intern, you can see how people relate with one another, test out the theories learned in classes, and observe the inner workings of the work environment in a myriad of different fields and disciplines. Work done outside the classroom brings new depth and meaning to the work done inside the classroom, and enlightens the student to the importance of their academic work.

Keep in mind that even if you are not sure what your career goals are, an internship may inspire you, and lead you toward a particular career or field of study. An internship can be a process of personal exploration, wherein you can reflect on yourself and the world around you in a productive, hands-on manner. It allows you to put to work theories and research methods that you learned or are learning in your Anthropology courses.

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FAQ

I want to do an internship. Where and how do I begin to go about it?

Attend one of the orientation sessions offered at the beginning of each quarter. These usually take place at the Ethnographic Library (SS1, #328) during the second week of the quarter. You will get this information via email at the start of the quarter.

Get in touch with the internship coordinator via email [(alk@ucsc.edu)] to schedule an appointment.

Can I get credit for an internship?

Yes! You may be able to get anywhere between 2 and 15 units of credit for an internship, depending on a variety of factors.

If you apply for 2 credits you will be required to work 6-8 hours a week.

If you apply for 5 credits you will be required to work 12-15 hours a week.

During which quarter is the internship offered?

All quarters, including summer.

When should I start planning my internship?

It's never too early to plan your internship. The more thought and preparation you put into it, the better your learning experience will be. As a generalization, however, it is best to plan your internship one full quarter before you plan to do it.

Consult the Summary Steps in this handbook.

How do I find an internship?

The Anthropology Department website has many web links. The UCSC Career Center website has a great database of internships and very helpful staff. Community Studies and Environmental Sciences have internship programs and a wide array of possible internships. They welcome anthropology students interested in their fields. Check their websites and contact their coordinators.

Getting Started – Summary of Steps

Step One:

- ✓ What are your interests and career/academic goals (see attached questionnaires in the Appendix)
- ✓ Summarize these to develop your objective.
- ✓ Consult the Anthropology Coordinator if you need help or feel unclear.

Step Two:

- ✓ List your skills and abilities (Worksheet pdf)

Step Three:

- ✓ Find and choose an internship.
- ✓ Consult the Anthropology Department website for useful links; check the Career Center website <http://www2.ucsc.edu/careers/>, where you can find many internship possibilities; visit the Community Studies internship center (location: Oakes 218); do some research!

Step Four:

- ✓ Create a Resume/CV. The Career Center has excellent resources to assist you (location: 305 Bay Tree Bldg.). They will help you revise your CV, they have frequent workshops and will conduct mock interviews to help you.
direct link: <http://www2.ucsc.edu/careers/student/resume.html>

Step Five:

- ✓ Contact the organizations you are interested in and find out detailed information.

Step Six:

- ✓ When you find a proper fit submit a resume.
- ✓ After you get your internship meet with the coordinator to work out the details and process your forms with the department to get academic credit.

Paperwork and Academic Requirements

The form you will have to fill out to receive Anthropology credit is called:
Petition for Undergraduate Individual Studies Course.

You can find this form at the Anthropology Department office and the internship coordinator also has them.

An Anthropology internship is under the title of *Anthropology 198*

Two important considerations regarding Anthropology degree credits:

1. You have the option of doing 2, 5, 10 or 15 credits for the internship. However, while you have the option of doing a 2 credit internship this will **not** transfer as upper division Anthropology credits. Only internships or courses worth 5 or more credits are transferable to fulfill Anthropology credits. However you can receive general credit for the 2 credit option.
2. **Only one 5 credit course of either Anthro 198 (internship) or 199 (field studies/Senior Thesis research) will count toward your Anthropology degree requirements.** If you are considering doing an Independent Senior Thesis as well as an internship keep this in mind.
Even though only 5 credits of either of these two courses counts toward your Anthropology degree, they can count as general credit.

Responsibilities

On the Job

- * Set mutually satisfactory and feasible goals with agency and faculty sponsors.
- * Become an integral and participating member of the agency/institution staff.
- * Become familiar with agency policy and procedures and abide by all regulations.
- * Support the agency and its staff in any contacts with the public.
- * Notify the agency sponsor when you are unable to work.
- * Consult your supervisor when confronted with problems you cannot satisfactorily solve by yourself.
- * Set a positive standard for other interns to follow.
- * Complete work as outlined on the contract or work agreement.

Faculty Sponsor

- * Be available to meet with the intern for consultation.
- * Provide guidance in focusing the final paper.
- * Meet at end of quarter to evaluate experience.
- * Write the final evaluation.

Keeping a Journal

WHY KEEP A JOURNAL?

1. To **RECORD** your experience and save it if you forget the crucial details.
2. To **REFLECT** on your experience and its connections with your life, learning, and decisions for action.
3. To **ANALYZE** your experience and its interactions with coursework and theory in your field of study.

