### Internship Requirements

The Department of History and Anthropology encourages its majors and minors to undertake internships as a part of their degree programs at Butler University. Internships which utilize, explore and advance the approaches and skills developed in the history and anthropology major and minor can be a valuable part of the undergraduate experience.

Expectation: A student who undertakes an internship must sign a three-way [Internship Agreement](https://www.butler.edu/history-anthropology/internships) (with a department faculty advisor and the internship on-site supervisor).

Credit: Students are allowed to apply up to 6 hours of internship credit toward the major or minor. The courses are HST421 (3 credit hours); HST422 (6 credit hours); AN484 (3 credit hours); and AN485 (6 credit hours). According to the College of Liberal Arts and Sciences guidelines, there is no limit on the number of academic internship hours for which a Butler student may enroll, but a maximum of 12 credit hours may count toward the 120 credit hours required for graduation.

Objectives: Internships offer history and anthropology majors and minors the opportunity to apply the insights of their academic discipline to the study of a workplace situation. Although internships offer employment experience, they are included in the curriculum primarily to encourage independent study. Such study is designed to ask questions about the relationships between the academic treatments of a subject and the workplace applications of those treatments. Therefore, an intern must undertake research throughout this experience by recording observations, engaging in analysis and critical thinking, and communicating the results of inquiry to the faculty advisor.

Prerequisites: Enrollment in an internship requires 12 hours of prior coursework in history or anthropology and junior standing.

Arranging the Internship: Internships are arranged by the student, not by the department. The [Office of Career and Professional Success](https://www.butler.edu/career) publishes internship opportunities through their online employment portal, [Handshake](https://butler.joinhandshake.com/login). Butler’s [Washington D.C. internship program](https://www.butler.edu/washington-semester) features internship placements in our nation’s capital. The academic component of the internship is agreed on and evaluated by a faculty advisor in the [Learning Agreement](https://www.butler.edu/history-anthropology/internships).

Attendance: As a rule of thumb, students taking a three-credit hour internship course during the school semester is expected to work 15 hours per week. Alternately, 42 work hours equal one credit hour.

Course requirements: The department expects students to provide three important products for this course work:

1. **A journal recording workplace experiences and reflections about those experiences.** Expect to spend 15 to 20 minutes each workday to write your journal. The journal should be turned in no later than the last day of classes.
2. **A midterm writing review.** This could be a summary of your journal after half of the semester is completed or an assignment at the discretion of your instructor. The review should be 3-5 pages long, typed and double-spaced.
3. **A substantial paper dealing with a significant topic illustrated by your internship experience.** The paper is a focused discussion of a particular subject that you had an opportunity to observe or practice. The paper should be 10-15 pages, typed and double-spaced. The paper is due no later than the last day of classes.

Grades: On-site supervisors are asked to grade your job performance on a pass-fail basis. Your final grade will be based in part on the on-site supervisor’s evaluation. The letter grade of the course is assigned by the faculty advisor on the basis of your journal (including the midterm writing review), the substantial paper, and the evaluation of your on-site supervisor.

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