

## Professional Expectations for Interns

1. **Be Reliable:** Fulfill all commitments, assignments, and deadlines.
2. **Communicate:** Keep supervisors informed and maintain professional dialogue.
3. **Stay Open:** Accept constructive feedback and new ideas with an adaptable mindset.
4. **Take Action:** Promptly apply directions and feedback to your work.
5. **Be Professional:** Dress, speak, and behave appropriately for your workplace.
6. **Show Initiative:** Bring creativity and proactive problem-solving to your tasks.
7. **Act Ethically:** Maintain strict confidentiality and follow professional ethics.
8. **Respect Time:** Be punctual and mindful of your supervisor's schedule.
9. **Show Appreciation:** Acknowledge the time and effort your mentor invests in you.
10. **Pay It Forward:** Honor the experience by mentoring others in the future.

## Supervisor & Mentor Expectations

1. **Set Clear Goals:** Establish an agreement on duties, deadlines, and expectations.
2. **Onboard Effectively:** Explain the physical layout, resources, and where to find information.
3. **Provide Context:** Explain the organization's mission, structure, and policies.
4. **Train & Support:** Teach specific skills and how to navigate systems to reach goals.
5. **Offer Feedback:** Provide constructive input on strengths and areas for improvement.
6. **Guide Self-Evaluation:** Assist the intern in reflecting on their own performance.
7. **Advise on Career:** Offer guidance for the intern's long-term professional development.
8. **Network:** Introduce the intern to useful professional contacts and networks.
9. **Model Leadership:** Act as a professional role model and exhibit leadership.
10. **Be a Co-Learner:** Approach the internship as a mutual learning experience.

## ANTH 4970: Individual Directed Internship

The ANTH 4970 Internship offers 1–3 credit hours that can be applied toward the Anthropology major or minor (maximum of 3 credits total). This course provides students with professional experience and practical knowledge while offering host organizations valuable assistance on specific projects or objectives.

### Requirements & Credit

Internships are defined and agreed upon by the student, the host supervisor, and the faculty instructor of record.

- **Work Hours:** Each credit hour requires 50 hours of internship work (e.g., 3 credits = 150 hours).
- **Timeline:** While weekly hours may vary, the internship must be completed within a single 15-week semester.
- **Approval:** A written Internship Agreement Form, signed by all parties, must be submitted and approved before the internship begins.

### Scope of Work

Internships can focus on any area of the discipline. Applied anthropology interns use their skills—such as navigating diverse cultural perspectives and combining various research methods—to find practical solutions for real-world problems, whether they are working with local neighborhoods or global organizations.

### Final Documentation

To receive credit, students must submit the following three documents to their faculty supervisor by the last day of classes:

1. **Supervisor Evaluation:** A brief written assessment of the student's work, prepared by the host agency supervisor.
2. **Hours Log:** A log of completed internship hours.
3. **Summary Report:** A brief reflection report prepared by the student summarizing the experience and the outcomes or goals achieved (2-3 pages).

For more information, contact the Anthropology Department  
901-678-2080  
[memphis.edu/anthropology](http://memphis.edu/anthropology)

# Undergraduate Internship in Anthropology

## What is an internship?

An internship provides practical work experience aligned with a student's academic or professional goals. These opportunities exist across diverse sectors, including government agencies, nonprofits, hospitals, and private businesses. While host organizations benefit from support on specialized projects, applied anthropology interns use their skills—such as navigating diverse cultural perspectives and combining various research methods—to find practical solutions for real-world problems, whether they are working with local neighborhoods or global organizations.

## 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.

Students 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 & Analysis:** Conduct interviews, surveys, participant observation, literature reviews, and archival or collections research.
- **Data Management:** Handle data entry, tracking, data mining, and both qualitative and quantitative analysis.
- **Communication & Media:** Produce newsletters, technical reports, marketing campaigns, and provide webpage or technical support.
- **Program Support:** Assist with grant writing, program design, and the delivery of services or educational programs.
- **Specialized Projects:** Support museum curation and exhibitions, and lead community outreach initiatives.

