

**Africana Studies M.A. Program  
Department of Social and Cultural Analysis**

Dear Internship Supervisor:

Thank you for agreeing to supervise an intern from the Africana Studies MA Program. Please read the information below and contact me if you have any questions or concerns:

**Information for Internship Supervisors**

I know that the first few weeks hosting an intern takes time and effort as you orient and train students. Thank you for your efforts to make the transition smooth – arranging for a workspace and ID cards, introducing them to co-workers, delegating substantive projects to keep them busy, and including them in relevant meetings.

Interns are expected to start their internship within the first week of the start of a semester (early September or mid-January). Please note, however, that they may not be available for all of their hours during their first week of school. The goal of the internship is to provide students with critical learning experience, and an opportunity to research an area of their choosing. Internships are unpaid and students receive 4 credits for successfully completing a 15-hours a week program, or 2 credits for a 10-hours a week program, for a period of 13 weeks. Schedules are arranged according to agencies' and interns' needs. Interns keep track of their hours on time sheets signed weekly by supervisors.

Internships should involve substantial areas of responsibility and specific projects, appropriate to students' backgrounds and skills. Interns should not replace staff or function as clerical workers and such work should comprise a minimal amount (less than 20%) of interns' time. Credit cannot be granted for internships that are primarily clerical (filing, data entry, photo-copying, etc.).

Each agency designates a qualified person to supervise placements. Supervisors coordinate interns' daily tasks and act as mentors and resource persons in the agencies. Supervisors orient students to the overall operation of the agency, its mission and philosophy. They also introduce interns to relevant staff and orient them to their tasks and roles, providing adequate initial training & direction so that interns feel comfortable with assignments and can proceed with appropriate independence. Supervisors ensure that interns have meaningful projects that keep them busy while fulfilling their hours.

In the beginning of the semester, interns work with supervisors to develop goals. These are discussed by intern, supervisor, and faculty. Supervisors complete a mid-semester and a final evaluation. Supervisors discuss evaluations with interns before submitting.

Interns keep field journals and write a final paper that explore various aspects of their agency and related issues. Supervisors assist interns in finding information for their final paper. This might include locating annual reports and other appropriate documents, granting or arranging interviews, suggesting readings, and so forth. Please note that interns are expected to complete the assignments outside of their internship hours.

**Should you need more information about the Africana Studies MA Program please visit our website:**

<http://africanastudies.as.nyu.edu/page/grad>

Sincerely,

Awam Amkpa

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