University of Arizona – School of Anthropology

INTERNSHIP APPLICATION FORM

# STUDENT INFORMATION

**Eligibility for an internship is based on the following qualifications:**

1. Be in **good academic standing** with the University of Arizona and have maintained at least a 3.2 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship*.*
2. Have at least *junior* status with completion of the following required courses listed in the department curriculum: \_*at least two anthropology courses or permission of your advisor \_\_.*
3. Continuing students should have completed at least two full-time semesters--a minimum of 24 University Credits. Transfer students should have completed at least one full-time semester--a minimum of 12 University Credits.
4. Be currently enrolled at The University of Arizona.
5. Be a declared major or minor in the school offering the internship. [Note: *Students who do not have a major or minor in the school should contact a School Faculty Member or the Bureau of Applied Research in Anthropology (BARA) Internship Coordinator to discuss their eligibility for an internship*. Students in the Honors College should consult with an Honors College advisor regarding Honors credit for an internship.]

**The intern student agrees to the following:**

1. Apply at least one month before the end of the semester prior to intended participation. *Students must coordinate the internship with a Faculty Advisor. For internships through BARA, students must complete an initial application and submit it via email to daustin@u.arizona.edu or send/deliver it to Maria Rodriguez, Business Manager, BARA, 316 Anthropology Building, University of Arizona, Tucson, Arizona 85721*.
2. After meeting with the Faculty Advisor or BARA Internship Coordinator and agreeing to a course of action, complete this form and return it to the faculty advisor/supervisor.
3. Some departments register students for their internships. If not, *submit a Change of Schedule form for internship credit (193/293/393/493/593/693/793) with appropriate signatures to the Office of the Registrar (Administration 210) by the deadline to add courses for the semester when the credit will be earned.*
4. Pay all registration fees associated with the credits to be earned. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
5. *Discuss with your prospective supervisor the possible risks and dangers associated with the planned internship*. Then complete and sign the **Internship Assumption of Risk Release Form** and submit it to the department offering the internship course.
6. Complete all academic assignments and reporting requirements of the internship as specified by *your Faculty Advisor or BARA supervisor/course instructor.*
7. Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
8. Understand and follow the policies, procedures, rules, and regulations of *the School of Anthropology and any other host organization*.
9. Be prepared to perform your internship duties for the hours and duration specified. Talk with your supervisor about any University holidays.
10. For students in **paid** internships: indicate on the application form how the internship work hours and duties exceed the normal job requirements with the sponsoring organization.
11. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. *This individual may be an individual at an off-campus location or a School of Anthropology supervisor/course instructor.* Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for *your off-campus supervisor to speak directly with your Faculty Advisor or School of Anthropology supervisor* about your performance.
12. At the conclusion of your internship, complete the **Student’s Internship Evaluation Form,** and give it to *your Faculty Advisor or BARA supervisor/course instructor.*

## Student Name SID #

## Local Mailing Address City State Zip

## ( ) - ( ) - ( ) - Local Telephone Number Work Telephone Number Cell Phone Number

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E-mail Address Major Minor

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Class Standing Projected Graduation Date Cumulative GPA Semester & Year

 ( ) -

#### Emergency Contact Name Relationship Telephone Number

**DEPARTMENT INFORMATION**

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. *The intern applicant has agreed to work \_\_\_\_\_\_\_\_\_\_ hours per week for \_\_\_\_\_\_\_\_\_\_ weeks. Therefore, the School agrees to award units of credit for the following course* ***\_\_****\_\_\_\_\_\_\_\_****\_\_\_****for the \_\_\_\_\_\_\_\_\_\_\_\_\_ semester*.

**The School of Anthropology and/or Faculty Advisor/BARA Internship Coordinator agree(s) to the following**:

1. Select students who are in good academic standing.
2. Ensure that students are NOT awarded internship credit for their ongoing job.
3. Inform students of the necessity of complying with pertinent School and workplace policies and procedures.
4. Require that the Faculty Advisor/BARA Internship Coordinator documents communications with the student and the work supervisor regarding internship activities.
5. Notify the student that, *unless other agreements are made* between the student and advisor/coordinator, the advisor, coordinator, School, nor the University will be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
6. Notify the student that the advisor, coordinator, School, nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student’s work experience.
7. If the student’s internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student’s assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html> ]
8. Address the kind and amount of compensation (if any) that the School permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board).
9. *If appropriate, send to the supervisor of an off-campus sponsoring organization* the **Supervisor’s Internship Final Evaluation** for completion, along with an envelope addressed to the *Faculty Advisor or BARA Internship Coordinator*; specify the deadline for this form to be returned to the advisor or course instructor.

