Social and Cultural Analysis
Internship Program
ANT400.001

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Course Description:
This is a three to six semester hour course with 10 to 20 required hours of field instruction per week.
Instructor’s permission is required.

The internship placement is at _________________________________.

Summary of student duties here
See attached internship agreement form.

Purpose
The anthropology internship is intended to provide hands on experience in a work setting. Intern students
will have the opportunity to use anthropological knowledge to make sense of real world situations. SFA
Anthropology interns have opportunities in a variety of places including: The Stone Fort Museum, the
SFA Anthropology Lab, Chimp Haven National Chimpanzee Sanctuary, Nacogdoches Parks and
Recreation, and many others.

Purpose/Objectives of the internship program are to:

1. Provide the student an opportunity to evaluate her/his chosen field of study in relation to
   Anthropology-related occupations
2. Provide opportunities to practice and develop skills in the student’s area of career interest
3. Provide the student direct acquaintance with realities addressed by concepts, models, and theories
   learned in the classroom
4. Stimulate the student’s interest and commitment in her/his chosen field
5. Develop a “work-based” reference for future full-time employment or graduate school

Work Schedule and Minimum Clock Hours to Receive Credit:

Each internship experience represents a unique learning opportunity. Consequently, the provision of
quality experiential learning activities is emphasized in the semester-long internship. A minimum number
of hours based on a 6 or 3 hour internship are expected to fulfill basic requirements for academic credit.
It should be emphasized that a student may exceed the minimum hours in order to meet the objectives of
his/her internship, and the specific needs of the internship agency. The grade for the Internship in the 
Department of Anthropology, Geography, and Sociology is by letter grade and on a ten point scale.

**GRADES and GRADING POLICIES:**
Your grade is calculated from your exam average and your homework average. The grading scale for the 
semester is as follows:

- **A** = 100 – 90%
- **B** = 89.9–80%
- **C** = 79.9 – 70%
- **D** = 69.9 – 60%
- **F** = 59.9 - 0%

Minimum number of hours:

**Three (3) semester hours of credits = 150 clock hours**
*A typical work schedule of 10 hours per week for 15 weeks*

**Six (6) semester hours of credits = 300 clock hours**
*A typical work schedule of 20 hours per week for 15 weeks*

**Student Intern Requirements:**

1. Meet academic prerequisite
2. Cooperate with and support the agency and its personnel
3. Adhere to agency policies
4. Meet professional expectations related to work assignment(s)
5. Develop internship objectives for work assignment(s) and keep journal for duration of 
   internship
6. Written essay to be submitted by the end of Dead Week
7. Communication with Internship Coordinator periodically throughout the semester.
8. Provide your own transportation to and from the agency; travel time is not included as part 
   of internship required hours
9. Be prompt for agency assignments and work.
10. Obtain agency approval (and Internship Coordinator’s approval, if appropriate) for any alteration of 
    work schedule (e.g., illness, etc.)
11. Remind field supervisor *one month prior to the semester-end* of the date of expected 
    completion and termination of work.

**Attendance Policy:** Since this is an internship, we meet face to face before the semester begins and 
during the semester as needed. It is the responsibility of the intern to meet her/his hourly obligations to 
the agency based on a three or six hour internship. The hourly requirements are detailed above. In the 
event of illness or other unforeseen circumstances that may interfere with the intern’s ability to meet these 
obligations, the internship coordinator should be contacted immediately.

**Withheld Grades Policy**

*The Grade of WH.* Ordinarily, at the discretion of the instructor and with the approval of the department 
chair, a grade of WH will be assigned only if the student cannot complete the course work due to 
unavoidable circumstances. Students must complete the work within one calendar year from the end of 
the semester in which they receive a WH, or the grade automatically becomes an F. If students register 
for the same course in future terms the WH will automatically become an F and will be counted as a 
repeated course for the purpose of computing the grade point average.
Note that a grade of WH is given at the discretion of the course instructor and department chair. Both must agree that a WH is appropriate. Furthermore, only students who have completed almost all of the course work will be considered for a grade of WH.

**Internship Timeframe (calendar)**

Step 1 (Semester before registration)

- Contact Advisor of the Department of Social and Cultural Analysis to discuss intention to do an internship
- Upon approval, the Chair directs the student to contact the departmental Internship Coordinator

Step 2 (Two weeks before preregistration)

- The Student contacts the internship coordinator
- The Coordinator provides details of appropriate agencies to the student
- The Student selects an agency or agencies to visit and meet the supervisory personnel
- The student submits an Application for Internship (refer to attachments)

Step 3 (Prior to registration)

- The Coordinator reviews the student’s application and approves or disapproves
- The Coordinator and the Student meet together and select the agency assignment
- The Student and the Agency Supervisor (field supervisor) will meet and agree on a work plan and the internship objectives (work responsibilities, requirements, time-to-work schedule, etc.)
- The Internship Coordinator must approve work plans and objectives

Step 4 (Registration)

- The Student registers for ANT 400

Step 5 (Start of semester)

- The Student begins work, observes his/her supervisor or other staff member performing assigned tasks, and becomes a team member of the organization

Step 6 (Throughout the semester)

- The field supervisor (or designee) monitors student’s performance
- The student maintains a journal outlining tasks performed and the progress toward accomplishing the internship objectives
- The Internship Coordinator maintains contact with the agency supervisor to discuss work progress with the student
- Student meets periodically with the Internship Coordinator
Step 7 (End of Dead Week)

- The student submits a written summary of her/his experiences and accomplishments on the Friday of Dead Week (week before final exams) to the Internship Coordinator.
- The faculty coordinator evaluates the Student’s accomplishment of objectives and awards a final grade.

Program Learning Outcomes Insert

The sociology program states the following items as Program Learning Objectives (PLOs) for sociology majors.

PLO1 The students will be able to identify, compare, and contrast sociological classical and contemporary theories.
PLO2 The student will be able to identify the principles of good social scientific research design. Such principles include validity, reliability, precision in measurement, and sampling methodology.
PLO3 The student will possess sociological knowledge as evidenced by the identification of the major concepts involved with social stratification, demography, race and ethnic relations, deviance, and globalization.
PLO4 The student will be able to apply sociological knowledge and skills to a variety of settings.
PLO5 The student will recognize the implicit assumptions behind claims of knowledge about the social world, will be able to evaluate and distinguish between strong and weak arguments, and will be able to draw conclusions from a set of premises.
PLO6 The student will be able to read theoretical arguments and to identify their major strengths and weaknesses.
PLO7 The student will be able to analyze a data set using statistical techniques and draw conclusions from the results.

This course addresses the following of these objectives:

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<th>PLOs</th>
<th>Supported Course Objective</th>
<th>Skill Level</th>
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<tr>
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<td>Basic, Intermediate, Advanced</td>
</tr>
<tr>
<td>PLO1</td>
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<td>PLO7</td>
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