Anthropology Internship Checklist for Students

Prior to semester in which credit will be earned:
☐ Research internships and apply for ones that are of interest.
   • Must involve at least 120 hours per semester at internship
   • Consider the following resources as you are researching opportunities: Advice from Anthropology faculty; Career Services’ online Huskies Get Hired system, Major WebLinks, NIU Internship Fairs

☐ Consult with Anthropology Internship Coordinator to determine which internships would be appropriate for Anthropology credit.

☐ Apply/Interview with organizations to secure an internship.

☐ Once internship is secured, review the CLAS Internship Policies and Procedures Handout and Internship forms with employer (Employer Data Form & Internship Application).

☐ Once internship is secured, draft a Proposal for Credit in consultation with Anthropology Internship Coordinator (see CLAS Internship Policies and Procedures Handout for details).

NO LATER than the Add/Drop Deadline for the semester in which credit will be earned. (Students are encouraged to complete these tasks as soon as possible to ensure the internship qualifies for academic credit):
☐ Complete and sign the Internship Application. Have employer sign the application as well. Submit to CLAS Internship Coordinator (Jack King, 312 Zulauf Hall).

☐ Have employer complete and submit the Employer Data Form to CLAS Internship Coordinator.

☐ Finalize and submit Proposal for Credit. Submit copies to CLAS Internship Coordinator and Anthropology Internship Coordinator.

Ongoing throughout semester in which credit will be received:
☐ Arrange with employer a means for tracking hours worked; keeping a formal spreadsheet log if working remotely/off-site.

☐ Keep your own record of tasks performed, for use in your final paper or portfolio.

Due by the last day BEFORE Finals:
☐ Ensure employer receives a copy of the Employer Evaluation form in a timely fashion and is aware of the final deadline for submission. Form will be due to CLAS Internship Coordinator.
   Note: Students will receive evaluation one month before the end of the semester.

☐ Complete the Site Evaluation form and submit it to the CLAS Internship Coordinator.
   Note: Students will receive evaluation one month before the end of the semester.

☐ Complete your final paper or portfolio and submit it to the CLAS Internship Coordinator.