

Anthropology Internships & Directed Study

Anthropology majors have a range of opportunities to undertake internships and directed study, both for credit and non-credit experience. The department encourages students to pursue these opportunities and assists by facilitating connections with agencies, organizations, and businesses within the local community.

Students

Non-credit opportunities may serve to supplement the student's academic program and career prospects. Even though an internship may not be for credit, students are encouraged to commit to a specific duration, coordinated with their academic planning.

Credited study requires an application process. The number of credits depends on the academic plan and number of hours required. The student may take up to 9 credits (graded) of ANTH 399 Directed Reading and Research during their time at UH. Six of these may be taken in one semester if determined the semester before the assignment. The planning process takes from 1 to 2 months prior to the crediting semester.

Whether credit or non-credit, it is the student's responsibility to set up the internship. To qualify for credit the student must obtain the approval from an appropriate faculty member to oversee the 399. When hours and project commitments are worked out with the faculty member, the sponsor, and the student, a confirmation sheet will be filled out and turned into the department as a record of the student's program.

Restriction: Students must know that *there is no possibility to take an "Incomplete"* for ANTH 399. Upon completion, the evaluation materials agreed upon at the outset of the program, such as an essay on the experience and the sponsor's verification of hours fulfilled must be submitted to the faculty advisor.

Obtaining Internship Information

- a. Visit the Department of Anthropology website for links to forms and program possibilities.
- b. Information is available from the Undergraduate Chair.
- c. Notices of paid and unpaid opportunities are posted to the anthro listserv.

Faculty

Commitments

The student and faculty advisor should have a preliminary meeting to discuss the goals of independent work, including background information, objectives of the project, methods, and evaluation. Internships and Directed Study encourage a degree of student independence and self-sufficiency. The faculty advisor will normally meet with the student at least once during the semester to discuss the progress of the project.

Record-keeping

A faculty advisor will:

1. Sign the student's program sheet indicating willingness to supervise/sponsor.
2. Provide the student with an ANTH 399 registration code.
3. Provide comments and suggestions to the student before and during the process.
4. Submit a grade upon receipt of agreed upon requirements.

Sponsors

Sponsor Expectations

- * A supervisor will typically delegate, guide, and advise the intern's undertakings.
- * Provide work for the student during scheduled time at the work/study location.
- * Gauge and assign intermediate or advanced tasks as the supervisor deems fit.
- * Provide experiences and situations that broaden the student's learning opportunities.
- * Work may be project-based in which an intern undertakes a specific assignment.
- * Adheres to Federal and State law, and Union contracts, if such contracts exist. (i.e. Fair Labor Standards Act, Guidelines of Federal Law for unpaid interns, etc.).
- * Verify the time invested and, if necessary, provide a statement of completion with commentary.

Sponsor Eligibility

Institutions and organizations supporting the anthropology department undergraduate internships must be able to fulfill a minimum time commitment of 8 hours a week under the supervision of a professional mentor. Although a reasonable amount of flexibility is anticipated, the nature of the internship as outlined at the beginning of the commitment must remain relevant to the original agreement (i.e. a student working in an archival internship will not be "pulled" to attend unrelated duties).

By Invitation or Inquiry

The department welcomes inquiries regarding paid and unpaid learning opportunities. Inquiries may be directed to the Department Chair at anthchr@hawaii.edu or the Undergraduate Advisor at anthadv@hawaii.edu.