

Internship in Anthropology

ANTH4390/5395, Fall 2016

Instructor: Dr. Neill Hadder, n.hadder@txstate.edu 245-7961

Office Hours: Tuesdays 2-4, Wednesdays 2-3:30, or by appointment in ELA 241

Internship Gallery: <http://anthropologyinternships.wp.txstate.edu>

PREREQUISITES

You may enroll in this course only if you meet all the following conditions: (1) your anthropology GPA is at least 2.5, (2) you have completed the departmental foundation classes (ANTH 1312, 2414, and 2415), (3) you have either junior or Senior standing as an anthropology major, and (4) I have approved your internship agreement.

COURSE OVERVIEW AND OBJECTIVES

Internship is a professionalization experience designed to support your career goals by focusing on several specific objectives:

- (1) You will conceptualize your career plans and the elements required in order to achieve them.
- (2) You will be a self-motivated self-starter ready to manage your demeanor, build rapport, and interact with colleagues and the public as a professional. Both your internship supervisor and I expect you to exhibit professionalism, both at internship and in your dealings with me. You should seek out new challenges at your internship and participate actively in intellectual discussions during our class. You impress us significantly when you do so.
- (3) You will apply anthropological thought to your workplace during our discussions and in your final internship report or presentation. Your workplace is your anthropological field site. “Anthropological thinking” about your new surroundings consists of placing your experiences in wider social, historical, and scientific contexts.

Please additionally take a moment to familiarize yourself with the Anthropology Department’s general expectations for our students' program learning outcomes:

<http://www.txstate.edu/anthropology/about/learning-outcomes.html>.

TEXTS

All texts will be distributed in class or posted on TRACS. Most readings are selected by the group of interns and are related to your internships. There will also be practical articles intended to help you apply anthropological thought to your life and career.

ATTENDANCE POLICY

Obviously, attendance at your internship site for your scheduled hours has a direct and significant bearing on your supervisor’s evaluation. For semesters in which we hold class meetings (e.g., any semester in which a number of internships are local), it is to be expected that work or internship schedules will sometimes shift, making our class time more difficult to schedule. Not everyone will be able to make every meeting, but I expect you to inform me whenever you will miss a meeting. Missing meetings regularly or missing them without communicating with me in advance will have an impact on your grade (see “Grading” section).

TIME COMMITMENT

- At least 150 hrs internship activities
- Up to 48 hrs Contact hours (class meetings, conferences with instructor, final internship presentations)
- Estimated 42 hrs writing and library research (e.g. 2 hrs/week for assignments and work log plus 12 hrs editing of internship report)

ASSIGNMENTS AND ACTIVITIES

1) Internship agreement: To be completed by the first week of the class or by the end of your first week internship, whichever comes later. Even if it is submitted late and doesn't count for academic credit, the document is still required. See the instructions and template posted on the Internship Gallery under "Documents."

2) Syllabus and internship report Instruction Quizzes: To encourage you to seriously review this syllabus and Internship Report Instructions, I want you to complete short assessments on TRACS that ask you questions about these documents. This helps me know that you clearly understand what's expected of you for this course. You may have to take them a couple of times to figure out what I mean in the documents. You are then responsible for asking me questions in class about anything that remains unclear. A low score simply means that you need to look over the documents again and ask me questions—failure to do so contributes to my assessment of your academic performance.

3) Work Log: Submit weekly summaries of internship activities and hours. See detailed instructions below.

4) Photo: a .jpg file picture of you, ideally at your internship (but it can be a head shot, if confidentiality issues at your internship preclude your taking pictures there). Upload this picture to your drop box separately from your report. I encourage you to include other pictures as well in order to illustrate your report, blog post, or presentation.

5) Class facilitation: For semesters in which we meet as a class, you will locate two or three scholarly articles related to your internship and upload them as PDF files to your drop box. I will select one to distribute and you will help facilitate class discussion about the reading, your internship, and the relevant career field.

6) Final Internship Report: Either a formal presentation or written report.

(6a) Written internship report – A significant, well-written paper that will be posted on the Internship Gallery. Its length will depend on how well your worklog already documents the Outcomes section of your Internship Agreement. See the separate "Internship Report Instructions" document.

