INTERNSHIPS

IN

AFRICAN AMERICAN STUDIES

FOR

UNDERGRADUATE STUDENTS

STUDENT GUIDE AND APPLICATIONS

THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

AFRICAN AMERICAN & AFRICAN DIASPORA STUDIES PROGRAM

Revised 11/18/2020

**ADS 492 – African American & African Diaspora 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 ***business*** 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 & African Diaspora Studies or their related industries.

To qualify as an intern, you ***must*** be an ***AADS major*** or classified as a *junior* or *senio****r*** with AADS. Exceptions can be made for AADS minors that meet *all* of the class requirements and expresses a strong passion for the opportunity. In addition, you should have completed most of your core coursework both for the College of Arts and Sciences and the major. If you are an ADS minor, you must have completed ADS 201, 210, and have taken *at least two* 300-level ADS 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**

1. Prerequisites:

ADS 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 & African Diaspora Studies Program.
			2. Be a junior or senior.
			3. Have the Approval of the Director of African American and African Diaspora Studies
			4. Have the Acceptance of a supervisor at the intern site
			5. Have completed the 12-hour *core* courses which must be completed prior to taking any upper level ADS course.
				1. ADS 201 - Introduction to African American Studies
				2. ADS 210 - Blacks in American society and
				3. ADS 376 – Africana Literature ENG 376 – African American Writers After the 1920s
				4. ADS 356 – The Making of the African Diaspora, HIS 301 – Race and Slavery, HIS 389 – West Africa During the Atlantic Slave Trade

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

1. Interview:

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.

***Note: 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.
4. Registration and Credit:
5. The internship application form, including the signature of the on-site supervisor should be returned to the Director of the African American Studies Program.
6. 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.
7. The program coordinator or current advising personnel that can grant overrides for students currently enrolled should then grant the student access to register for the internship.
8. 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

1. 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, ***STUDENTS 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.)

1. Evaluation for Course grade:

Evaluation used in determining a course grade will come from four 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, a final report and official grade on completed assignments. 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 & AFRICAN DIASPORA STUDIES PROGRAM

**Internship Application Form**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Credit For: ADS 492.
Term Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check / circle below to indicate completion of the requirements for enrolling in.

African American Studies Program: Major or Minor (circle one)

( ) Sophomore \*

( ) Junior

( ) Senior

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

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

( ) ADS 201 - Introduction to African American Studies

( ) ADS 210 - Blacks in American society and

( ) ENG 374 or 376

( ) HIS 301, 302 or 389

( ) Previous Internships: I have previously received \_\_\_\_ hours of credit.

( ) Previous Internships: I have not earned previous internship credit hours.

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

\*\* Special requirements must be met in order for a student in this class to be accepted as an intern.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_

**SUPERVISOR INFORMATION:**

It is the responsibility of the prospective intern either to complete the information below or have the Site supervisor complete the information. If completed by the intern, the accuracy of all spellings, telephone numbers, zip codes, etc., must be verified by the supervisor. Site Supervisors are asked to provide this information for each UNC Greensboro intern supervised each semester.

Internship Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State Zip Code

Internship Site Telephone Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Credit Hours: \_\_\_\_\_\_\_\_\_\_

INTERN INFORMATION

Intern’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern’s mailing address during this internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State Zip Code

Intern’s telephone number (where you can be reached DURING this internship)

( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area code

Intern’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit hours: \_\_\_\_\_\_\_\_\_\_\_\_

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: (Real time ex 1 pm – 3:30 pm)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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?

REFLECTIONS: 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?

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

 A\_\_\_\_\_ B\_\_\_\_\_ C\_\_\_\_\_ D\_\_\_\_\_ F\_\_\_\_\_

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

 Yes \_\_\_\_\_ No \_\_\_\_\_

1. 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.