

WGS 310 INFORMATION FOR AGENCY SUPERVISORS

Overview

Students in WGS 310 are seeking to gain knowledge on gender and social justice issues and how an agency such as yours works with these issues. During the internship, students should have opportunities to observe how your agency functions and to gain hands-on experience working with you.

Guidelines for Agency Support

The agency should provide students with:

- Orientation/training within two weeks of starting date. This includes consultation with the student on developing the **Internship Learning Contract**, a document that identifies the student's internship responsibilities.
- Typical, relevant, pre-professional or professional assignments
- Staff availability for crisis support at all times.
- Assessment of the student's progress. At the end of the semester, review the student's performance and complete the **Student Evaluation Form**, which the intern will provide. Please share the evaluation with the student before he/she submits a copy to the WGS Director.

The Student agrees to provide his/her own transportation to and from internship work site and commits to reporting to the internship site promptly and regularly per the agreed-upon schedule. **Please note that for liability reasons, students are not to use their cars to transport agency clients.**

Campus Contact

If you have any questions or concerns during the semester, please feel free to contact Dr. Deborah Hooker, Director of Women's and Gender Studies at 919-515-4169, 919-763-8266 or (preferred) at dahooker@gw.ncsu.edu

Thank you for agreeing to work with and supervise our students. We appreciate the time and effort you invest in their education.