

21 & 62:014:371 Department of African American and African Studies Internship

INTERNSHIP GUIDELINES

The African American and African Studies Internship is geared towards preparing majors and minors for a career that requires, to a significant degree, a comprehensive understanding of African-descended people. The internship allows students to work for an organization or company that provides practical experience that may lead, either to a career in Africa, the Caribbean, or in other regions with a significant African-descended population, or to a career in the United States that utilizes knowledge of related cultures in some way: for instance, a career in niche marketing that specializes in the African-American demographic; a journalism or television career with black-oriented media or with mainstream media that covers these populations with regularity; health organizations which want to reach immigrant or minority populations; educational organizations such as Headstart, which reach out to minority students; the diplomatic services; the immigration and naturalization office, etc.

ELIGIBILITY

African-American and African Studies majors or minors in their junior and senior years, with a minimum grade point average of 2.5, are eligible to apply for the internship. Students with a grade point average under 2.5, as well as sophomores, may be considered on a case-by-case basis. Students must have completed at least two of the department's core requirements before registering for an internship.

ACADEMIC CREDIT

Internship credits (3 points) will be granted through the course number 21 & 62 014:371. Credits will be counted as an elective, and will be counted as fulfilling the African American and African Studies major or minor requirements, general education requirements and interdisciplinary requirements. Internship credits will not be given for prior activities. The date the internship starts must coincide with the semester for which credit will be awarded. Students must complete a minimum of 80 - 100 hours for the semester to receive the three credits. Students may only obtain credit once for an internship. A grade will be provided that is established from (1) the academic research paper that is written based upon the experience as well as the special topic decided upon in consultation with the faculty supervisor; and (2) the performance evaluation completed by the internship supervisor at the end of the internship.

APPLICATION PROCEDURE

1. Students meet with a Counselor at the Career Development Center (CDC) to discuss possible internship sites, develop a resume and cover letter, and fill out an internship contract. To schedule this appointment, please call (973) 353-5311. Hours and location of the CDC may be viewed on their Web site: <http://cdc.newark.rutgers.edu>. A draft of a resume should be brought to the meeting. At the same time, students should meet with the African American and African Studies Advisor at this stage, and each of the stages to follow, for review of the project.
2. The CDC lists all internship descriptions on the CDC Web site in a password-protected area. To access these internships, students need to attend a Web site orientation meeting at the CDC. This meeting will address how to use the site. This can be done at the same time as, or after, step one. The CDC will have a pre-approved list of internships for the department in print. However, new internships are added regularly, therefore students should check the online listings, and if students have questions about whether or not certain positions are approved for the African American and African Studies Internship Course, then students should seek further guidance from a CDC Counselor.
3. Contact the internship sponsors that are approved at the CDC and take part in interviews. For assistance with interviewing strategies, meet with a CDC Counselor. Once an offer is obtained, ask the internship sponsor to complete the employer section of the contract, complete the student section, and bring the contract to the CDC for signature. Then, bring the completed contract to the African American and African Studies Department for final approval and signature by the chairperson. Contact Dr. Belinda Edmondson at 973-353-1586 or at edmondsn@andromeda.rutgers.edu.
4. Meet with the internship advisor to obtain academic assignments. (Any faculty member of the department may be an internship advisor. Each student is responsible for procuring a faculty member who is willing to be an internship advisor.) Check the department's website to view faculty members' regularly scheduled office hours and email address, or schedule an appointment by calling 973-353-5528 or by emailing the faculty member.
5. Register for the course by telephone or the online system.

