

MAA Internship Proposal Guidelines

(April 2026, extracted from the Graduate Student Handbook)

Complete **MAA Internship Sequence Guidelines** can be found [here](#).

As part of the requirements for ANTH 701 (Internship Preparation), the **MAA Internship Proposal** consists of two parts:

- A written internship proposal, and
- An oral presentation of the internship proposal that is presented at the MAA Internship Proposal Review meeting.

In consultation with their primary advisor and their MAA committee members, students can choose between an **Applied Internship** or a **Research Practicum** to fulfil the requirements for the MAA Internship (non-thesis Culminating Project).

Applied Internship - Written Proposal Guidelines

Written Applied Internship Proposals should be between 20-30 double-spaced pages of text (normal margins), not including citations, figures, appendices, or supplementary documents, and accomplish the following:

- Establish the theoretical and substantive intellectual domain of applied anthropology within which the student hopes to situate their internship (literature review).
- Outline the goals and objectives of the proposed internship. What does the student intend to accomplish with the internship, both generally and specifically?
- Relate the planned internship activities to the student's chosen intellectual domain within applied anthropology. How will the internship help the student develop in terms of their intellectual understanding of their domain of applied anthropology?
- Describe why a specific internship and/or institution was chosen. What is the organization the student will work for, who are they, what do they do, and how do they do it?
- Indicate how the skillset of the student will contribute to the mission of the institution with which they will complete the internship.
- Establish an expected time line for completion of the internship and internship products.
- Outline the expected final culminating project and product(s) of the internship (these may not be firmly established until the proposal review meeting, but must be included in the final draft).

Applied Internship - Suggested Written Proposal Outline

The organization of the Applied Internship Proposal is flexible and should be developed in close consultation with the student's faculty advisor(s), but students may want to use the suggested outline below to help structure the components of the proposal:

1. Cover page: Title of internship project, student name, committee names, internship agency and supervisor names, date of proposal review
2. Abstract
3. Problem orientation (theoretical and/or applied)
4. Literature review (theoretical and applied background, intellectual domain)
5. Significance and/or innovation/uniqueness (contribution to general or applied anthropological knowledge, the mission of the internship agency, or larger policy issues)
6. Goals and objectives of the internship
7. Tasks and activities planned during internship
8. Methodology or approach, as relevant
9. Legal and ethical considerations, expected challenges and potential solutions
10. Internship and project time line
11. Budget and budget justification (as relevant)
12. Internship products
13. Literature cited
14. Internship contract or Memorandum of Understanding (should include project summary, goals, tasks, timeline, roles and responsibilities of intern, supervisor, and MAA advisor, products, permission to publish results, signatures of intern and supervisor)
15. Internship/Research Practicum review form

Applied Internship - Oral Proposal Presentation Guidelines

The MAA advisor must approve a draft of the proposal before it is given to the rest of the committee for review. The proposal must be submitted to the rest of the MAA committee (as well as the internship supervisor) **at least two weeks** before the scheduled proposal review meeting. The proposal review meeting should be scheduled with the committee well before the end of the semester to allow time for revisions. If the internship supervisor is not already on the committee, they should be given an opportunity to attend this meeting. Students generally give a 10-15 minute presentation outlining their internship plan. This presentation is followed up by 30-45 minutes of questions and discussion by the committee.

The committee will also decide on appropriate written deliverables at the internship proposal review meeting. The deliverables will include, minimally, a substantive independently-written product, plus a presentation on the results of the internship project to be given to the committee and at the Department of Anthropology Annual Colloquium. The written deliverable(s) can include products such as research reports, CRM reports, publications, interpretative products (exhibits, websites, brochures), interview transcripts, videos, and/or theses with applied outcomes. More than one final product may be required (such as an interpretive product for the internship supervisor, and a reflective written report for the major advisor).

Students may not proceed with their internship, or receive a passing grade in ANTH 701 until the internship proposal is approved by the committee. The results of the internship proposal review meeting will be used by the major advisor in assigning a final grade for ANTH 701 (Internship Preparation). A completed **MAA Internship Proposal Review [Form](#)** stating the results of the committee review of the written and oral proposal presentations must be submitted after the committee meeting.

Research Practicum - Written Proposal Guidelines

Written Research Practicum Proposals should be between 20-30 double-spaced pages of text (normal margins), not including citations, figures, appendices, or supplementary documents, and accomplish the following:

- Establish the theoretical and substantive literatures within which the student hopes to situate their research (literature review).
- Outline a research statement/problem and the research aims and questions you will take to investigate it. What problem/topic will you explore through the Research Practicum?
- Articulate a clear and appropriate research design to examine the research problem. What methods will you use to carry out the research, manage data, and analyze data?
- Establish an expected time line for completion of the research (including Institutional Review Board submission as relevant) and describe the final research products.
- Articulate the significance of the research both in terms of its scholarly contributions to the field of study and practical influences on your career trajectory.
- Describe how this research contributes to your gaining essential research skills. How do these skills prepare you for your future professional/career goals?
- Outline the expected final culminating project and product(s) of the research (these may not be firmly established until the proposal review meeting, but must be included in the final draft). These scholarly-products might include a scholarly paper, which is an article ready for submission to a peer-reviewed journal, and/or a community-based deliverable.

Research Practicum - Suggested Written Proposal Outline

The organization of the Research Practicum Proposal is flexible and should be developed in close consultation with the student's faculty advisor(s), but students may want to use the suggested outline below to help structure the components of the proposal:

1. Cover page: Title of Research Practicum project, student name, committee member names, date of proposal review
2. Abstract
3. Key words
4. Statement of the Problem (research questions/aims)
5. Literature review (theoretical background, intellectual domain, geographical)
6. Research Design
 - a. Models for data collection/study design chosen and their justification
 - b. Sampling
 - c. Recruitment
 - d. Data Management
 - e. Data Collection
 - f. Data Analysis Procedures
 - g. Ethical Considerations
 - h. Positionality
 - i. Research Schedule (include table)

7. Significance
 - a. Theoretical or methodological contribution to the discipline
 - b. Contribution beyond the discipline
 - c. Responsiveness to anthropological problem
8. Budget and budget justification (as relevant)
9. Literature cited
10. Appendices (drafts of study instruments)
11. Internship/Research Practicum review form

Research Practicum - Oral Proposal Presentation Guidelines

The MAA advisor must approve a draft of the proposal before it is given to the rest of the committee for review. The proposal must be submitted to the rest of the committee **at least two weeks** before the scheduled proposal review meeting. The proposal review meeting should be scheduled well before the end of the semester to allow time for revisions. Students generally give a 10-15 minute presentation outlining their internship plan. This presentation is followed up by 30-45 minutes of questions and discussion by the MAA committee.

The committee will also decide on appropriate written deliverables at the research practicum proposal review meeting. The deliverables will include, minimally, a substantive independently-written product, plus a presentation on the results of the internship project to be given to the committee and at the Department of Anthropology Annual Colloquium. The written deliverable(s) can include products such as research reports, CRM reports, publications, interpretative products (exhibits, websites, brochures), interview transcripts, videos, and/or theses with applied outcomes. More than one final product may be required.

Students may not proceed with their research practicum, or receive a passing grade in ANTH 701 until the research practicum proposal is approved by the committee. The results of the review meeting will be used by the major advisor in assigning a final grade for ANTH 701 (Internship Preparation). A completed **MAA Internship Proposal Review [Form](#)** stating the results of the committee review of the written and oral proposal presentations must be submitted after the committee meeting.