(6b) Oral internship report – A 15-minute formal presentation of your internship, including relevant sociological or scientific concepts. The audience may be the internship group itself (plus next semester's interns), one of my classes, or another group. Dates will be arranged according to your schedule. See the separate "Presentation Instructions" document.

7) Self Assessment: Using the form provided on TRACS, submit a 1-2 page document in which you assess your own performance in ANTH4390 using the criteria charted on the last page of this syllabus. Provide evidence of work you have submitted or in-class verbal presentations/discussions that support the grade you assess that you have earned. I will add my agreement or points of disagreement with your assessment and upload the document back to your Drop Box.

8) Mid-Term and Final evaluation: I will visit with your internship supervisor at mid semester (in person, via e-mail, or by phone) and again at the semester's end. Your supervisor's evaluation will significantly contribute to your grade.

WORKLOG INSTRUCTIONS

I keep up with interns during the semester through an ongoing worklog document. Each week, add an entry to your worklog document and post it in your TRACS Drop Box.

- Keep the worklog as a single ongoing Word or .rtf document called “worklog” and just keep uploading the same ever-lengthening file to your Drop Box each week. Don’t attempt to write your worklog directly on TRACS. Also, do not clutter the Drop Box with multiple versions of the same file, please—delete prior versions.
- Although you can get a week behind every so often, you need to keep updating me through your worklog. Internship students frequently get behind on their worklogs, or sometimes stop updating them altogether. There is nothing difficult about the worklog requirement. Even if I don’t comment for awhile, do not get too far behind. See grading criteria below. Students sometimes try to write several entries all at once after several weeks’ neglect. For grading purposes, this does not count. The function of the log is so that I know what you are doing when I want to know it. You don’t need to go back to edit old posts in response to my comments, but only add new information in subsequent entries. I will also not read “retroactive” entries that you write weeks later. If you miss a week or even two, simply catch me up in your next entry.
- Start each entry with the range of dates you are discussing. Put each new entry at the end of the document.
- If your schedule varies from what is recorded on your internship agreement—for example, the facility is closed or you were sick, etc.—indicate how your hours that week differed from the norm. There’s no need, however, to record specific start/end times if they match the normal schedule you put on your internship agreement. DO record hours specifically if you don’t have regular “shifts.”
- Worklog entries can be only a few sentences or an entire page, depending on what you need/want to say. One paragraph is probably the average, although I enjoy reading longer entries and these can take some of the weight off of what you need to demonstrate in the internship report. Write entries in complete sentences.
- Record the minutia of what you’re learning, because if you’re human you’ll forget it eventually otherwise. So, teach me how to do what you are doing.
- Ideally, an entry often goes beyond description of what you did to also discuss what you learned. Generally, this involves showing evidence that you have asked questions to gain a broader picture. Tell me not just what you did but why it’s done that way, the history of what you’re working on or of the techniques employed, history of your organization, cultural context of the materials you’re working with, and so forth. Curiosity and intellectual engagement are what distinguish anthropologists. Including this kind of engagement here takes some weight off your final report for grading purposes.
- And, very importantly, you can and should let me know how your internship is going, particularly if you start to feel frustrated with some aspect of the internship. If it starts looking like I need to tactfully help you get a better experience from your supervisor, I can try to do that; or, if your supervisor has criticisms of you later, I’ll have evidence in the worklog of your actual efforts and a record of your understanding of problems as they arose.

I will comment on your worklog an average of once every two weeks. When I do so—usually through e-mail—I’ll raise questions that occur to me while I’m reading, and you should try to address those topics in future journal entries. One reason for the weekly submissions is to flesh out those knowledge areas while you are still in regular contact with your supervisor and other staff. For example, if I ask you how the organization is funded, it’s a heck of a lot easier to get that information from your supervisor while you’re still interning.

TENTATIVE SCHEDULE OF CLASS MEETINGS

- Meeting 1: Introductions and overview
- Meeting 2: Overview of Internship Gallery and “thinking anthropologically” about your internship.
- Meetings 4-7: discuss student-selected readings.
- Meeting 8: Discussion of how to “mine” your liberal arts education for job skills and translate anthropology for the job market.
- Final Meeting (usually last week of classes): Present your internship experience. The format of this meeting varies from semester to semester.

