**Anthropology Internship Checklist for Students**

**Prior to semester in which credit will be earned:**

* Explore internship opportunities that interest you.
	+ Must involve at least 120 hours per semester at internship (for 3 credit hours)
	+ Consider the following resources as you are researching opportunities: Advice from Anthropology faculty; NIU’s [Career Services](http://www.niu.edu/CareerServices/weblinks/majors/anthropology.shtml); NIU Internship Fairs
* Consult with Anthropology Advisor/Internship Coordinator to determine which internships would be appropriate for Anthropology credit (ANTH 480 for undergraduates, ANTH 680 for graduate students).
* Apply/Interview with organizations to secure an internship.

Once internship is secured...

* … draft a Proposal for Credit in consultation with Anthropology Advisor.

**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):**

* Finalize and submit your Proposal for Credit to the Anthropology faculty who will be evaluating your internship for credit.
* Enroll in the appropriate course (ANTH 480 or ANTH 680).

**Ongoing throughout semester in which credit will be received:**

* Arrange with supervisor a means for tracking hours worked; keeping a formal spreadsheet log if working remotely/off-site.
* Keep your own record of tasks performed and reflections on the experience, for use in your final paper or portfolio.
* Communicate with the instructor of record for ANTH 480/680 and complete any class requirements.

**Due by the last day BEFORE Finals:**

* Career Services or the Anthropology Department will correspond with your supervisor to receive an Employer Evaluation about your performance during the internship.
* Complete the Site Evaluation form and submit it via Blackboard to the Anthropology Internship Coordinator.

**Note:** Form will be available on Blackboard one month before the end of the semester.

* Complete your final paper or portfolio and submit it via Blackboard to your ANTH 480/680 instructor.
* It is recommended that you report your internship to Career Services, using their “[Huskie Career Launchpad](https://www.niu.edu/career-services/launchpad/index.shtml)”