WGS 310 INFORMATION FOR AGENCY SUPERVISORS

Overview
Students in WGS 310 are seeking to gain knowledge about gender and social justice 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 the following:

• Orientation/training within two weeks of the starting date. This includes working with the student to complete the Internship Learning Contract, a document that identifies and describes the student’s internship responsibilities.
• Typical, relevant, pre-professional or professional assignments.
• Staff availability for 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 and discuss the evaluation with the student before the student submits a copy to the WGS Coordinator.

Student interns agree to provide their own transportation to and from the internship work site and commit to reporting to the internship promptly and regularly per the agreed-upon schedule. Please note that for liability reasons, students are not permitted 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. Karey Harwood, Coordinator of Women’s and Gender Studies, at 919-515-6383 or (preferred) karey_harwood@ncsu.edu.

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