

Internship Agreement Instructions

The internship agreement is an assignment for ANTH4390, by which I mean that you are to write it yourself after speaking with your internship supervisor. The first draft of this document should be based on your understanding of the internship at that point, so be sure to take notes at that meeting! And, make sure to ask questions. Step 2 is to edit it with feedback from me, since it has to paint a clear enough picture of your internship for me, including the Outcomes section (which contains the basis for receiving anthropology course credit). Only then will you discuss your draft with your supervisor to make sure everyone is “on the same page,” literally, in terms of your schedule, activities, and expected outcomes.

Your overriding mission is to be precise, whatever that language looks like for you. It is much more important that the agreement be accurate than pretty. Still, I do expect you to take care in proofreading, because ANTH4390 is a writing-intensive course.

Once I have OKed your draft, you and your supervisor will discuss it, revise it further if necessary, and then you and your supervisor will sign it. This needs to happen before the end of your first week of interning, normally. This gives you time to drop the course if you decide to. Scan the signed document as a PDF and upload it to your TRACS Drop Box.

this is an instructions file, but below you will also see the template for the internship agreement in the form of headings, boiler-plate text, and examples. Look for the separate file for a “blank” template for you to fill out.

The Internship Agreement is important for several reasons: 1) it makes explicit the experience you expect the organization to provide, and so it is very much in your interest to be specific about your duties, their supervisory responsibilities, and the outcomes you’re hoping for. My main purpose with this requirement is to protect your interests. (2) for the organization, it specifies what they can expect from you. (3) For me, it serves as the contract for how I will assess your internship for credit. I will make sure the list of outcomes can be measured (mainly through your report and worklog), and that they are appropriate for 3 hours of anthropology credit. You are therefore responsible for living up to the learning outcomes you write here.

The agreement starts out with “boiler-plate” text that you’ll leave alone...

This internship agreement, also known as a “Memorandum of Understanding” (MOU), is to be written by the intern in consultation with her or his supervisor, and will be submitted as a writing assignment for the internship course. Its purpose is to ensure mutual understanding on the part of the student intern and on-site supervisor as to the duties, expectations, schedule, mentorship, and outcomes of the student’s participation at the organization.

ORGANIZATION AND PHYSICAL ADDRESS

As if I were needing to drive there for a site visit. Example:

National Museum of Health and Medicine, Armed Forces Institute of Pathology
6825 16th St., NW
Bldg. 54 Rm. M051
Washington, DC 20306-6000

INTERNSHIP SITE SUPERVISOR

This needs to be the person I contact to see how things are going. Needs to include e-mail and phone as well as their title. It might include two people, if you are being supervised in particular areas by different people—if so, you need to make those roles explicit in the Supervisor Responsibilities section. I absolutely must know from this section who I'm supposed to call/email to see how things are going. Don't list more than one person here without it being clear what their roles are, and don't list more than two people maximum. Example:

Brian Spatola, Collections Manager, Anatomical

brian.spatola@afip.osd.mil

Tel (202) 782-2213

STUDENT INTERN

Include your e-mail and phone:

Thomas Stott

ts1085@txstate.edu

(512) 644-3141

DATES AND SCHEDULE

Regardless of how you phrase it, it needs to be clear how your schedule will meet the hour requirement. Include start/end dates and your schedule. Write it in whatever way is appropriate to your internship, so long as the required 120 hour commitment is accounted for. Be sure to calculate start/end dates if you have a fixed weekly hour commitment. Example:

This internship begins June 22, 2010 and will continue until August 21, 2010.

The weekly schedule of hours will be 10:00a.m. to 5:30 p.m., Monday through Friday, unless agreed upon otherwise.

...Or it might have to be a little more abstract than that in some cases:

I will work in the lab Tuesdays and Thursdays for four hours per day and work outside the lab for at least 5 additional hours.

INTERNSHIP ACTIVITIES AND RESPONSIBILITIES

Be very specific in your list of duties. For instance, it isn't enough to say "process body donations" or "process artifacts," because I need evidence that you have a good idea what those activities entail (when interns don't really know what they're in for, they can get VERY disappointed VERY quickly). Same goes for "assist with office work": what does that consist of generally for your placement?

Second, it's very important to distinguish between things you KNOW are core duties versus things you hope to do "if opportunity permits" (because you'll be disappointed if what you hoped for doesn't turn out to have really been promised as a major component of your activities).

