

**INTERNSHIPS
IN
AFRICAN AMERICAN STUDIES
FOR
UNDERGRADUATE STUDENTS
STUDENT GUIDE AND APPLICATIONS**

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
AFRICAN AMERICAN STUDIES PROGRAM**

AFS 492 - AFRICAN AMERICAN STUDIES PROGRAM INTERNSHIP/PRACTICUM

The first thing you should know about an internship is that the University does not give credit for on-the-job training. Consequently, the internship program is considered an academic opportunity to gain insight into BUSINESSES and ORGANIZATIONS WITH A FOCUS ON PEOPLE OF AFRICAN DESCENT. Your African American Studies internship is designed to provide a unique educational experience, a chance to find out first-hand about African American-centered experiences. Hopefully, you will gain insight from the opportunity afforded to you that will help you make career decisions in the fields of African American Studies or their related industries.

To qualify as an intern, you MUST BE AN AFS-MAJOR AND CLASSIFIED AS A JUNIOR OR SENIOR. EXCEPTIONS MAY BE MADE FOR AFS-MINORS. In addition, you should have completed most of your core coursework both for the College of Arts and Sciences and the major. In you are an AFS minor, you must have completed AFS 201, 210, and have taken at least TWO 300-level AFS related courses.

As an intern, you should begin to consider yourself a professional. Whether it is at a community event, a seminar, or a conference, you should always remember that you are in a professional environment. To get the most out of your internship, you should treat the experience as if it were your job. You will be expected to conduct yourself in a professional manner with the same standard of performance expected of an employee. One of your major goals should be the development and display of work habits and attitudes appropriate to the working world. You never know whether the internship could lead to future employment or a key recommendation by your on-site supervisor when you seek employment.

TYPES OF INTERNSHIPS

There are two types of internships: those developed by the student and those developed by the program. All internships require approval of the Program Director, in consultation with the student's advisor. Students are encouraged to develop their own internships after consultation with the Director of the Program since the Director has a list of contacts with whom the student may wish to correspond concerning a possible intern experience.

THE APPLICATION PROCESS

I. PREREQUISITES

AFS majors who wishes to enroll in the African American Studies Program internship course must meet the following requirements:

1. Be a declared major in the African American Studies Program.
2. Be a junior or senior.
3. Have completed the 12 hour *core* courses which must be completed prior to taking any upper level AFS course.
 - a. AFS 201 - Introduction to African American Studies
 - b. AFS 210 - Blacks in American society and
 - c. ENG 374 or 376
 - d. HIS 301, 302, or 389
4. Have the approval of the Director of African American Studies Program.
5. Have the approval and acceptance of a supervisor at the intern site.

Applications for internships are included in this packet. You should fill out the application form prior to scheduling interviews as outlined below.

II. THE INTERVIEWS

Each student who wishes to earn internship credit must meet and talk with the Director of the African American Studies Program before the previous semester to go over the application for internship. If approved, the prospective intern is free to set up an interview with a potential internship supervisor. **MEETING WITH AND SETTING UP AN INTERNSHIP WITH A SITE SUPERVISOR PRIOR TO MEETING WITH THE PROGRAM DIRECTOR DOES NOT GUARANTEE THAT YOUR APPLICATION WILL BE APPROVED!**

Most interviews with potential on-site supervisors are conducted like job interviews. You will need to take with you:

1. A copy of the internship application form to be signed by the on-site supervisor, if you're accepted.
2. A copy of your resume, when required.
3. Some on-site supervisors may wish to see a copy of your transcript of college work completed. A copy of your unofficial working transcript can be obtained **FREE OF CHARGE** from the Office of Student Academic Services, 159 Mossman Building or you may print one from your online student records link on UNCGenie.

III. REGISTRATION AND CREDIT

1. The internship application form, including the signature of the on-site supervisor should be returned to the Director of the African American Studies Program.
2. The intern information form and site supervisor information form (both found in this packet) should be filled out and returned to the Director of African American Studies Program.
3. The student should fill out a drop-add slip (available at the Registrar's office) for the course and get the signature of the Director of the African American Studies Program. **NOTE: YOU MUST TAKE THE DROP/ADD SLIP TO THE REGISTRAR'S OFFICE. WEB REGISTRATION IS NOT AVAILABLE.**
4. Individual schedules for interns are normally a matter for the on-site supervisor and the intern to decide with the supervisor to determine how many hours per week to work. **Students should clarify with their on-site supervisor whether or not they will be required to work hours during the university holidays (i.e., Fall or Spring Break, Thanksgiving, Easter, etc.)**

Interns are expected to show 40 on-site hours a semester for each semester hour of credit sought. (Example: Students requesting three hours of credit must work at least 120 total hours during the semester).

The breakdown of credit hours to work hours is:

Credit Hours	Work Hours
1	40
2	80
3	120
4	160
5	200
6	240

IV. COMPENSATION

Many students have questions about whether they will be paid for internship work in addition to earning credit hours. Although some companies offer an intern a compensating scholarship or salary, **most do not**. The companies participating in the internship program are not required to pay students. Additionally, **YOU MAY NOT RECEIVE INTERNSHIP CREDIT FOR A PART-TIME OR FULL-TIME JOB FOR WHICH YOU ARE BEING PAID**. You may do an internship at a site where you have a part-time or full-time job, but the internship hours must be **IN ADDITION TO YOUR REGULAR WORK HOURS AND IN ANOTHER AREA OF SPECIALIZATION**. (For example, if you are a part-time mentor at a community center, you must prove, in writing, what you will do beyond your current duties.)

