

Women's Studies 491: Internship

Overview and Instructions for WGS Internship

GOALS

An internship is designed to give students the opportunity to apply Women's and Gender Studies principles and methods in a workplace or organization. Through this experience, students work with an organization or group that focuses on women's and gender related issues. There are a broad range of areas where individuals can seek internships, including healthcare, human services, business and industry, education, writing, law, and politics.

The Women's and Gender Studies Program provides some options for local and national internship opportunities, however, students are welcome to identify and pursue other potential placements for their internship. Some ideas for internships include: organizations for the research and advancement of women; public and private corporations addressing women's issues; non-profit organizations devoted to women's health; women's advocacy groups; governmental programs; LGBTQ resource centers; public interest groups; and other organizations focusing on women's or gender issues.

GENERAL REQUIREMENTS FOR AN INTERNSHIP

- Applicants must be a Junior or Senior level student in WGS
- Earn up to 6 credit hours in WS 491: Internship
- Make arrangements in advance and obtain permission of the Director of the Women's and Gender Studies Program *before* the internship begins
- Complete the W S 491 Request Form prior to approval of an internship
- Request Form must be signed by the WGS advisor, the site supervisor, the faculty supervisor and the WGS Program Director

A three-credit internship translates to approximately 8-10 hours per week for the 15 week semester. Thus one three-credit internship course equals a minimum of 120 on-site hours, plus a minimum of 20 hours of accompanying academic work spelled out in this document. All Women's and Gender Studies internships are graded (i.e., not pass/fail).

The **internship faculty supervisor** will be responsible for submitting the course grade. Evaluation will involve consideration of the following.

1. The student's work as an intern as assessed by the on-site supervisor. The supervisor must be identified and must agree to perform the assessment before the student begins the internship.
2. The quality of the written work submitted by the student as assessed by the faculty supervisor in consultation with the WGS Program Director.

WRITTEN REQUIREMENTS

The appropriate **number of on-site hours, as verified by the on-site supervisor** (needs to be indicated in the Request Form).

A **daily log book that records the student's experiences** as they occur, including duties performed, experiences, and personal insights of each day.

A **weekly self-evaluation**, which includes the student's overall assessment of the week, including any new responsibilities or techniques learned, difficult assignments, and/or personal improvement or challenges.

An **academic paper of between 1000 and 1200 words** (typed, double-spaced) in which the student asks and answers questions such as:

- Did my WGS coursework apply to the internship? If so, what and how? Which courses and knowledge did I use to perform the duties of my internship?
- What principles and practices related to women's and gender studies did I apply and learn more about through this experience? For instance, how did I apply my understanding of social justice, economic equality, intersections of gender, race and class in a real world context?
- How has this internship shaped my future career goals? Am I more firmly committed to a career in some aspect of Women's and Gender Studies? Why or why not?

In addition, your paper should describe the site of your internship (type, size, location, population served, etc.), your duties (in detail), the outcome of your internship (especially if you worked on one large project), and the significance of this internship experience to your college career. Summarize what you learned and how this experience has changed your understanding of Women's and Gender Studies as an academic field and a possible career.

A **signed, positive evaluation by your on-site supervisor** mailed directly to the faculty supervisor of the WGS Program. (See on-site supervisor responsibilities below.)

The daily log, the weekly self-evaluation, and the academic paper must be submitted to the faculty supervisor and the Director of the WGS Program before credit can be awarded. Any failure on the part of the internship student to submit the daily log, weekly self-evaluation, and academic paper will result in no credit earned for the internship.

All **requirements must be completed by the last day of the final exam period** (in the case of an internship during the semester) or by Friday of the first week of classes (in the case of a summer internship).

ON-SITE SUPERVISOR RESPONSIBILITIES

1. Fill out and sign the Internship Learning Contract and return it to the WGS Program.
2. Fill out the Midterm Report during the first half of the student's internship. Fill out the Final Evaluation within one week of the conclusion of the student's internship.

Verify the number of hours worked by the student.

Women's Studies 491 Internship Request Form

This form constitutes a contractual agreement between the student and faculty. The internship will be conducted under the supervision of a WGS faculty member. Students must have junior or senior classification to participate in an internship. Once the internship opportunity has been identified, the student must seek approval from the faculty supervisor and site supervisor before submitting this request to the Women's and Gender Studies Director for approval.

GENERAL INFORMATION

Date: _____ Registration for: ___ Semester ____ Year

Student's Name:

Student ID:

E-mail address:

Phone Number:

Academic Adviser:

Site/Organization Name

Site Supervisor _____

Title:

Address _____

Phone

Email Address:

LEARNING GOALS AND STRATEGIES (Fill out this information with your application)

1. Please identify your learning goals for this internship. Learning goals should be related to women's and gender studies principles and practices. For instance, identify learning goals related to knowledge of economic equality, social justice, intersection of gender, race and class, skills in applying these principles to practice, or understanding of these principles in a real world context.

2. How do you plan to achieve these goals? Describe the learning strategies you will use, including your regular internship duties and special projects, formal training, reading, attending meetings, or conducting informational interviews.

3. Explain how this internship will benefit you academically, personally, and/or professionally.

4. What are the final outcomes or ways that you will demonstrate that you have achieved your learning goals? For example, documentation of learning could be a journal, portfolio, written report, photo or video essay, letter of recommendation from the site supervisor or other outcome negotiated between you and your faculty supervisor.

AGREEMENT SIGNATURES

Student _____ Date _____

WGS Faculty Supervisor _____ Date _____

Site Supervisor _____ Date _____

Academic Advisor _____ Date _____

WGS Program Director _____ Date _____

Contacts:

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Additional information about the Women’s and Gender Studies Program and internship resources

<https://womensstudies.las.iastate.edu/>