INTERNSHIP MANUAL
Anthropology Department
Northern Arizona University
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INTERNERSHIP MANUAL

INTERNERSHIP ADMINISTRATION

The purpose of this manual is to provide faculty, students, preceptors, and other interested parties with a handbook that will serve as a reference on policies, guidelines, and procedures pertaining to the Anthropology Department Internship Program.

1. REQUIREMENTS. An Internship experience in an appropriate organization is required of all applied anthropology track students. An Internship should be undertaken after at least a full year of coursework and when all course requirements for the Internship are fulfilled. The ultimate choice of Internship should be reflective of the student's skills, parallel emphasis in coursework, and career directions.

2. DEFINITION AND PURPOSE. An Internship is defined as a planned and supervised learning experience gained through first-hand observations and operational responsibilities in an organization. Organizations or projects that are supervised or administered by department faculty are not generally considered appropriate Internship placements. Specific activities during an Internship may vary greatly from one field placement to another in that different students may have different learning needs and different settings will offer different learning opportunities. Nevertheless, training should be aimed at providing opportunities in all Internships, so that the student may:

- Have learning experiences which are not normally available in the classroom but are essential for sound training;
- Test the applicability and validity of classroom learning to practice, thus helping students to develop their own professional point of view;
- Develop operational skills, gain experience, and enhance professional self-confidence; and,
- Develop an agenda for subsequent learning.

The Internship will be designed on an individualized basis by the faculty advisor, Internship Coordinator, a.k.a. Pre-Internship Seminar Leader, and student and approved by the student's Internship Committee.

3. STIPEND. The Anthropology Department recognizes the need for adequate financial support for students during an Internship and allows them to receive stipends from Internship agencies. However, Internship placement decisions are not contingent on the availability of stipends.

4. ADMINISTRATION. Internship training involves active collaboration. Respective responsibilities shall be as follows:
Role of Department Chair: The Department Chair is responsible for overall management of field training of all students. Responsibilities include:

- Proposing appropriate policies, standards, procedures, and schedules;
- Organizing appropriate activities for faculty, students, and preceptors to ensure high quality Internships, including periodic preceptors conferences;
- Monitoring Internship activities to ensure high standards; and,
- Undertaking appropriate developmental functions to expand opportunities for high quality Internship placements.

Role of Internship Coordinator: The Internship Coordinator is responsible for facilitating and coordinating Internship activities and for serving as a resource to the students, faculty advisors, and Department Chair. To this end, the Internship Coordinator will:

- Assist the Department Chair in organizing and monitoring all appropriate field training activities;
- Serve as a general resource and consultant to the students and to the faculty in all matters of Internship training;
- Prepare an Internship Directory and keep it up to date with current agency descriptions, contact people, phone numbers, etc.;
- Make periodic reports to the Department Chair on all matters relevant to Internship training activities in the department;
- Prepare and update all relevant written materials for the Internship experience, including student and preceptor evaluation forms, the Internship Handbook, information for preceptors, faculty checklists, etc.; and,
- Coordinate the teaching and content of the Pre-Internship class with all instructors of the Pre-Internship course and with the instructors of the Post-Internship course. (The instructors of the Pre- and Post- Internship courses are full-time faculty members in the Anthropology Department. Designated instructors may change from year to year or from semester to semester. The Internship Coordinator may also serve as the instructor of the Pre-Internship Seminar or the Post-Internship Seminar.)

Role of Faculty Advisors: The faculty has a central role in three areas of Internship training:

1) Developing appropriate Internship placements for their advisees as "pre-interns";
2) Monitoring their advisee's Internship experience; and,
3) Guiding students as "post-interns" in the analysis of their Internship experience.

Each student intern will form a committee of no less than three faculty members in the Anthropology Department. One faculty member shall be designated as the Chair of the
Internship Committee and this faculty member will serve as the student's faculty advisor for the remainder of the student's tenure in the department. A student's faculty advisor shall take the lead role in:

- Helping advisees to gain proper understanding of the philosophies, policies, standards, and procedures pertaining to Internships;
- Helping each advisee to surface and identify learning goals that are best met through Internship training;
- Increasing their own knowledge of Internship opportunities available for students and, subsequently, helping each advisee to gain a proper appreciation of learning opportunities available in different settings and offered by different agencies;
- Coordinating all initial contacts with potential preceptors or field agencies and overseeing the negotiation of placement activities with the Pre-Internship Seminar Instructor;
- Finalizing arrangements through a letter of understanding with the field preceptor and the student stating the expectations of various parties in the field placement;
- Guiding the student's preparation of the Internship plan, in consultation with the Pre-Internship Seminar Instructor, and the Post-Internship paper and presentation, in consultation with the Post-Internship Seminar Instructor;
- Recommending new preceptors to the Internship Coordinator;
- Assuring student filing of all Internship training documents with the Anthropology office and/or Internship Coordinator;
- Receiving and reviewing various Internship training reports from the student and responding to any issues which need faculty advisor attention;
- Contacting the preceptor(s) of their advisee(s) at least once during the Internship placement, and responding to any problems that require attention. If the faculty advisor is unavailable during the time of their advisee's Internship, the Department Chair shall fulfill this function; and,
- Undertaking all appropriate follow-up activities at the conclusion of each Internship placement, including checking that all Internship activities have been completed to the satisfaction of the preceptor and the department.