Taking the time to sit down and write about your activities, insights, and feelings is an important part of your internship. Journal writing provides an opportunity to record observations about your experience, your readings, and your discussions with your field supervisor, faculty sponsor, and internship coordinator. It challenges you to think critically about your work and draw meaning from it. Journals are an excellent way to improve and document your active, conscious reflections on your internship experience.

Your journal serves as a vehicle to tie all the pieces of the internship together as well as a documentation of what has been learned. There's no point to writing something down merely because it occurred; you write it down because it is in some way relevant. Rereading it can provide insights and understandings that serve as a foundation for both your final evaluative paper and your academic work.

How to Keep a Journal

Some Basics:

Set aside a scheduled time each day to write. It doesn't work to leave it for several days and then try to catch up. Let your entries reflect what you are learning--about yourself and about the internship. Record thoughts, questions, and critical incidents; leave out rambling descriptive-style entries that tell what you ate for breakfast, how you got to your placement site, who was there, and those very personal entries about yourself and the people with whom you are interacting that belong in a diary rather than an internship journal.

There are several ways to keep a good journal. Below are three techniques that you may find useful. Feel free to combine them, switch from one to another, or develop your own.

Observing and Analyzing: Informal Journal Keeping

If you feel that you have a lot to say, then simply write. This is your space to record major events, questions, discoveries, and feelings about your internship, as well as keep a factual record of any information you might want to record. Don't spend the whole entry describing your day, though. Note the parts that were important to you, and then move on to your analysis of the situations and questions that you described.

Reflect on and analyze topics that concern you, and which will help you to clarify your goals, process the experience, and write your final paper.

Questioning Techniques

One useful technique to keep yourself actively involved in your experience and to develop topics to write about, is to respond to questions. Questions about agency organization, relation of internship work to academics, power flows, ethical issues, and your own learning are all excellent for thinking about yourself and your internship.

The idea is to participate and observe, to consciously examine aspects of your internship that you otherwise might ignore. Listed below are some questions that may help you in this process. Feel free to develop your own, as well.

1. What was the most important thing I learned today?
2. What critical issues surfaced that I want to think more about?
3. What did I observe about how the agency's philosophy affects the way people do their jobs?
5. What did I do when I needed help?
6. What facts or terms do I want to remember?
7. How did today's work connect with my academic studies and my future plans?
8. What attempt did I make to link my studies to my work? What opportunities did I miss?
9. What moral and ethical questions did I face or ignore?
10. What human relations problems occurred? Could I have done anything to improve them?
11. Did I hear any opinions or interpretations that differ from my own?
12. What did I learn today about the impact my agency has on the local community?
13. How would I change this day if I tried it again tomorrow?
14. What goals have I set for tomorrow? Next week?

Try closing your journal entry each day with the one or two questions that are foremost in your mind (you don't need to answer these questions).

Think of an internship as an opportunity not only to explore professional possibilities beyond school, but also as a chance to do fieldwork. The participant observation aspect of your work will be closely related to what you have been learning as an Anthropology major. This is a chance to experience how that knowledge is useful in a non-academic

environment, how it translate in real life situations, and what it feels like to be in the “field”.

ANALYTICAL PAPER

The overall question that you are answering in this paper is “SO WHAT?” So what that you did this internship? Whom does it affect? How might it be useful? How did your experience connect to your academic work? How did you grow? intellectually and/or personally? Remember that since your internship was a highly individual experience, your paper will also be unique, addressing those specific topics and questions that concerned you. Also note that this is an important means by which your faculty evaluates your academic performance, so include a short description of what you actually did daily, and then demonstrate your analytical ability.

Be sure to thoroughly examine your journal for insights, connections, changes, small incidents that highlight larger issues, and common threads. Rely on your journal for a sense of perspective on the quarter; the more analytical of a journal you kept, the easier this paper should be to write.

Finally, be literate! **PROOFREAD AND SPELLCHECK!!** This is crucial, because it is impossible to read a slovenly paper without judging it on appearance as well as content. In some cases, mistakes even prevent the content from being understood, and both your and your faculty person's time has been wasted.

