

## **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.