## Examples of Anthropology Internships

### Health & Human Services

- **ALSAC/St. Jude:** Immersive nonprofit experience in fundraising and community impact. Note that Summer 2026 applications typically close in early January; keep an eye out for Fall/Spring cycles.
- **Church Health:** Offers rotations in medical operations, communications, and healthcare administration. Strict Deadlines: Fall applications are typically due by June 20.
- **Memphis Child Advocacy Center:** Focuses on prevention and education for child safety.
- **Youth Villages:** Provides clinical and administrative tracks. Summer applications are competitive and often close by April.

### Social Justice & Advocacy

- **Latino Memphis:** Advocacy and service for the Hispanic community. They utilize the Volunteer Memphis portal for tracking.
- **National Civil Rights Museum:** Historical education and social justice programming.
- **Friends for All:** Various low-to-no-cost health and social services, including free HIV and low-to-no-cost STI testing, behavioral health support, and living assistance.

## Community Development & Housing

- **Center for Transforming Communities (CTC):** Neighborhood-based "Shalom" community building.
- **The Works, Inc.:** Holistic housing and economic development in South Memphis.
- **Habitat for Humanity of Greater Memphis:** Includes site construction and ReStore operations.
- **United Housing, Inc.:** Neighborhood revitalization and homeownership counseling.
- **United Way of the Mid-South:** High-level research and awareness campaigns.

## Environment & Sustainability

- **Wolf River Conservancy:** Conservation and ecological management.
- **Sierra Club:** Environmental protection and lobbying.
- **Mid-South Food Bank:** Food security logistics and data management.

## Museums, Culture & Heritage

- **Wolf River Conservancy:** Conservation and ecological management.
- **Chucalissa CH Nash Museum:** Applied archaeology and curation. Contact them directly for semester-specific projects.
- **MoSH (Memphis Museum of Science & History):** Formerly the Pink Palace. Their Learning Docent program is a primary pathway for interns.
- **Memphis Heritage:** Architectural preservation and historical research.
- **STAX Museum of American Soul Music:** Archival and educational programming for Memphis soul history.

## For Further Information

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## Important Note for Students: MHIP Funding

Many of the "Unpaid" positions above qualify for the [cas/mhip/]Mellon Humanities Internship Program (MHIP). If you are an undergraduate in the humanities or humanistic social sciences (like Anthropology), you can apply for an MHIP grant to get paid by the University while interning at these nonprofit organizations.

### How to Find Your Internship

While the list above shows some past partners, most students find their own placement outside of these organizations. We encourage you to seek out opportunities that fit your specific location and passions. Common ways to find an internship include:

- **Local Neighborhoods:** Partner with a community center, school, or local nonprofit in your own area to address immediate community needs.
- **Current Workplaces:** If you are already employed, you may be able to design a project that applies anthropological methods to your current professional role.
- **Personal Interests:** Reach out to organizations that align with your specific hobbies or career goals—whether that is a local arts collective, a tech startup, or an advocacy group.

### Important Note for Students

Once you have identified a potential site, you must contact the organization to confirm their capacity to host you. When you reach out:

- **Identify a Supervisor:** Ensure a specific staff member is willing to act as your onsite mentor.
- **Verify the Scope:** Confirm that their current projects align with your academic goals and the department's requirements for applied anthropology work (talk to Dr. Maclin or another faculty member).
- **Be Proactive:** Many organizations are small or operate on specific grant cycles; reach out early (at least 6–8 weeks before the semester begins).

### Internships and Compensation

Students often assume they cannot receive pay if they are earning academic credit; this is not true. You are encouraged to seek out paid opportunities whenever possible.

- **Host Organization Pay:** Some hosts offer a regular wage or a supplemental stipend for your work.
- **University Funding:** Certain internships are funded through university grants. A primary example is the [cas/mhip/]Mellon Humanities Internship Program (MHIP), which provides paid opportunities specifically for undergraduate majors in the humanities and humanistic social sciences.

Unpaid/Volunteer: Many internships remain unpaid, volunteer positions. Whether a position is paid or unpaid, the priority is to ensure the experience provides professional value and supports your academic growth.