

INTERN RESPONSIBILITIES

1. Fulfill all commitments and assignments.
2. Communicate effectively with supervisors.
3. Be willing to accept constructive criticism & new ideas.
4. Take action on direction, information, and feedback.
5. Dress, speak, and behave professionally at all times.
6. Demonstrate initiative and creativity.
7. Maintain confidentiality and ethics.
8. Respect the supervisor/mentor's time.
9. Express appreciation for the supervisor's efforts.
10. Pass on the gift of mentoring/supervising.

TIPS FOR SUPERVISORS

1. Establish an agreement on duties and deadlines.
2. Explain the agency's physical layout, resources & support systems, & where to find basic information.
3. Explain the organization's mission, structure & policies.
4. Teach specific competencies if needed, and explain how to use the system to accomplish goals.
5. Provide constructive feedback on the intern's strengths and strategies to improve.
6. Assist the intern with self-evaluation.
7. Provide advice for professional development.
8. Introduce the intern to useful networks.
9. Act as a role model and exhibit leadership.
10. Act as a co-learner.

FOR FURTHER INFORMATION CONTACT

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Further information available online

- <http://www.memphis.edu/anthropology/resources>

ANTH 4970 INTERNSHIP GUIDELINES

The ANTH 4970 Individual Directed Internship in Anthropology is available for 1-3 course credit hours which can be applied to the major or minor (no more than 3 credit hours can apply to the major or minor). Typically, each credit hour requires 50 hours of internship work (i.e., 3 credit hours requires 150 hours of internship work).

Internship goals are:

- (1) To offer the student practical, professional knowledge and experience relevant to the discipline of anthropology;
- (2) To provide the host agency with valuable assistance in the achievement of a specific objective or product.

The Internship may be focused on any area relevant to the discipline of Anthropology.

Each internship is to be defined and agreed upon by the student, the host agency internship supervisor, and the Anthropology faculty member who agrees to supervise the internship and serve as instructor of record. A written agreement signed by all parties is required before the internship is approved for credit. Contact the Department for a copy of the Internship Agreement Form.

The distribution of effort is agreed upon between the student and the host agency supervisor. The intern may comprise varying hours per week for the duration of the 15 week semester, but the internship must be completed within a single semester.

The following documentation of the internship will be required to receive credit at the end of the assignment.

Note that all three documents must be submitted to the faculty supervisor by the last day of classes for the semester in which the internship occurs:

- (1) A brief written evaluation of the student's work, prepared by the agency supervisor;
- (2) A log of internship hours, tracked by the student (the Anthropology Department can provide a tracking form);
- (3) A brief summary report of the internship experience and outcomes or goals achieved, prepared by the student.

For more information contact the Anthropology Department

Undergraduate Internship in Anthropology

What is an internship?

An internship is work experience relevant to a student's academic or professional career interests. Internships may be completed with local, regional, national or international agencies (governmental, nonprofit, or nongovernmental organizations), hospitals, schools, businesses, museums, labs, and other placements. Agencies benefit from interns who assist with special projects and staffing. Anthropology interns should apply disciplinary knowledge and skills (such as holistic cross-cultural comparison, cultural awareness, and mixed qualitative and quantitative methods) to help improve the quality of life in communities.

What do internships offer students?

Internships provide students with professional development experience, enhance resumes, build important and career-relevant knowledge and skills, create a referral network of professional contacts and mentors, and reinforce learning received in courses.

Student who complete relevant internship assignments may also qualify for 1-3 credit hours of ANTH 4970: Individual Directed Anthropological Internship, which may be applied to the major or minor (see details).



Examples of Internship Services

- Research work using qualitative and/or quantitative methods such as interviews, surveys, participant observation, archival and collections work, etc.
- Support for grant writing
- Support for program design and delivery
- Museum curation or exhibitions
- Educational programs
- Design and marketing campaigns
- Technical support (e.g. webpage creation)
- Literature reviews and data mining
- Data entry, tracking, or analysis
- Technical report production
- Newsletter production
- Community outreach

Examples of Anthropology Internships

ALSAC/St. Jude: Support community outreach and fundraising for research to advance child cancer care.

A Step Ahead Foundation: Support access to long-acting reversible contraception for underserved women.

Bridges USA: Promote environmental leadership and education program for middle school students

Center for Transforming Communities: Dedicated to the holistic transformation of communities in and around Memphis.

Chucalissa CH Nash Museum: Work on archaeological artifacts, museum exhibits, curation, events, and education.

Church Health: Explore passions and foster their gifts through many different professional and educational opportunities.

Memphis Child Advocacy Center: Serve children who are victims of sexual and severe physical abuse.

Community Kitchen: Strengthen communities by accelerating the local food movement.

LIA House, Inc.: Counsel homeless veterans, ex-offenders, and at-risk teens and adults.

Mid-South Food Bank: To change lives by eliminating hunger in the Mid-South.

Friends for Life: To help persons affected by HIV/AIDS live well.

Girls Inc.: Providing girls ages 6 to 18 with quality programming that equips them for successful adulthood.

Habitat for Humanity of Greater Memphis: Brings people together to build homes, communities and hope.

Hope House: To improve the quality of life for HIV-affected individuals and their families.

Latino Memphis: Raising the voice of Latinos in our region and advocating for a better, more inclusive Memphis.

LeBonheur Children's Medical Center Child's Life: Focuses on enhancing the psychosocial experience within the hospital.

Little Bird Innovation: Brings together business strategy, social sciences, and design to help organizations deliver change.

Memphis Family Safety Center: Serve the hurting families who are caught up in the trauma of domestic violence.

Memphis Heritage: Save, improve, and maintain architecturally and historically significant buildings, neighborhoods, parks, and cultural artifacts of Shelby County, Tennessee.

Memphis Tilth: Cultivate collective action for an economically sustainable, socially equitable, and environmentally sound local food system.

National Civil Rights Museum: To share the culture and lessons from the American Civil Rights Movement.

OUTMemphis: Empowers, connects, educates, and advocates for the LGBT community of the Mid-South.

Pink Palace Museum: To inspire visitors to discover human cultures, the natural world, technology and the universe.

Planned Parenthood: Assisting in empowering individuals to manage his or her fertility.

Sierra Club: To educate and enlist humanity to protect and restore the quality of the natural and human environment.

Shelby County Health Department: Our mission is to promote, protect and improve the health and environment of all Shelby County residents.

Southern Growth Studio: Helping Fortune 500, mid-market, and non-profit executives drive strong, sustainable revenue growth.

STAX Museum of American Soul Music: Dedicated to preserving and promoting the legacy of American soul music.

St. Jude Children's Research Hospital: Advance cures, and means of prevention, for pediatric catastrophic diseases through research and treatment.

Tennessee Immigrant & Refugee Rights Coalition: Empower immigrants & refugees to develop a unified voice, defend their rights, and create an atmosphere in which they are recognized as positive contributors to the state.

United Housing, INC.: Support neighborhood revitalization, home buyer education and counseling.

United Way of the Mid-South: Assist with research, public awareness campaigns and advocacy.

Wolf River Conservancy: Protecting and enhancing of the Wolf River watershed as a sustainable natural resource.

Women's Foundation for A Greater Memphis: Encourage philanthropy and foster leadership among women.

The Works, Inc: Dedicated to the holistic renaissance of our community through housing, economic development, education, and advocacy.

World Relief Memphis: Envisions the most vulnerable people transformed economically, socially, and spiritually.

Youth Villages: Dedicated to helping emotionally and behaviorally troubled children and their families live successfully.

YWCA Abused Women's Services: Eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all.