

INTERNSHIP CHECKLIST
For

Name of Intern

Dates of Placement: From _____ to _____

Placement Site Address: _____

Contact Phone Number _____ Preceptor _____

_____ Internship Plan (1 copy to Pre-Internship Seminar Leader; 1 copy to each of your Committee Members; original to your files).

_____ Signed Internship Committee Sheet (attach to front of Internship Plan)

_____ Preceptor Confirmation Letter (not required, but suggested)

_____ Personal Activity Log (bi-weekly, to advisor)

_____ Mid-Internship Report (to advisor/copy to department file)

_____ Final Preceptor Evaluation of Internship (to advisor/copy to Internship Coordinator for department files). Form provided by department and sent to your preceptor directly by the department.

_____ Completion or follow-through on activities, reports or projects agreed to as part of your internship.

_____ Internship Completion Statement (Preceptor returns to Internship Coordinator; original to department files; copy to advisor). Form sent to preceptor.
Check here _____ if preceptor indicated that not all work is complete.
What still needs to be done? _____.

_____ Final Record and Evaluation of Internship (form completed by you that will go into department reference files for future internships. One copy to Coordinator for department file.

_____ Oral Presentation to Department

_____ Post-Internship Paper and Defense
(These are done within Anthro 609, the Post-Internship Seminar). You cannot register for the Post-Internship Seminar without completing all other items on the Internship checklist.

CURRENT INTERNSHIP REQUIREMENTS Descriptions and Timing

Before Your Internship Starts:

- 1) ● FINAL Internship Plan (1 copy to Pre-Internship Seminar leader; 1 copy to each of your committee members; original to the Department for your permanent file).

This is a brief (approximately 5 pages) description of your intended internship experience which includes: a) the details of the placement (e.g., agency, address, preceptor name and title, dates of internship, your committee) b) a background description of the internship organization c) a statement of your intended internship activities and responsibilities d) a section on what this internship will contribute to the sponsoring agency, including any products (reports, displays, etc.) you have agreed to produce and e) a section on what this internship will contribute to your professional growth, including specific learning objectives you intend to accomplish, and their relationship to your long-range career plans.

Attachments to your internship plan should include:

- An updated resume
- A signed Internship Committee Sheet (See Manual for a Sample Form)
Remember that your committee must include three faculty members from the anthropology department. Faculty from at least two sub-disciplines in anthropology must be represented on your committee.
- Preceptor Confirmation Letter. (not required, but strongly suggested)
A personal letter to you indicating that _____ has agreed to be your preceptor. The letter should acknowledge the preceptor's acceptance of your internship plan, and outline the dates, terms and conditions of your internship as you have worked it out with the placement organization. Some version of this is a good idea.

During Your Internship:

- 2) Regular communication with your advisor, to include bi-weekly copies of your Personal Activity Log. A Personal Activity Log is your "fieldwork journal." It is a daily chronicle of events and perceptions of your activities that should be written for you. Its purpose is to aid you in detailing, documenting, and reflecting on your internship experience. Put in it whatever you think is appropriate (diary of events, thoughts, feelings, questions and/or perceptions about your work, work environment, placement organization, etc.) and use a form that you can work with.

Remember that the information you log in will be very useful to you in analyzing and understanding your internship experience, and/or in writing your post-Internship paper. Although we will talk about this somewhat in Pre-Internship Seminar, it is a good idea to ask Post-Internship students what sorts of information they recommend you record and the perspective you might bring to your observations.

- 3) Mid Internship Report (to advisor/copy to department)

Approximately half way through your internship, you will provide a formal written account and summary of your internship experience to date. Typically, this is a 3-5 page report informing your advisor of your activities and progress. You should note any problems you are encountering (or which you anticipate) in your internship experience, so that your advisor can "advise" or intervene, if necessary.

4) Interim Preceptor Evaluation (by phone)

Your preceptor should expect a mid-internship phone call from the Department Chair or your advisor, if available. The purpose of the phone call is to informally check on your progress and performance within the placement organization.

After your Internship Ends:

5) Final Preceptor Evaluation of Internship (Completed form mailed to the Internship Coordinator for your files; Department will provide copy to your advisor)

This evaluation form, with the Internship Completion statement, will be sent directly from the department to your preceptor. *YOU will need to inform the department secretary of the Name, Address and Title of your preceptor so that forms can be properly directed. Forms are usually sent out at the end of August, unless you indicate otherwise.

This form will ask your preceptor for his/her evaluation of your performance in internship duties and your contribution to the placement organization. This information should be shared with you by your faculty advisor. A separate section asks for comments and suggestions about the internship process and how NAU could better prepare other interns for their internships.

6) Internship Completion Statement (mailed from preceptor to Internship Coordinator; IC puts original in your departmental file; Copy to your advisor)

This is a sign-off sheet sent with the packet above. It states that you have completed all the agreements and requirements for your internship. If you have completed your internship, make sure to check with the IC that your preceptor has returned this form, as required.

YOU CANNOT RECEIVE A GRADE FOR YOUR INTERNSHIP UNTIL THIS FORM IS SIGNED, SEALED, AND DELIVERED. (see #7)

7) Completion or Follow-Through on Activities, Reports, or Projects Agreed to Prior to Your Internship.

Most of you will complete your internship obligations before you leave your internship site. A few of you, however, will have made agreements to produce products or put in additional time that go beyond your eight-week residency with the organization.

When your preceptors receive your Internship Completion Statement, they will indicate this. There is a place on the form where preceptors can indicate that you have not yet completed all requirements (e.g., turned in the final report to their agency). Under these conditions, the IC and your advisor will receive an "incomplete" notice from the preceptor.

You will receive an IP (In progress) on your grade report for Internship. You should provide your advisor with a timetable for your internship completion. You must then finish your requirements **AND SEND YOUR PRECEPTOR A SECOND FORM TO BE SIGNED AND RETURNED TO THE DEPARTMENT. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT A SIGNED COMPLETION FORM IS IN THE HANDS OF THE IC.** Upon receipt of the Completion Form, you will receive a grade for your Internship (Anthro 608).

YOU MAY NOT REGISTER FOR ANTHRO 609 UNTIL YOU HAVE A GRADE FOR 608.

8) Final Report and Evaluation of Internship (1 copy to Coordinator for department file; 1 copy to advisor)

A form to be completed by you after your internship, at the time of your Oral Presentation. The form will ask for summary information on the details of your internship and placement organization that will go into department reference files for future interns. It will also ask you to evaluate the internship site and process, and make recommendations for improvement of the NAU program or the possibilities at your internship site.

9) Oral Presentation

This informal presentation of interns occurs at the beginning of the semester after your internship. Its purpose is to introduce new prospective applied anthropology students to the internship process and to your particular internship experience. Focus your 5-10 minute presentation (or you can do in groups) on describing the nature and significant features of your internship placement and on any advice, as a result of your class and field experiences, that you would give to a new pre-intern.

10) Post-Internship Paper and Defense

These are done with the course framework of Anthropology 609. Your paper and defense are reflexive analyses of your internship experience and of the issues the experience raised about applied anthropological theory and practice. (The perspective you should begin to cultivate is "reflexive," not introspective, and your analysis should have implications beyond your own particular experience for anthropology and anthropologists generally).