

WGS 310: Internship Description and Process

The Internship

The WGS Internship is the practical counterpart to more theoretical or academic courses in WGS. It ideally provides students with the opportunity to make the connections between those theoretical courses, the work of the organization in which the internship is provided, and the practical tasks of the internship. **For this reason, the internship should be done fairly late in the WGS major (or minor) so that students will have taken some of those more theoretical courses.**

Coursework for the Internship

Via a moodle course site for WGS 310, students will maintain a regular, semester-long schedule of reading and posting responses to those readings about feminist and womanist activism in the US.

The Internship Paper

The paper required at the end of the internship should represent the student's identification of and reflection on those connections between theory and practice. Students should plan to meet several times with the WGS Director to determine the scope and length of the paper during the internship semester.

Internship Hours

Although the number of weekly hours for internships vary, generally during Fall and Spring semester, students should plan on between 7-8 hours a week for their internship responsibilities; during the Summer, the hours will be greater-- up to 10/week due to the compressed nature of the summer semesters.

The Internship Process

- It is the responsibility of the student to contact the organization and arrange the internship. **This should begin no later than the mid-point of the semester BEFORE the one in which the student expects to undertake the internship.**
- The WGS Director is happy to discuss possibilities for the internship. This is especially helpful if there are questions about whether or not an organization/business would be an appropriate fit.
- Once the student settles on an organization and receives the Director's approval, the student contacts the organization and provides them with the Information for Agency Supervisors.
- The student and the organization work out an agreement about what the student will do and confirm an appropriate schedule.
- The student then notifies the WGS Director, confirming the organization/business and supplying a contact person for follow-up (email and phone number).
- The Director registers students for the course. That is, students do not have to worry about registering online or at the exact time they register for other courses.
- Student obtains the required information on the Internship Learning Contract and **provides the WGS Director with a copy within 10 days of beginning the internship.**
- By the final day of classes during the internship semester, student requests and files the Internship Evaluation with the WGS Director.

- Student consults with the WGS Director during the course of the internship about the internship paper and submits it before the end of the semester in which the internship is done.

Basic Responsibilities

Students, employers, and professors should understand and fulfill their basic obligations so that everyone involved has a good experience. In general, the following obligations apply to all internship experiences:

Student:

- Provides own transportation to and from internship work site.
- Reports to the internship site promptly and regularly per the agreed-upon schedule.

Employer & Supervisor/Mentor:

- Describes work projects for student.
- Oversees or supervises student's work.
- Explains company/organization policies.
- Teaches student to use unfamiliar equipment.
- Provides students with typical, relevant, pre-professional or professional assignments.
- Evaluates student performance at the end of the internship

WGS Director:

- Confirms the placement with the organization and performs any follow-up necessary
- Registers student for WGS 310
- Confers with the students on the written components of the internship
- Confirms satisfactory completion of the internship course and the internship paper