Department of Anthropology and Sociology
University of Southern Mississippi
Anthropology Undergraduate Internship Application and Contract

Student Applicant's Name_________________________________________ student id #____________________

Email:_________________________________________________________ phone #____________________
Address:____________________________________________________________________________________

Semester of proposed internship________________________ Credit hours sought (1-3)____

Expected graduation date________________________________________
current gpa:   cumulative: ___________   major: _________________
credits completed in anthropology beyond the 100-level: ________________

Host Agency name ________________________________________________
Address __________________________________________________________
Name of Host Agency supervisor_____________________________________
Title of Host Agency supervisor_____________________________________
Phone number________ email___________________________
Instructor of record___________________________
Phone __________________ email___________________________

General work plan (100 words maximum):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
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Description of Internship Experience:
Attach a detailed description of your anticipated internship goals and responsibilities. The description should include a list of proposed course requirements. (1 credit earned for academic work based on 40 hours in internship.)

Course requirements: This is considered a contract between the instructor, sponsor of the internship, and student. Any changes that prove necessary over the course of the internship should be documented and appended to the original agreement. Students are expected to devote at least four hours of independent work per week for each unit of credit.
1. Meeting requirements with the instructor____________________________
2. Meeting requirements with the internship supervisor/sponsor__________
3. Reading assignments and due dates, if relevant_______________________
4. Written assignments (page requirements and due dates)_______________
5. Other assignments_______________________________________________
6. Assessment (e.g. % of course grade based on each requirement)________
7. Other information_______________________________________________

(over)
Signatures:

____________________________________   
Student   
____________________________________   

____________________________________   
Site supervisor   
____________________________________   

____________________________________   
Supervising professor   
____________________________________   

____________________________________   
Director of undergraduate anthropology program   
____________________________________   

Note: This contract will serve as the syllabus for the internship to which you are applying.

**AMERICAN WITH DISABILITIES ACT (ADA):** If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies. Mailing address: 118 College Drive #8586, Hattiesburg, MS 39406-0001; Telephone (601) 266-5024; TTY: (601) 266-6837; Fax: (601) 266-6035.
Student’s final report:

- Include your application/contract as a cover-page.
- Please attach a 2-5 page, single-spaced, report and reflection on your internship experience. Include the following information: what responsibilities or tasks you performed, major accomplishments, skills learned, and ways in which you applied anthropological knowledge.
- Attach your log of hours worked and tasks performed to the report.
Internship evaluation form to be completed by site supervisor
Please evaluate the intern’s performance at both the mid-point and end of the internship.

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Please provide a written evaluation on this or an attached sheet explaining your ratings above.

Strengths of intern:
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Areas for improvement:
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What do you think the student gained or learned from the internship?
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(over)
Other comments:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
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_____________________________________________________________________________________

Signatures:

Supervisor: _____________________________________________________ Date: ______________

Student Intern: __________________________________________________ Date: ______________

Copies to:
USM Department of Anthropology and Sociology, Student’s supervising professor
USM Undergraduate Anthropology Program Director
Student Intern