

WGS590: INTERNSHIP

LEARNING OBJECTIVES

The learning objectives for this course are as follows:

- To learn more about a community organization whose work involves gender or sexuality and to learn about the issues this organization is addressing (WGS Learning Outcome #1: Understanding gender or sexuality as categories of human experience.)
- To gain understanding of the ways in which theoretical academic concepts regarding gender or sexuality play out in a "real world" context (WGS Learning Outcome #2: critical thinking and analysis)
- To practice written communications skills by preparing a written report about the internship experience to a faculty advisor (WGS Learning Outcome #3: Verbal and Written Communications Skills)

GUIDELINES FOR CREDIT

The Internship course is intended to provide Women's and Gender Studies students with the opportunity to apply analytical, interpretive, expressive, and creative skills developed in coursework. A project or internship should take place outside the University with community organizations doing work related to gender and sexuality, including but not limited to advocacy groups, educational organizations, political organizations, human service organizations, or oral history and documentary film projects. Students must have a clearly designed project that they are capable of completing by the end of the course period. In all cases the project must produce work of value to the organization while also providing the student with a substantive community-based learning experience.

I. GENERAL INTERNSHIP CREDIT CRITERIA

Internships undertaken for academic credit require a strong academic foundation; as a result students are expected to have extensive academic preparation in Women's and Gender Studies / LGBTQ Studies before enrolling in WGS590. This course is open only to WGS majors or minors or LGBTQ Studies minors who have junior or senior standing. Internships that are primarily clerical or mechanical will not qualify for academic credit. Internship activities that could be counted for credit might include the following:

1. Carrying out research for an organization. This could include archival research, oral history interviews, policy analysis, or other forms of research
2. Writing up the results of research for publication or for presentation in other forms such as exhibits, documentaries, or websites
3. Preparing teaching materials, and/or curricula, or undertaking teaching and tutoring activities

4. Developing programs or building capacity at a community organization
5. Designing a creative project that includes a substantive academic component
6. Other activities pending approval of proposal by faculty supervisor and WGS Director

A written report or other material deliverable will be expected as part of the internship. Depending on the nature of the internship, the faculty supervisor may require additional written assignments such as journals or research papers as part of the internship. Such additional assignments will be described by the faculty supervisor as part of her or his description of the means of evaluation.

The amount of additional academic work assigned by the faculty supervisor should be commensurate with the number of credit hours for the internship.

Students proposing internships or projects for credit must submit thorough proposals to the WGS Director by the established deadline (Prior to the first day of classes in given semester). No retroactive addition of an internship is permitted.

RESPONSIBILITIES AND GUIDELINES

Students must:

1. Identify a potential project or organization.
2. Discuss plans with a faculty member who might supervise an internship.
3. Contact a prospective on-site supervisor and, with the help of the faculty and on-site supervisors, design a proposal following the guidelines below that will promote direct involvement in the occupational, creative, or research field of the internship
4. Acquire all necessary signatures and provide faculty and on-site supervisors with copies of paperwork
5. Submit proposals to the WGS Director (via email or in person) by the established deadline (prior to the start of classes in a given semester)
6. Fulfill all project responsibilities as defined and submit a self-evaluation at the end of the internship
7. Maintain communication with on-site and faculty supervisors

Proposals Should:

1. Define exactly what student will be doing
2. Specify goals and objectives and how background and responsibilities will help fulfill these objectives
3. Specify how much and by what means communication will occur with the faculty supervisor during the semester
4. Describe the exhibit, project, term paper, or other materials that will be presented to the faculty supervisor for evaluation of the completed internship or project

Faculty Supervisor and On-Site Supervisor Must:

1. Judge the proposed internship or project for its learning objectives, methods, and evaluation criteria for higher education credit
2. Consult with all parties as needed
3. Supervise and approve the formal internship proposal, which the student then submits to the WGS Director
4. Provide appropriate guidance and instruction, and maintain communication with student
5. On-site supervisor will provide a written evaluation of the intern at the conclusion of the internship to the faculty supervisor
6. Faculty supervisor will evaluate the student's internship experience, taking into consideration the on-site supervisor's evaluation, the student's evaluation of the experience, and the student's work. Faculty supervisors must submit a grade by the established deadlines for the appropriate term of study

These guidelines have been adapted from those written by the Internship Center at Skidmore College, the history department at Cleveland State University, and University of Miami Department of History and College of Arts & Sciences.

WGS INTERNSHIP/PROJECT PROPOSAL

Student's Name _____ Class Year: _____

Major(s): _____ Minor (s): _____

Cell Phone: _____ E-Mail Address: _____

Most Recent GPA: _____ Cumulative GPA: _____

Faculty Supervisor: _____ Department _____

Descriptive Title of Internship: _____

On-Site Supervisor (name & title): _____

Name of Organization: _____

Address of Organization: _____

Phone : _____ E-Mail: _____

Dates of involvement in the internship: Begin: ____ / ____ / ____ Conclude: ____ / ____ / ____

Term of Enrollment: _____

Total number of weeks for the internship: _____

Total number of contact hours for the internship (if applicable): _____

Course credit requested:

☐ 1 sem. hrs. ☐ 2 sem. hrs. ☐ 3 sem. hrs

Academic content of the proposed internship: On a separate sheet, the student must provide a specific description of the activities and responsibilities of the internship, including any project deliverables. A description is typically no more than one-page of typed text. Please include your name and date at the top of the sheet. Students may draw on language provided by the institution providing the internship if an internship description already exists. Must be typed. No vague or poorly written proposals will be accepted. For established internships, standardized proposals and descriptions of the means of evaluation can be used.

Means of evaluation: On a separate sheet, the faculty supervisor should briefly describe the materials upon which he or she will assess the completed internship credit and assign a grade. Please include all papers, journals, or other coursework to be completed by the student. A list would in most cases be adequate. Include the faculty name, student name, and date. The faculty supervisor must also determine, in conjunction with the student, how many credits (up to 3) will be given for the internship based on the amount of work involved. For established internships, standardized proposals and descriptions of the means of evaluation can be used.

On-Site Supervisor statement: The On-Site Supervisor must sign the description of activities detailed above.

In signing below, we agree to the content description and to the means of evaluation:

Student signature:_____ **Date:**_____

Signature of On-site Supervisor:_____ **Date:**_____

Review by Faculty advisor/supervisor:_____ **Date:**_____

WGS Director Approval: _____ **Date:** _____