ESTIMATED DUE DATES

I do not “count off points” for lateness, but if your work is more than a week late, it begins to weigh against my assessment of your class participation.

End of second week of classes	Signed internship agreement scanned and uploaded to Drop Box, release form signed and submitted to me, syllabus/internship report quizzes completed
3 weeks after our 1st class meeting	Discussion articles uploaded
Middle of term	Draft section of final internship product due. This can be a description of the organization, review of literature, or any other topic you are ready to write at this point. Continue submitting drafts to me thereafter.
Last University final exams day	Submit what you believe to be the final version of your written report, along with photo(s) and self evaluation.
Three days after the end of finals	This is the day my grades must be submitted to the Registrar. Absolute last minute to submit your final report version for grading purposes (you are welcome to keep revising on your own, though, until you’re ready for it to be posted online)

SPECIAL ACCOMODATIONS

Students who require disability-related accommodations for the successful completion of the internship experience are responsible for notifying me immediately.

ACADEMIC INTEGRITY

Scholastic dishonesty (cheating) is not tolerated at Texas State University. The Texas State University Honors Code policy is available as attachment 1 of UPPS 07.10.01. See www.txstate.edu/effective/upps/upps-07-10-01.html. Cheating can be defined as giving or receiving aid in examinations or on assignments that are intended to be done individually, or the presentation of another person’s work as one's own (especially plagiarism). When there is conclusive evidence of academic dishonesty, the minimum penalty will be a grade of zero on the assignment in question. Materials taken off the Web or papers ordered on-line or from any other source will warrant an F in the course. Cutting and pasting portions of another source into a paper without providing proper citation will warrant an F on the assignment.

GRADING

The work experience and résumé value of your internship are their own rewards. I instead assign academic credit based on my direct contact with you and your work. A good evaluation by your supervisor is necessary, but is not in itself adequate for a high grade.

Your grade for ANTH 4390/5395 will be the average of the three areas mapped below. For example, an “A” for the semester requires two A’s and a B. There is one exception to this policy: “A” level work at both the internship site and on an internship report excuses any deficiency in your interactions with me. This route, however, demands a level of writing skills that I seldom see in students anymore, including graduate students.

	Internship Professionalism	Anthropological Thought	Academic Performance
A	<ul style="list-style-type: none"> • Good evaluation by supervisor • showed <u>initiative</u> • well-documented agreement outcomes • hours completed • worklog and discussions provide clear evidence of internship quality 	<ul style="list-style-type: none"> • Taught us the skills and knowledge acquired during internship • internship contextualized scientifically and/or socially • used scholarly sources and other contextual literature • final report well-written and/or presented 	<ul style="list-style-type: none"> • good-faith efforts to respond to my comments on report drafts and worklog • quizzes submitted on time with high score and/or sought clarification regarding missed items • intern agreement submitted ON TIME • intern photo provided • self evaluation provided • regular class attendance • regular communication with me in person and through worklog
B	<p>One of the following:</p> <ul style="list-style-type: none"> • lasting critique by supervisor, • inadequate time on internship site, • lack of documentation about internship performance/activities, • Achievement of outcomes not clearly documented 	<p>Clear discussion of internship activities in final internship report. But one of the following:</p> <ul style="list-style-type: none"> • limited scholarship in final report • worklog includes only minimal descriptions • rarely participated during class 	<p>Problems with any two items from above</p>
C	<p>Two of the items listed above OR clear lack of professionalism evidenced by supervisor assessment</p>	<p>Two issues from above, or satisfactory but not good effort at final internship report</p>	<p>Problems with 4 items from above or not a good-faith effort at worklog and/or attendance</p>
D	<p>Internship was terminated by supervisor OR abandoned</p>	<p>Not a good-faith effort; incomplete report or unprepared presentation</p>	<p>Achieves only one of the above</p>
F	<p>I have no documentation of internship performance, or less than 30% of hours completed</p>	<p>No significant work submitted</p>	<p>No ongoing contact with me</p>

An “A” in ANTH4390/5395 requires scholarship, not just obedience to your supervisor. It is, after all, credit for a writing-intensive anthropology class.