V. EVALUATION FOR COURSE GRADE

Evaluation used in determining a course grade will come from three sources: the on-site supervisor's evaluation as well as successful completion of a file of reports outlining a typical week on the job site and a final report. The outline and report must be submitted at the end of the internship to the Director of the Program.

Interns are also required to meet with the Program Director twice a semester. One meeting should occur at mid-term and the other at the end of the semester. At the first meeting, the intern must submit a file of the weekly outline reports.

Just prior to the end of the semester, an evaluation form will be sent to your on-site supervisor for his or her input on what grade you should receive and what your strengths and weaknesses may be. If the evaluation has been submitted by the on-site supervisor prior to the last day of exams and if your typical week diary and final report have been submitted by Reading Day, a grade will be issued by the Director of the Program based on the information provided. The on-site supervisor evaluation will be available for your inspection once it has been submitted.

Since many on-site supervisors are not necessarily familiar with grading procedures, their recommendation for a grade will be considered by the Director of the Program. However, the assignment of the final grade is the responsibility of the Program Director.

AFRICAN AMERICAN STUDIES PROGRAM
Internship Application Form

NAME: _____ ID NO: _____

I WISH INTERNSHIP CREDIT FOR: AFS 492. TERM REQUESTED: _____

Please check below to indicate completion of the requirements for enrolling in (?)

I am an African American Studies Program Major or Minor (circle one).

I am a ____junior ____senior.

I have completed the following courses which must be completed prior to taking any upper level AFS course:

I have completed the 12 hour *core* courses, which must be completed prior to taking any upper level AFS course.

- AFS 201 - Introduction to African American Studies
- AFS 210 - Blacks in American society and
- ENG 374 or 376
- HIS 301, 302 or 389

Previous Internships: I have previously received ____ hours of credit.

The student named above has been approved to participate in an internship.

Signature of Program Director

Internship Site Supervisor Approval:

The following must be completed in every detail, including an accurate Zip Code. If a different supervisor is assigned to you at any time during the semester, you must notify the Director of the Program as soon as possible to amend this form.

Supervisor's Name: _____

Department(s) where you will be working: _____

Address: _____

Name of Company or Organization

Address

City

State

Zip Code

Telephone Number: () _____
Area code

The student named above has arranged for me to provide direct supervision of the project herein described.

Signature of Site Supervisor

Semester and Year: _____ Number of hours per week: _____

TYPICAL WEEK INTERNSHIP REPORT
Must have one completed for every week.

Intern's Name: _____

Report for the week of: _____

Supervisor's name: _____

Internship Site: _____

HOURS WORKED:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

TOTAL HOURS WORKED: _____

Objectives: What were you trying to accomplish during this time period? Be as specific as possible.

ACCOMPLISHMENTS: What actually happened? How did you spend your time? Did you accomplish what you set out to do?

ADJUSTMENTS: What, if anything, would you like to change with regard to your objectives or techniques toward accomplishing your goals?

PROGRESS: What progress did you make regarding your experience during this week? How did these relate to the longer-range goals of the total internship?

STUDENT SIGNATURE: _____ **DATE:** _____

ADDITIONAL COMMENTS: (Supervisor Comments are optional)

**PROGRAM OF AFRICAN AMERICAN STUDIES
FINAL INTERNSHIP EVALUATION**

Name of intern: _____

Internship site: _____ Evaluator: _____

Indicate on the scale below your evaluation of your intern during his/her semester with your firm.

Characteristic	Superior	Good	Average	Below Average	Do Not Know
Promptness					
Resourcefulness					
Maturity					
Interest in job					
Ability to Learn					
Ability to communicate					
Ability to Organize					
Ability to work with others					
Ability to work independently					
Ability to work under pressure					
Contribution to the Organization					
Acceptance and constructive use of criticism					
Promise of success in the profession					

1. What do you consider the intern's most significant strengths?

2. How could the intern improve?

3. Hypothetically, if your firm had an opening for a person with the background of this intern, would you hire her/him?

Yes _____ No _____ Why?

4. What letter grade do you feel this intern should receive?

A _____ B _____ C _____ D _____ F _____

5. Would you be interested in having another intern for a future semester?

Yes _____ No _____

6. Do you have any suggestions for the improvement of UNCG'S African American Studies internship program?

FINAL INTERNSHIP REPORT

Intern's Name: _____

Student ID#: _____

Supervisor's Name: _____

Internship site: _____

Total Number of Hours completed for this internship: _____

Answer the following questions in a three-five page typed double-spaced report:

1. Did your site supervisor(s) provide you with appropriate learning opportunities? Explain.
2. Did you receive formal training for the position to which you were assigned? Explain.
3. Were the actual duties performed during the internship different from those indicated to you when you accepted the internship? Explain.
4. Do you feel satisfied with the variety and nature of experience provided by the internship? Explain.
5. Did this internship opportunity enhance/supplement your formal education in African American Studies? Explain your answer.
6. Would you recommend that this site and/or supervisor be used for future interns from UNC-Greensboro's African American Studies Program? Explain.