

**ANTHROPOLOGY 381**  
Anthropology Internship  
Spring 2014

Coordinator: Dr. Hector Qirko  
Office Hours: TBD

88 Wentworth, room 105  
953-8185 (off.), -5738 (dept.)  
[qirkoh@cofc.edu](mailto:qirkoh@cofc.edu)

**Course description:**

This course provides students supervised field placement in work related to the field of anthropology, including one or more of the major anthropological subfields (archaeology, biological anthropology, cultural anthropology, and linguistic anthropology). Qualified students can earn from 1 to 6 credit hours by working under the supervision of an internship supervisor in approved organizations (research libraries, museums, schools, community organizations, government agencies, businesses, etc.). Typically, students enroll for a 3 credit hour course, which requires working 120 hours during the semester, or an average of 9 hours per week.

**Course objectives** are to provide students an opportunity to:

1. apply classroom knowledge and skills in an anthropology-related job or field;
2. develop problem-solving, collaborative, communication, leadership, and other skills critical to academic success, personal growth, and career readiness;
3. prepare for graduate school and/or employment through on-the-job training and expanded networks of contacts and references; and
4. provide service to the community.

**Prerequisites:** Completion of at least 6 hours in the anthropology major or minor, GPA of 3.0 in anthropology, an overall GPA of 2.5, and permission of the instructor. (NOTE: Course prerequisites may vary depending on the nature of the placement.)

**Grading:** Course grades are assigned based on a combination of internship supervisor performance evaluations (50%) and coordinator evaluation of an hours log (15%) and structured journal of internship experiences (35%).

**Grade scale:**

A 90-100%; A- 88-89; B+ 86-87; B 80-85; B- 78-79; C+ 76-77; C 70-75; C- 68-69; D+ 66-67; D 60-65; D- 58-59; F 57 or below.

**Internship application requirements:**

1. Review content of the Department of Sociology and Anthropology's "Anthropology Internship" webpage (<http://anthropology.cofc.edu/student-ops/anth-internships.php>).
2. Meet with the internship coordinator to go over program details, assess eligibility, and identify potentially appropriate organizations. You may identify organizations of interest on your own initiative or from the detailed "Internship Placement" list available at the website.

3. Once one or more suitable organizations have been identified, the coordinator will contact them to discuss internship possibilities. If an organization expresses an interest, contact them to provide whatever application materials the organization requires (transcript, resume, etc.) and to arrange for an interview.
4. Discuss nature of work, hours, schedule, and other particulars with the organization internship supervisor.
5. Once you, the internship supervisor, and the coordinator agree on the internship, provide coordinator with the information requested in the “Student and Internship Supervisor Information Form” available on the website.
6. Obtain and complete the “Application for Individual Enrollment” form and return to internship coordinator. This form requires both student and internship supervisor signatures.

**Course requirements:**

1. Maintain a work schedule agreed upon by all parties that meets credit hour requirements.
2. Attend scheduled meetings with coordinator during the semester.
3. Keep a regular, structured journal for each week of the internship. (Note: Journal requirements and samples are posted on website- 35% of course grade.)
4. Keep a log of hours, including brief descriptions of work, to be submitted with the journal (15% of course grade).
5. Turn in journal and log at the end of the semester during finals week (date TBD).

**Additional information:**

Your internship supervisor, typically an organization leader or agency director (or a staff member assigned by them to the task), is your boss in all matters related to work activities. Therefore your internship application is in most respects like a job application, and your work plan should be developed in cooperation with the supervisor. Ultimately, it should reflect all parties’ expectations as to what can reasonably be accomplished during the allotted time.

During the internship, the coordinator will periodically check in with both you and internship supervisor, including where possible a site visit, to make sure all is going according to plan. If you have any questions, encounter any difficulties, etc., do not wait until the next scheduled meeting, but contact the coordinator immediately.

**Honor code:** As in all CofC classes, violations of the honor code will be taken seriously. If you need reminding, see your Student Handbook to review code violations and penalties.

**Special needs:** If you have a documented disability and have been approved to receive accommodations through SNAP Services (<http://disabilityservices.cofc.edu/>), please feel free to discuss related issues with me at any time during office hours or by appointment.