OUTLINE SAMPLE

- I. Description of internship
 - a. responsibilities
 - b. skills learned
 - c. project description
 - d. problems encountered
 - e. your expectations/goals: how and why they were or were not met

- II. Analysis of internship in terms of two or more of the following:
 - agency organizational structure critique, including analysis of information channels, power structure
 - comparative analysis with similar project
 - critique of methodology/program design
 - analysis of the field (i.e.: planning, IPM, etc.) and how your project contributed or related
 - what you learned, changes you experienced

- ethical considerations/issues
- III. Relationship of internship or project to academic literature
- a. set your experiences in the field in the context of at least 2 articles
 - b. and/or relate your work to a specific theory you have learned in the classroom
- IV. How internship related to academic work
- a. academic preparation
 - 1. how prior academic experience related to field experience
 - 2. adequacy of academic preparation
 - b. future plans
 - 1. for coursework
 - 2. for career
- V. Conclusions.
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Format Checklist

- q Cover sheet
- q Title page
- q Table of contents
- q Text
 - q Introduction
 - q Main text
 - q Conclusion
- q Bibliography

Optional Format Checklist

- q Other front matter: acknowledgments, dedication, preface, and list of tables, figures, graphs or maps
- q Other text components: literature review, background/history, Case studies, results/findings, discussion, recommendations, perspectives
- q Other back matter: epilogue/aftermath, recommended readings, footnotes, end notes, glossary, appendices

Appendix

EVALUATION FORMS

Agency Evaluation for UCSC for Anthropology Internship

Student:
Agency Sponsor:

Quarter:
Course no.:
No. of units:

Note: 12-15 hours per week required per 5 units (6 hours per 2 units)

Please evaluate the student's work in this internship. Be as specific as possible as to work quality, demonstrated initiative, follow through, and potential to work in this field.

This evaluation is a requirement of the student's internship and must be returned by the student or emailed directly to: anthrointernships@ucsc.edu

Signature: Agency Sponsor

Signature: Student

**ANTHROPOLOGY INTERNSHIP PROGRAM
STUDENT EVALUATION OF INTERNSHIP**

STUDENT: _____ QUARTER/YEAR:

AGENCY:

This evaluation report is designed to help the internship program give serious consideration to the student's impressions of the internship experience and to the continued use of that agency and sponsor.

This evaluation will be made available to other students interested in the same or similar placements and your candid comments are appreciated.

1. Did the agency provide a receptive atmosphere for interns?

2. Did you have regularly scheduled times to talk with your agency sponsor? What was covered? How effective were these meetings?

3. Please evaluate your agency sponsor in the following categories: orientation to project; availability; supervision given to you; and overall effectiveness.

4. What do you now know how to do that you couldn't do before your internship?

5. How does this internship relate to your coursework?

6. How has this internship affected your career plans?

7. Would you recommend that we offer/not offer this placement next year? Explain fully.

8. Did you come across other internship opportunities that we could develop for students? Please give agency name, address, phone number and contact person.

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Questionnaire 1: Interests and Academic/Career Goals

Answer the following questions to the best of your ability to help you articulate the kind of internship that would work best for you. You can write as much or as little as you feel is necessary, as long as you are clear about your objectives.

After you answer the questions, summarize your response in a written statement.

1) List and Evaluate your Personal Interests:

- a) What are your hobbies:
- b) What do you do for entertainment?
- c) What are you interested in that you have not yet had the opportunity to experience?

2) Academic Interests:

- a) What drew you to Anthropology?
- b) Are you in an intensive track (cultural, physical or archaeology)?
- c) If doing the standard track, are you interested in a specific sub-discipline?
- d) Do you have a minor or a second major? How does it compliment your anthropology major? Are you interested in combining the two? How?

3) Career Goals:

- a) What career do you see yourself in? Short or long term.
- b) Do you want to work with a specific group or in a specific geographical area (e.g. working with youth, a particular minority group, in Africa or Latin America)?

4) Reflect on Career Goals:

- a) How do you want to spend your average work day in five years? In an office? In the field? In grad school?
- b) What are your financial needs or hopes?

c) What skills and experience will you need?

Exercise:

After brainstorming, write an analysis of your interests, academic and career goals. Come up with a clear statement about your objectives for an internship.

- After brainstorming and writing circle any key words (words that seem important to you).
- List them. Then examine them for grouping and/or priorities.
- Rewrite your objective statement based on this second round of thinking and organizing.
- Examine the statement for clarity. By the end of this exercise, which might take some time, you should be clear about what you want.
- Try your statement on other people. Do they understand it?

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Questionnaire 2: Choosing an Internship

To help you research and choose an internship, answer the following questions:

- How will the internship fit into your academic and career plans?
- What skills do you want to gain from an internship?
- Do you want a local, national or international internship?
- What experience are you looking for, and in what field?
- Consider your personal values: what work do you feel needs to be done?
- Do you want to work in a team or independently?
- Do you like to work under supervision?

Examples of Skills and Abilities Developed in Anthropology:

- Understanding communication patterns
- Analyzing cultural values
- Analyzing expressive culture
- Understanding social relations
- Understanding hierarchy and power and their larger implications
- Analyzing and considering the impact of race, class and gender
- Developing interview questions and conducting formal and informal interviews
- Transcribing field notes
- Meeting deadlines

- Designing research projects and applying for grants
- Doing research and writing
- Orally presenting research results