

## **Internship Requirements for the Practicing Anthropology M.A. Program**

rev. 2/02

Each student in the Applied Anthropology M.A. Program is required to complete an internship. This internship allows students to apply skills they have learned in courses and also to begin research on a topic of interest to the student, a topic that may evolve into the thesis. Often, students complete their internships in a local organization but students may explore opportunities outside the region where faculty and student agree that adequate support and supervision is available. The course in Practicing Anthropology, given in the Spring, is especially helpful here: it is a time for students to begin contacting potential summer internship sites. Students are supervised by a member of that organization and by their faculty mentor, and they file an internship supervision form documenting their agreement with the organization with which they intern.

Selecting an intership and faculty mentor. By the time you are ready to choose an internship placement, you should have a good idea of your research interests and be able to pick an internship accordingly. By this time, a faculty mentor who shares your research interests will be assigned to you. Usually, this person will also be your thesis advisor. If you don't yet have a mentor, you should speak with the Graduate advisor who can help you. Your mentor or the graduate advisor can help you with the process of finding an internship. A file of previous internships completed by our students will also be available for your guidance. However, final responsibility for finding an internship will be yours.

Before you start your internship. Before enrolling in the internship course, you should have completed or be enrolled in core courses and have been advanced to candidacy. Also, you must turn in the **Internship Application form** to the office. With this form, you must attach a two page abstract with bibliography of your *research plans*. This abstract must contain at least a description of your focus, your methodology, and brief description of what (or what kinds of data) you expect to find.

A student will normally not be allowed to register for internship until the above procedure is completed and filed in the department office. Any exception to this procedure must be approved by both your faculty mentor and the Graduate Advisor.

### Completion of On-Site Internship:

- 1) You are required to participate *at least 10 hours per week on-site* . Students who fail to do so will not receive credit for the course.
- 2) You are required to *meet with your faculty mentor and submit field notes to your mentor on a monthly basis* for critical feedback and discussion of content. Notes left for evaluation should be photocopies, rather than originals. During these meetings the faculty mentor and you will discuss your internship experiences, any critical feedback you may request regarding data collection (particularly feedback on the notes you submit), and the status of your thesis and Human Subjects proposals. Students who fail to submit field notes and meet with an mentor on a monthly basis will not receive credit for the course.
- 3) You will not be able to use your research for your thesis if you do not receive approval for your Protection of Human Subjects Proposal. Therefore, this form must be submitted early in the semester to the Human Subjects Committee at the CSULB Research Office.
- 4) At the end of your internship, you must turn in a two or three page summary of your activities in this internship. This summary, which will be placed in your student file, must be turned in before you can receive a grade.
- 5) For your information, your faculty mentor will be contacting your on-site supervisor during the semester and then sending a follow-up evaluation form to that person.

### **Useful Information**

Carrel in Library: As graduate students advanced to candidacy you are eligible to use a study cubicle in the library for the semester. Each is assigned to 2 students. If you have someone in mind as a partner, go together and a key will be given to each of you. Otherwise, you may share with someone you do not know. If interested, request the necessary paperwork at the library's Circulation Desk.

Grad Check: Students seeking to graduate in Spring or Summer must file between the preceding May 1st and September 15th.

California State University, Long Beach Department of Anthropology  
**Internship Application Form for Applied Anthropology Option**

Studnet Name \_\_\_\_\_ Date \_\_\_\_\_  
Telephone \_\_\_\_\_ Student ID \_\_\_\_\_  
Email \_\_\_\_\_

Deadlines: For **Spring Semester**, this form must be filed by **December 1**.\*  
For **Fall Semester**, this form must be filed by **May 1**.

Check one: I  have /  have not been advanced to candidacy by the above date.

I have taken or am currently taking (check the appropriate boxes):  Anth 560;  
 Anth 561;  Anth 501;  Anth 503;  Anth 510.

Total credit hours that will be completed on degree prior to internship: \_\_\_\_\_

Organization with which you plan to do your internship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact person at Organization: \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Topic/focus for research (provide title or topic here; attach a two page abstract with bibliography):

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

I understand that I must fulfill the requirements for internship by: participating on site the required number of hours; by meeting with my faculty mentor and turning in to him or her my field notes as often as agreed on but at least once a month. Further I understand that I must complete a written agreement with this organization and abide by its provisions.

_____ Student's Signature _____ Date	<b>Professor's Concurrence:</b> I agree to work with this student on the topic identified above. _____ Professor's Signature _____ Date
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**Program Approval:**

The Graduate Committee grants its approval for this student to work on an internship with this professor.

\_\_\_\_\_  
Graduate Advisor

\_\_\_\_\_  
Date

\* Any exceptions to these dates must be approved by faculty mentor and Graduate Advisor