### Department College/School

# Faculty Internship Advisor/ BARA Internship Coordinator Title

## Department Mailing Address City State Zip

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# E-mail Address Telephone

# Academic Advisor (if different from above) Title

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# E-mail Address Telephone

**SPONSORING ORGANIZATION INFORMATION**

In order to participate in the Internship Program, *supervisors from the Sponsoring Organization or the School of Anthropology are expected to provide a Letter of Agreement outlining the Sponsoring Organization’s/Principal Investigator’s understanding of the internship(s) s/he intends to offer* (see instructions below).

***The Sponsoring Organization or BARA Internship Coordinator will assign* a full-time professional as the Internship Supervisor and agree to the following:**

1. Prepare a **Letter of Agreement** outlining the *Sponsoring Organization’s/Principal Investigator’s* understanding of the internship it intends to offer, typically under the following headings:
	1. **Purpose of the Internship** - A brief statement that describes the purpose of the internship and includes a statement on how the program philosophy will be maintained.
	2. **Status of the Intern** – A brief description of the intern’s status within the organization: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
	3. **Minimum Qualifications -** A statement that describes the minimum qualifications required of applicants for the internship. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
	4. **Job Description** – A broad statement of the job function that describes the intern’s duties and responsibilities, including the identification of a “chain of command” for reporting purposes. Also include the name and position title of the expected supervisor.
	5. **Firm-Specific Guidelines and Requirements for Interns** – A detailed list of what the organization expects from the intern and a definition of the organization’s obligations to the intern. The former may include items such as the intern’s specific job functions and/or the intern’s professional responsibilities with regard to the organization’s policies for office conduct, etc. The later may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.
2. Prior to advertising the internship position, submit the Letter of Agreement for approval to the department head. This is an agreement between the student, the organization, and the department.
3. Make individual arrangements, if agreed upon between the student and organization, for any wage, stipend or other benefit of service deemed appropriate.
4. Provide pertinent policies and procedures to students prior to the beginning of the internship.
5. Train and provide relevant education and training for the student intern.
6. Supervise and evaluate the intern’s performance regularly throughout the term of the internship.
7. Maintain the intern status of the student, to be distinguished from employment status.
8. Notify the department of any decision to remove the student from an internship prior to the agreed upon time, due to the student’s failure to comply with rules and regulations, and provide a written report to the department stating the reasons for intern’s termination.
9. Complete and submit an Internship Final Evaluation form by the date specified by the department, and return this to the course instructor in the envelope provided.

Sponsoring Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Division/Department: Position Title:

Internship Supervisor: Supervisor’s Title:

Location of Job:

Summary of Job:

MINIMUM INTERN QUALIFICATIONS

Education:

Experience:

Attitudinal Aspects:

Specialized Skills/Knowledge:

# SPONSORING ORGANIZATION INTERNSHIP AGREEMENT

Start Date: End Date:

 Month Day Year Month Day Year

Work Schedule: Hours Per Week Expected:

Supervisor/Student Contact Hours:

The student will receive the following compensation for the internship **(circle all that apply):**

$ Per Hr/Wk/Mo Room & Board Stipend Scholarship Pre-Professional Experience

On-site Activities/Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Demands/Work Environment:

Equipment/Machinery To be Used:

Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisors’s Signature of Approval Date

**STUDENT’S LEARNING GOAL (state *why* you are enrolled in the internship):**

# STUDENT’S LEARNING OBJECTIVES (to be completed by course instructor and student; describe specific knowledge, skills, and experience to be gained)

1.

Percentage of Time Spent:

2.

Percentage of Time Spent:

3.

Percentage of Time Spent:

4.

Percentage of Time Spent:

**STUDENT’S TASKS (describe the activities you will complete to achieve your objectives):**

1.

Percentage of Time Spent:

2.

Percentage of Time Spent:

3.

Percentage of Time Spent:

4.

Percentage of Time Spent:

**STUDENT’S PRODUCTS** (describe what you will produce - written document, oral presentation, etc. - that will demonstrate you have met your objectives):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty Advisor’s/BARA Internship Coordinator’s Signature of Approval Date

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Student Intern’s Signature of Approval Date

**CONDITIONS OF AGREEMENT**

The School of Anthropology and the Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, national origin, age, or handicap.

In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College/School of Social and Behavioral Sciences, and the School of Anthropology, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

##### INFORMED LIABILITY STATEMENT

I understand that The University of Arizona and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and its designated agents. Consequently, I understand that The University of Arizona, College of

Social and Behavioral Sciences, the School of Anthropology, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, Faculty Advisor/BARA Internship Coordinator, and the student.

Student intern agrees to notify the Sponsoring Organization and the School two weeks prior to the end of the internship.

I have read and understand this document.

Student Signature Date

Sponsoring Organization Supervisor Date

Faculty Advisor/BARA Internship Coordinator Date

Academic Advisor Date