

**School of Anthropology  
University of Arizona  
Internship Policy**

**Philosophy:**

The School of Anthropology encourages undergraduate and graduate students in Anthropology to complete internships as part of their education, and requires an internship be completed as part of the degree requirements for the MA in Applied Archaeology.

**Definition:**

An internship is a supervised learning experience involving participant-observation and operational responsibilities in an organization, outside the classroom. An internship consists of specialized work providing training and practice in actual service in settings such as a business, tribal museum, community organization, or government agency.

**Purpose:**

The goal of the internship is to allow students to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work overseen by a professional. Internships offer students the opportunity to develop technical skills, including teamwork, effective communication, professional networking, business procedures, leadership, and critical thinking. Internships provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

**Description:**

Internships will entail at least 45 hours of course work for each unit of credit awarded, with activities that vary according to the educational needs of individual students, different institutional settings, and the opportunities offered by specific projects. Internships for the MA in Applied Archaeology entail a minimum of 135 hours of work. Internships will be arranged by students in consultation with their faculty advisor.

Following the internship for the MA in Applied Archaeology, the student will enroll in ANTH 595A, Professional Skills and Ethics, where the internship experience will form part of the basis for seminar discussion.

**Sponsoring Organization:**

The following requirements need to be met by sponsoring organizations in order to provide students with an effective outreach and educational experience: (1) a brief statement that describes the purpose of the internship, (2) a brief description of intern's status within the organization, schedule and expected number of hours to be worked, (3) whether or not an hourly wage, stipend, or benefits will be available, (4) minimum qualifications required for education, work experience, or special skills, (5) a general job description that describes the intern's duties

and responsibilities, including the organization structure for reporting, (6) the name, position title, and contact information for the expected on-site supervisor, and (7) a description of what the organization expects from the intern. This information will be used by the faculty advisor in approving the internship.

**Stipends:**

The School of Anthropology recognizes students often need financial support during an Internship and therefore allows students to receive stipends from organizations providing Internships. If students are paid in association with an Internship, academic credit will be awarded only for faculty-approved academic work as approved by the faculty advisor. Students must check with their faculty advisor before enrolling for an internship related to their paid jobs. Internship placement is not contingent on the availability of stipends.

**Forms:**

Students doing internships must fill out University of Arizona – School of Anthropology Internship Forms when the student enrolls in the course or at the beginning of the term. These forms include:

Internship Application Form

Internship Assumption of Risk and Release Form

At the end of the internship, the student completes and submits the following:

Student's Internship Evaluation Form

At the end of the internship, the Internship Supervisor completes and submits the following:

Supervisor's Internship Evaluation Form