AMCULT 390
Internship Coordinator
Draft

- Send an announcement about internship opportunities to various departments at the beginning of each term requesting that they forward it to their students.

- When interested students contact you for more information about the AAS Internship, instruct them on what to do to set up the internship using the prepared document (with any needed modifications and updates).

- Answer questions about the academic components and requirements and ensure that students understand requirements.

- Once the student has confirmed the internship, fill out an independent study form. This will require that the student provide you with a list of duties and hours as agreed upon with their internship supervisor and also providing you contact information for their internship supervisor. Get needed signatures and request an override from Tammy for the student to register for AMCULT 390.

- Hold 3-4 meetings per semester (i.e. once per month). It is up to you to decide what to do at each meeting, but ideas are for students to discuss their experiences and blog posts and in addition: Meeting 1: Each students conducts research the organization where they are interning and presents on it; Meeting 2: Students read and discuss an essay or two on the significance of institution building in ethnic communities or of community organizations; Meeting 3: Exploration of an issue that their internship addresses (e.g. Domestic Violence, refugee status, hunger in Ann Arbor, etc.).

- Create a blog for student to reflect on their internship experiences every week or every other week. Make sure students do their assignments. Read their posts and respond to them so that they know that their posts are being read. This is also a place for students to interact with each other and do assignments as outlined above.

- Contact each participating organization at least once per year to see if they still need interns and to update their internship description. Sometimes this will entail adding new organizations or deleting existing organizations from the list.

- Conduct a site visit with each organization once per year.

- Outreach: Organize a backpacking event during the backpacking period to promote internships and courses. Have current interns present brief

presentations on their experiences to promote the event. OR Visit key courses during backpacking to make a 5-minute presentation on internships and encourage faculty to do the same. Consult with faculty on which course of action to take.

- Be in touch with the internship organization if any problems arise.

- Submit the final grade to Wolverine Access at the end of the semester.