**GSS Internship Syllabus**

SYA 3949 provides up to three units of academic credit for GSS-major internships. The GSS internship program is designed to provide career-related experience for the department’s majors. Interns explore career options while obtaining hands-on experience. They thereby develop applied social-research skills and build professional networks that enhance not only employability but also qualifications for admission into graduate and professional school.

**Internship Semester Credits and Hours per Week**

* Students earn up to 3 credits with the satisfactory completion of SYA 3949. Up to 6 credits of SYA 3949, taken during any two semesters, can be applied to a GSS major.
* SYA 3949 requires 10-12 internship work hours per week. (Note: If Summer C’s internship work hours are carried out exclusively in either Summer A or Summer B, then 20-24 internship work hours per week are required.)

**Prerequisites**

To enroll in SYA 3949, a student must have fulfilled the following prerequisites:

* SIPA-approved declaration of a GSS major
* A minimum GPA of 3.0 both in the major and overall (or waiver of this requirement by the GSS Internship Program Director)
* Completion of, or current enrollment in, SYA 3300 Research Methods
* Completion of the application and placement steps, as described in “Internship Forms”).

**Course Requirements**

*A passing grade will not be issued until the satisfactory completion of all course/internship requirements.*

**Graded assignments**

* **Field Notes**: two sets of 4-5 double-spaced, typed pages (Times New Roman 12-point font, *Chicago Manual of Style*), which are submitted at mid-semester and at the start of the final week of the semester. These notes present description, observations, and analysis of the internship work. See <https://libguides.usc.edu/writingguide/fieldnotes>, or other guides to writing field notes
* **Research Paper** **or** **Alternative Project**
  + - Research paper
      * Outline with (minimum of 5) proposed references: due by mid-semester and graded Pass/Not Pass
      * 10-12 double-spaced, typed pages (Times New Roman 12-point font, *Chicago Manual of Style*); minimum of 5 approved references: due by the start of the final week of the semester
    - Alternative project
      * Outline: due by mid-semester and graded Pass/Not Pass
      * Project: due by the start of the final week of the semester
* **Grading**: a passing grade will not be issued until the satisfactory completion of all course/internship requirements
  + Mid-term field notes: 1/6 of the final grade
  + End-of-semester field notes: 1/6 of the final grade
  + Research paper or alternative project: 2/3 of the final grade

**Schedule**

* Start of the semester
* Resume
* Cover letter
* *Internship Forms* document: completion of forms ranging from “Contact Information” to “Information about Confirmed Internship”
* Mid-semester
* Field notes #1
  + Outline of research paper or alternative project
* End of the semester
* Field notes #2
* Research paper or alternative project
* Internship time sheet, signed by supervisor and student
* Internship organization supervisor’s signed evaluation of intern’s work
* Student’s evaluation of the internship

**Recommended Readings**

 A brief guide to taking field notes (Department of Anthropology, University of Pennsylvania) http://www.sas.upenn.edu/anthro/anthro/fieldnotes

 Careers in anthropology, geography, and sociology: “After GSS: A World of Career Options” (available on the web at FIU GSS > Undergraduate Programs > Resources).

 Riall W. Nolan, *Anthropology in Practice: Building a Career Outside the Academy* (Boulder, CO: Lynne Rienner Publishers, 2002)