INTERNSHIP PROCESS

1. Students must submit a work plan and a title for a paper to the internship advisor within three weeks after the beginning of the internship. Instructions are provided in the initial meeting with the advisor.
2. Meet with the internship advisor once a week or as per agreement to report progress.
3. Submit an outline of the paper five weeks after the beginning of the internship.
4. For internships that have a fieldwork component, the student will be required to complete a form detailing their activities including the names, addresses, phone numbers, and a general summary of each field visit. This form must be submitted to the internship supervisor for every field visit conducted.
5. Halfway through the internship, the student must meet with the CDC for a Midterm Assessment of their internship.
6. Turn in a written paper of about 15 pages a week before the end of the internship.
7. Make sure that the internship advisor receives the internship supervisor's evaluation two weeks prior to the last day of class. If the advisor does not receive the evaluation, the student will receive an Incomplete until the evaluation is received.

The CDC suggests you hand the evaluation form to your internship supervisor and provide him/her with a stamped envelope addressed to the internship advisor to facilitate the mailing of this evaluation in a timely fashion.

**Department of African American and African Studies
INTERNSHIP CONTRACT**

To be completed by the student:

Student Name: _____ Student I.D.: _____

Major(s): _____ Minor: _____

Address (residence and mailing address) during the internship: _____

City, State, and Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

Name of organization: _____

Name of supervisor: _____

Supervisor's position: _____

Address: _____

City, State, and Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

Web site: _____

Title and brief description of proposed internship experience: _____

Beginning date: ___/___/___ Ending date: ___/___/___ Hours: ____ (Per week or semester)

To be completed by the employer (internship sponsor):

1. What are the nature and extent of the internship responsibilities?
2. What are the dates and hours during which the work will be performed?
3. What specific results are expected of the intern?
4. What professional and other skills do you expect the intern to develop?
5. What professional contacts will be available to the intern?
6. What resources will be available for the intern to use?
7. What issues, projects, or research will the intern be exposed to that relate to his/her studies to be used as possible topics for the research paper that is required?

APPROVALS

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed internship experience and accept the conditions listed in the internship guidelines.

_____/_____/_____
Employer Representative (internship sponsor) Date

_____/_____/_____
Student Date

The signatures below indicate that the internship has been approved, and are required before the student will be permitted to register for the relevant internship course.

_____/_____/_____
Career Development Center Counselor Date

_____/_____/_____
Sterling Bland Date
Chair, African-American and African Studies Department

INTERNSHIP EVALUATION FORM

TO BE COMPLETED BY THE INTERNSHIP SPONSOR / SUPERVISOR

Student's Name: _____

Department Assignment: _____

Time Period: _____

Please check the response that best reflects the individual's performance. Please use the General Comments section on the second page of this form to provide suggestions for the individual's career development and any other explanations you believe useful for an overall performance evaluation. To ensure candid evaluations, the student intern will not be shown the comments on this form.

Relations with others

- Works exceptionally well with others
- Works well with others
- Gets along satisfactorily with others
- Has some difficulty working with others
- Works poorly with others

Quality of work

- Excellent
- Above average
- Below Average
- Poor

Judgement

- Excellent in making decisions
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgement

Dependability

- Excellent
- Above average
- Below average
- Poor

Ability to learn

- Learns very quickly
- Learns quickly
- Average in learning
- Very slow to learn

Attendance

- Regular
- Irregular
- Slow to learn

Punctuality

- Regular
- Irregular

Attitude

- Extremely interested and independent
- Very interested and independent
- Average interest and independence
- Below average interest and independence
- Definitely not interested and independent

Technical Skills

- Excellent
- Above average
- Average
- Below average
- Poor

Professional appearance and behavior

- ____ Excellent
- ____ Above average
- ____ Average
- ____ Below average
- ____ Poor

Overall performance

- ____ Excellent
- ____ Above average
- ____ Average
- ____ Poor

General Comments: (Explanations and “feedback” for the student’s career development).

Comment on the student’s performance. Would this individual be considered for a permanent position?

Supervisor’s Name and Title: _____

Signature and Date: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Please mail this evaluation to:

Sterling Bland
Chair, African-American & African Studies
Rutgers University
175 University Avenue, Conklin Hall 320
Newark, New Jersey 07102-1801