

ANTH 495 Internship in Applied Anthropology Information Sheet

You can earn up to 3 units towards your Anthropology Major or Minor for undertaking an internship that is relevant to anthropology. You do so by registering the internship through our ANTH 495 course. ANTH 495 is a methods class in the Anthropology major. Although we often have certain specific internships ready to go you can find any other internship you'd like. To earn 3 units you need to devote 135 hours to the internship.

To set up an ANTH 495 internship, follow these steps:

1. Prior to the start of the semester in which you would like to undertake the internship, make contact with the internship provider to see if there is availability and to see if they will agree to accept you as an intern. You will need to identify an onsite internship supervisor that will serve as your onsite mentor. Please see [this page](#) for internship opportunities. You can also independently find an internship site on your own, but you will need to contact the Undergraduate Advisor Dr. Chan (kchan3@sdsu.edu) **ASAP** so that the required additional Service Learning Agreement (SLA) paperwork can be initiated. In either case, be sure to tell the internship provider how many hours you would like to intern per week. You can earn 1 unit per 3 hours of work/week, for a total of 3 units. A full 3-unit internship equates to 9 hours per week throughout the 15-week semester, for a total of 135 hours across the whole semester.
2. For off-campus internships you must fill out a [Release of Liability form](#). If the off-campus internship is not listed on the [“pre-approved”](#) set of internships, please contact the Undergraduate Adviser, Dr. Chan (kchan3@sdsu.edu) **ASAP** and provide the name of the organization and a contact person so we can see if there is a SDSU Service Learning Agreement (SLA) in place with that organization. If there is no current SLA, we will need to initiate one, which can take a few weeks to get in place. NOTE: Paid internships do NOT require an SLA.
3. Once you have identified an internship site download or make a copy of the [ANTH 495 Learning Plan](#) in your own Google Drive. Then arrange to meet with the on-site supervisor/mentor for the internship and in collaboration with them write up a short description of your learning objectives and your specific responsibilities that you will be tasked with. Also decide how many hours you will devote to the internship. The number of hours determines the number of units that you will earn. During the meeting complete all the fields in the ANTH 495 Learning Plan that you downloaded. **DO NOT HAVE YOUR ONSITE SIGN**

YET AND LET THEM KNOW THEY WILL BE RECEIVING AN ADOBE DOCUSIGN.

4. The next step is to find an [SDSU Anthropology tenured or tenure-track faculty member](#) and ask them if they will serve as the **SDSU faculty supervisor** for the ANTH 495 internship. The faculty member usually does not supervise your actual work as an intern unless they are the person actually offering the internship. For off-campus internships, you will work day-to-day with your onsite internship supervisor/mentor. The role of your SDSU faculty supervisor is to oversee and verify the completion of the internship objectives and hours. The faculty supervisor may also ask that you complete an assignment. Once you and the faculty member list their name on the ANTH 495 Learning Plan, but **DO NOT HAVE THEM SIGN YET.**
5. Submit an electronic copy (preferably as a “.docx” file) of the filled out ANTH 495 form and release of liability form (if applicable) by email to the Anthropology Department Administrative Coordinator, Iris Isla (irisla@sdsu.edu). Please also “cc” this email to the Undergraduate Advisor, Dr. Chan (kchan3@sdsu.edu). In the body of your email, please provide Iris with valid email addresses for all parties (internship site supervisor and SDSU faculty supervisor). Iris will route the form via Adobe Sign for all required signatures.
6. **The form is due by NOON the Wednesday before the schedule adjustment deadline. Late submissions will not be accepted under most circumstances.**
7. Once the form is signed, our Admin. Coordinator will add the class to your schedule. Make sure you monitor your communications in case she needs to provide a permission number for you to add the class from the waitlist.

Things to note:

- The internship commitment is three hours per credit unit, so 3 credit units would mean 9 hours per week. The University considers that there are three hours of work for each unit of credit per week. These can be spread across multiple semesters, but if you wish to earn the full 3 units in one semester, you will need to work at the internship for the equivalent of 9 hours per week over a typical 15-week semester. This is a total of 135 hours.
- Internships can be paid, unpaid, or a combination of both as long as you are working the requisite number of hours for the number of units you wish to earn.
- You should note that faculty are not compensated for directing an internship and are not obliged to take one on, but they are often happy to do so.

- The prerequisites for the ANTH 495 are that you have completed the Anthropology major's core courses: (Anth 301, 302, 303). You can still take ANTH 495 if you are completing those courses in the same semester as the internship.
- The Anthropology Department is working to form SDSU Service Learning Agreements (SLAs) with the organizations our students are interning with. Please check the list of current internship opportunities and/or with the Undergraduate Adviser about the status of your organization. If we have not yet placed a student with your organization, you will need to allow up to three weeks in order for the Undergraduate Adviser to process the proper paperwork to set up an official Service Learning Agreement for the internship before you can register for it.
- Note that if any part of the internship is to take place off campus, you will need to sign an [SDSU Release of Liability form](#). These forms are not necessary if the internship is to take wholly place on-campus, such as in Collections Management, in the South Coast Information Center, or in any faculty labs (unless you will also be engaging in field work off campus).
- ANTH 495 is offered as a Credit/No Credit course, and is the ONLY course that you can take Credit/No Credit that will be counted to fulfill your major requirements. It will first be applied to clear your remaining Anthropology Methods unit requirements, but if you have already fulfilled these, it will count as an Anthropology Elective.