



**SCHOOL OF GLOBAL INTEGRATIVE STUDIES**

*Anthropology | Geography | Global Studies*

**ANTH 894 Internship in Professional Archaeology**

version 1.7 Fall 2015

By signing below, the signatories agree to the terms of the internship experience detailed below.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ date \_\_\_\_\_

Agency/Firm: \_\_\_\_\_

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

Agency/Firm Signatory: \_\_\_\_\_ date \_\_\_\_\_

UNL Advisor: \_\_\_\_\_

UNL Advisor Signature: \_\_\_\_\_ date \_\_\_\_\_

Internship Period: \_\_\_\_\_ to \_\_\_\_\_

**Goal:** Your internship experience is designed so that you, the thinking student, can rapidly gain an insiders appreciation for the cultural resource or heritage management world and what is involved in being a successful professional who is responsible, responsive, competent, and ethical. We intend the internship to serve both on-the-ground needs in a firm or agency but also to be sure the student is exposed to many of the critical aspects of cultural resource and heritage management.

**Joint Expectations**

The internship is a minimum 300 hour experience. Copies of this document should go to all signatories.

This experience may be coupled with a paid internship experience through the external agency or organization.

**UNL Expectations**

The student enrolls for 3 credit hours in Anth 894 Internship in Professional Archaeology. (Note: This is a course with no undergraduate counterpart and so meets Graduate School expectations for a graduate only course, counting toward the 8 credit hour requirement for graduate only courses.) Obtain the Call Number from departmental staff after all parties sign off on this document.

UNL expects three products: a portfolio, a daily journal of activities, and a final public presentation reporting on your experience.

## **I. Portfolio**

1. Prepare file of professional correspondence to include 2 of the following:

- Scope of work

- Request for Proposal (RFP)

- Request for Quote (RFQ)

- Memorandum of Agreement (MOA) and Data Recovery Plan for an archaeological mitigation project

2. Project Budget

3. Minutes of consultation with any two of the following:

- a. contractors

- b. clients

- c. consultants

- d. public

- e. Native Americans

(What are the special concerns involved in consulting with non-archaeologists? What special measures did you or your firm/agency take as part of this consultation?)

4. CRM Firm/Agency Organization

- a. Provide plan of organizational structure of the firm/agency you are interning with
  - what does each department do?
  - how funded?

- b. Compare this with what can be gleaned about another contrasting firm/agency via web or telephone (if you are interning with a private firm, then select a government agency with which to contrast your activities)

5. Map, graph the process of CRM as conducted in your office

- a. what is the Section 106 process and what are the necessary steps?

- b. who are the actors in each part of the process

- c. what expertise must they have

- d. what information must they produce

- e. when does information proceed to the next part of the process

6. Map or graph out the NAGPRA process as implemented in your office/agency

- a. what initiates it?

- b. which individuals or agencies are involved?

- c. how are they involved?

7. Shadow reports
  - a. shadow two persons in the organization for ½ day each, reporting on their activities
8. Likely at least one matter or issue of professional ethics will surface during your internship.
  - a. describe the issue
  - b. organizationally, how does the firm/agency you are with deal with this and related issues? (formally? informally?)
  - c. how was the issue resolved?

**II. Journal:** Maintain a daily journal on your activities and reflections

topics?  
problems?  
issues?

**III. Presentation:** Make a 30-45 minute public presentation on your internship experience

What did you learn in this experience that either augmented or challenged what you had learned in the Heritage Management class?

What you would do differently?

What surprised you about the experience?

**Agency/Firm Expectations** (detail here)