Finally, you should try to specify what percentage of your time will be taken up with one or more of your duties, at least as a rough "guestimate." You don't want to discover, as one intern did, that 95% of the internship would be devoted to the most boring and isolated task, and that everything else would take a back seat. You can think about using language such as "Up to 50% of internship hours each week will..." or "During the second half of the semester, approximately half of internship hours will..." or just put rough percentages next to each activity and see what your supervisor says. These measures protect both you and your organization. I highly recommend doing something along these lines.

Example:

- A. As my primary task, to perform archival research to enhance collection's research value and update relevant databases and files.
- B. To organize the Washington Matthews craniometry and anthropometry archival collection.
- C. If equipment is available, to conduct craniometric research using the Microscribe digitizer on the Civil War collection.
- D. Other duties as assigned]

SITE SUPERVISOR RESPONSIBILITIES

Don't merely rely on my boiler-plate text below. What I need to know is what kind of contact

you will have with your supervisor. Is it a fixed meeting, are you side-by-side most of the day, or are they simply available to answer questions when needed? If there are other staff members who are responsible for leading different aspects of your activities, specify who those individuals are and what you will be doing with each of them. If you need weekly sit-down meetings, you need to build that in here to make sure you will get genuine mentorship. I should get a good picture from this section of who you will be working with and how much contact you will have with the supervisor(s) listed on the form. If you just leave in this text, I'll simply shoot it back to you and tell you to write your own.

- A. To provide the intern with an orientation to the organization, including a review of policies and procedures and an introduction to staff and their role and function.
- B. To provide the intern with guidance and instructions on how to complete the specific tasks assigned during weekly scheduled consultations and on an on-going basis.
- C. To be available, along with other appropriate staff, for questions, guidance, and to consider other opportunities for the internship outside the basic duties listed if such opportunities arise.]

...I repeat: this section will need to be more specific than this.

UNIVERSITY SUPERVISOR RESPONSIBILITIES

This section is for informing your internship site supervisor about my role. Leave it alone.

- A. To be available for consultation throughout the internship experience.
- B. To review ongoing journal entries of the intern and facilitate writing of a final internship report.
- C. To visit, either by person or phone, the internship site supervisor mid semester and at semester's end.
- D. To solicit a written evaluation of the student's performance at the end of the internship.

OUTCOMES

This will be a list of the knowledge/skills/products of your internship. Do not list activities here, but their "outcomes." Look at your list of duties and translate them into what you expect to learn from your internship experience. This is where you carefully consider what you want out of your internship, as well as showing me why it's worth academic credit. Point "G" needs to be customized but needs to be included, because you and I working on this part is the safety net for making sure it's worthy of course credit. The following example is fairly elaborate, since most agreements only have 4-5 specific outcomes.

- A. The intern will obtain proficiency with the Microscribe G2 digitizer.

- B. The intern will establish baseline craniometric data on Civil War soldiers for comparison with individuals born during the Civil War.
- C. The intern will master the museum's standard collections processes for handling skeletonized dry tissue and wet formalin fixed tissue.
- D. The intern will master the museum's standard practices for data entry and cataloging.
- E. The intern will use the Washington Matthews craniometry archives to better understand 19th century anthropology.
- F. The intern will demonstrate the research value of the museum's skeletal collection and discuss the results of craniometric data collection of Civil War soldiers.
- G. The intern will research relevant anthropological literature and apply anthropological concepts to the work setting as part of the final internship report. *...you should be able to replace "relevant anthropological literature" with whatever anthropological or scientific topic you would like to write about as part of your report. It's really up to you, but should be broadly related to your internship and will involve a few scholarly sources.*

The rest below is boiler-plate...

TITLE IX STATEMENT

Texas State University and the Anthropology Department are firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual Misconduct, as defined in the Texas State University System Sexual Misconduct Policy, is a form of sex discrimination and will not be tolerated. The Parties will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Parties will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects. For more information, please see

<http://www.txstate.edu/oea/Sexual-Misconduct--Title-IX-.html>.

Signatures below represent agreement with the following:

- The roles and responsibilities of all parties as outlined above
- Nondiscrimination: In their execution of this agreement, all Texas State University Interns, to the extent permitted by applicable governing law, shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.
- If the student drops the academic course associated with the internship (ANTH 4390/5395), the internship site supervisor agrees to terminate the internship. Exception may be made only if the Anthropology Department internship coordinator and site

supervisor both agree that it should continue (e.g., if dropping the course is unavoidable or terminating the internship would place a burden on the internship organization).

Intern: _____
(date)

Site Supervisor: _____
(date)