Role of Students: Students are the primary beneficiaries of an Internship. Therefore, his or her role must be as active as the Internship Coordinator, faculty advisors, and preceptors. Student responsibilities include:

- Developing an understanding of the Anthropology Department's philosophies, policies, standards, and procedures with regard to Internship training;
• Taking an active role in gaining a proper appreciation of the potentials of various field settings and agencies for meeting individual learning goals, e.g., through field visits, reading reports, and attending presentations of students in previous years and discussions with second-year students and faculty;

• Actively working with the Pre-Internship Seminar Instructor and faculty advisor to finalize selection of the Internship site and to develop and finalize an appropriate training plan. (This should include supplements, when indicated.);

• Maintaining active communication with their faculty advisor for guidance and monitoring of training activities and providing all appropriate documents to their advisor, Internship Coordinator, or department, as required; and,

• Conducting themselves as responsible and mature professionals during Internship training, complying with the Internship placement agency's code of conduct, and meeting all obligations and charges according to schedule.

Role of Field Preceptors: Field preceptors are the key actors in the total scheme of Internship training. The quality of their commitment, interest, and efforts has tremendous influence on the outcome of field training. Therefore, the role of the preceptor should be viewed as both critical and serious.

Preceptorship of Internship training implies a dual set of responsibilities. They need to help plan and implement meaningful learning experiences for the student with the sincere commitment, zeal, and enthusiasm of a good teacher. On the other hand, the preceptor is also a responsible official in their organization and, in this role, must ensure that the student is aware of the various "dos" and "don’ts" of their organization and that the student fully abides by them.

Field preceptors' responsibilities include:

• Developing an understanding of the Anthropology Department's philosophies, policies, and procedures pertaining to Internship training;

• Approving the intern's final Internship plan, including the intern's responsibilities and learning objectives during the Internship;

• Taking a proactive posture in all matters pertaining to training, including:
  ▪ Identifying problems in Internship training, if they occur, and quickly communicating them to the student's faculty advisor or the Department Chair;
  ▪ Facilitating a long-term training arrangement with the department, if appropriate;
  ▪ Identifying suitable projects and other learning opportunities for students, and sharing this information with the department; and,
  ▪ Providing the department with appropriate and up-to-date information about their organization for inclusion in the Internship Directory and resource files;
• Making the student feel welcome, facilitating student's orientation, assigning appropriate tasks, and providing suitable and regular time for supervisory discussions with the student; and,

• Certifying completion of Internship training by the student and sending an evaluation of the student's performance to the department.

Beginning the Search for an Internship:

• **Beginning:** Graduate students can (and should) begin thinking about and searching for an internship under the guidance of a faculty advisor at the earliest opportunity after entering the Applied Program. Applied students should begin talking about internship possibilities with their faculty advisors, other faculty who might have expertise in a particular field, and with the Graduate Internship Coordinator. Students should avail themselves of any and all such opportunities.

• **Contacting Hosts:** Students can begin contacting hosts about internship opportunities and possibilities, but only under the guidance of the Anthropology faculty. Students may not enter into any agreements about an internship situation with a host or prospective preceptor until the student is well along in the Internship Prospectus development process in ANT 607, the Pre-internship Seminar. The Pre-internship Seminar, which students take in the spring of their first year in the program, provides close supervision and guidance for students developing internship opportunities.

• **To be crystal clear** – Students may not enter into any sort of verbal or written agreement or understanding with a prospective host organization with respect to internship job responsibilities, length of the internship, housing accommodations, monetary compensation for internships, or any other element of a prospective internship – without clear and direct contact with the students’ advisor and the Graduate Internship Coordinator.

• The reason for the legal-sounding language above is that NAU regards internship relationships with host organizations as having legal implications. Accordingly, all such agreements must be vetted by appropriate members of the NAU faculty.

• We, the Anthropology faculty, support the legal-sounding language above because it is our job to ensure that students negotiate clear understandings with potential host organizations and preceptors, that potential host organizations and preceptors understand their own obligations in an internship situation, and that students have clarity about their (student) internship responsibilities and deliverables.

**GUIDELINES AND STANDARDS**

**Internship Site Criteria**

An agency chosen for consideration as an Internship site should:

• Be an established organization;

• Consider participation in training an intern to be a desirable professional obligation;
• Have one or more on-going programs that could provide a student intern with needed learning opportunities, including operational experience;

• Have competent staff who are interested in ensuring that the student accomplish their learning objectives and in providing assistance and guidance whenever appropriate; and,

• Provide necessary support to the student, e.g., a desk, supplies, travel, computer, secretarial support, and the like, in order to facilitate the completion of any tasks that the student will be assigned as part of the Internship.

**Field Preceptor Criteria**

A field preceptor should:

• Accept the preceptor’s role as a professional obligation and as an opportunity to teach;

• Hold a responsible position within the organization that has the ability to assign duties and necessary resources to the student as well as to facilitate communication with others, as appropriate;

• Be professionally qualified to meet the needs of the student;

• Be able to devote sufficient time to Internship training activities, including planning, supervision, and evaluation; and,

• Be amenable to working and interacting with the faculty advisor.