

Department of Anthropology Arts Internships updated 8/22/17 STH

Arts Internships allow students in the Faculty of Arts to gain experience in areas relevant to their fields of study. Arts internships involve a minimum of 150 hours over a period of 12 weeks with an approved host organization. Students are required to submit documentation of the internship experience and a topical research paper discussing the internship from an academic perspective.

Eligibility Requirements

Open to U2 and U3 students after completing 30 credits of a 90-credit program, or 45 credits of a 96 to 120-credit program. A minimum **CGPA of 3.2**, and advance permissions from the Arts Internship Office and the Anthropology Department (see approvals list below). This course usually does NOT fulfill program requirements for a seminar or a 400-level course. A letter from the intern's onsite supervisor will attest to successful completion of the student's tenure. Students must also satisfy requirements established by the Arts Internship Office, found [here](#).

Students must receive approval to participate in a PSC-approved internship program. For questions regarding specific student eligibility (including pay), [email Laura Di Maio](#).

Proposing an Internship

Students wishing to undertake an internship must review the available internships at the Arts Internship Office and seek only accredited and/or approved internship sites. The AIO has many opportunities for students that have already been vetted and where students have completed successful projects in the past. This must be done in the semester PRIOR to undertaking the internship including obtaining all necessary signatures and approvals.

A) YOUR INTERNSHIP PROPOSAL MUST INCLUDE THE FOLLOWING:

1. An outline of the proposed internship, including specific discussion of "learning goals", "activities", and "means of evaluation".
2. A description of the organization including the name of your onsite supervisor.
3. A LETTER from your onsite-supervisor indicating the willingness of their agency to assume the task of supervision and assessment of your performance.

4. A short 1-page proposal in anticipation of your final 15-18-page research paper. This paper is completed after the internship and during your ANTH 499 semester and must receive a grade no lower than a B.

5. The completed Faculty of Arts Internship Course Credit Approval Form (available [here](#)).

Please note: Students MUST register for ANTH 499: Internship, the term following completion of their internship.

B) YOUR PROPOSAL FORM REQUIRES (4) APPROVAL SIGNATURES:

1. Actual internship supervisor who is onsite;
2. Arts Internship Office;
3. Anthropology full-time faculty member (graduate students and postdoctoral fellows cannot supervise an internship) who will be responsible for evaluating the ANTH 499 approved research paper;
4. Anthropology Department Internship Advisor -- whom you should approach for final approval, only AFTER steps 1-3 are complete. Prof. Sandra Hyde will approve your forms ONLY on Tuesday 2-4pm in 818 Leacock.

Please note: The "Student Acceptance" form must be completed and signed for Approval Forms to be processed as incomplete forms will not be accepted.

Evaluation and Work to be completed

Your grade, evaluated and assigned by your Anthropology faculty supervisor, is based on:

1. Summary of internship activities with a description of the host institution (maximum 4 pages).
2. A letter from the onsite internship supervisor attesting to your successful completion of your internship tenure.
3. A major topical paper that discusses an aspect of the internship from an academic perspective (normally 15-18 pages).
4. The deadline for submission of this final paper, to be submitted to your supervisor for evaluation, is the last day of classes of the term in which you are registered for the course.

Human Subject Research

Course-based research projects that require students to conduct human subject research must receive ethics review and approval. To view the "Policy on the Ethical Conduct of Research Involving Human Subjects" and to complete the necessary paperwork please visit the Human Subject Research [website](#).

Please note, no research project, including student research may begin before approval has been obtained from the Research Ethics Board. No research project will be granted retroactive approval.