

**Rutgers University Anthropology Department**  
**Enrolling in 01:070:386 Internship in Anthropology**

- Work with the faculty Coordinator for Research, Internships, and Study Abroad (CRISA) to find an internship opportunity
- Discuss the scope and timing of the internship with your proposed outside supervisor and with the faculty CRISA. The CRISA will be instructor of record.
- Provide the CRISA with your agreement and plan for the internship made with your outside supervisor.
- Obtain the consent and signatures of the CRISA and UPD on this form.
- Give this form to the Undergraduate Program Assistant and request a special permission number to register for 070:386 (fall)

Course Requirements

- Students should have a minimum 2.75 cumulative GPA and 30 academic credits completed (12 at Rutgers if a transfer student) or a minimum 2.5 GPA for students who have completed 60 credits or more.
- Students are required to fulfill at least 120 hours but preferably 140 hours for a semester (14 weeks/10 hours a week).
- Students are aware that during an internship they remain Rutgers students, and are thus representatives of Rutgers University. They will conduct themselves as outlined in the student code of conduct.
- Students are aware of Fair Labor Standard Act (FLSA) guidelines, and will notify if there are any changes in job duties or compensation of their assigned internship that are inconsistent with the terms initially agreed upon.
- Students are aware of Rutgers Internship Harassment Policies and Procedures, and will notify the proper authorities immediately if their internship subjects or exposes them to unhealthy or unsafe conditions or illegal behavior or activities, e.g. sexual harassment, illegal discrimination, fraud, or safety code violations.

Assessment

- 20% Student internship proposal and prospectus written together with Employer, detailing work and internship goals.
- 20% Student paper on Learning Outcomes (Academic, Professional, Personal).
- 20% Journal kept throughout the internship detailing hours worked, tasks done, goals met (signed by supervisor).
- 20% Midterm Employer assessment.
- 20% Final Employer assessment.

Student's name \_\_\_\_\_

Student's email \_\_\_\_\_

Student ID# \_\_\_\_\_

Outside supervisor \_\_\_\_\_

Outside organization \_\_\_\_\_

Semester of internship \_\_\_\_\_

Does this internship include work conducted off-campus? \_\_\_\_ YES \_\_\_\_ NO

Brief description of content of internship

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Product(s) of internship to be graded (with date[s] of submission)

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Student's signature \_\_\_\_\_ Date \_\_\_\_\_

CRISA signature \_\_\_\_\_ Date \_\_\_\_\_

UPD signature \_\_\_\_\_ Date \_\_\_\_\_