

WSGS 398: Women's Studies and Gender Studies Internship

Application Packet

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INTERNSHIP ELIGIBILITY REQUIREMENTS

In order to qualify for a Women's Studies and Gender Studies internship, you must meet the following requirements:

- Be a junior or senior WSGS major or minor
- Have completed at least three WSGS courses
- Be in good academic standing
- Have completed application materials that were received by the appropriate deadline
- Have participated in an orientation session with the WSGS Internship Coordinator

You will not be allowed to register for academic credit unless the agency where you plan to work is an approved agency with the Women's Studies and Gender Studies office.

We do not award credit for previous work done in an unregistered internship or for your work in a part-time or full-time job.

WSGS INTERNSHIPS AND PRACTICUMS

The Women's Studies and Gender Studies Program strongly recommends an internship or practicum experience as a dynamic means of linking theory and practice and preparing our students to work effectively in any number of organizations and campaigns that promote feminist principles. We believe there can be mutual benefit for the sponsoring agency, the student and the program.

What is the difference between an internship and a practicum? An internship is a placement in an agency, office, or other environment where the student engages with ongoing work of the existing team, possibly with a variety of projects. There is a set time for the internship, and when the time is over the student will be done with the placement. A practicum is a project-oriented experience where the student might be in an internship-like environment or not; a practicum might include academic research with a final product, such as a paper, report, or event. The practicum is over when the student completes the project.

For ease of reading in the sections below, we sometimes use the terms "internship" and "practicum" interchangeably. For the purposes of this document, they are synonymous.

INTERNSHIP AND PRACTICUM GOALS

1. The internship or practicum should provide the student with on-the-job experience which is both practical and purposeful. The student should be able to apply skills and concepts learned in the classroom and acquire new competencies and understanding under the guidance of a supervisor or mentor in the sponsoring agency or office.
2. The internship or practicum experience should also develop the student's appreciation of professional quality, commitment and cooperation in work relationships and organizational practices. There should be an opportunity to learn teamwork and practice competencies.
3. One of the most important aspects of the student's internship/practicum experience should be the opportunity to understand the WHY as well as the HOW of work performed within an organization.
4. The internship or practicum -should be part of an overall academic process based on individual learning goals and an integrated professional experience that helps to link theory and practice. Each student will develop their individual learning goals in consultation with the internship coordinator and site supervisor.
5. The WSGS program emphasizes the importance of cooperation and communication among the Program, the Agency, and the Student.

WOMEN 'S STUDIES AND GENDER STUDIES INTERNSHIP AND PRACTICUM POLICIES PROGRAM RESPONSIBILITIES

This policy statement explains the expectations and the requirements of our internship program as well as the cooperative relationships among the sponsoring agency, the department and the student.

The initial contact for a possible internship may be initiated by the Program, the student or the agency. The Program must approve all internship agencies.

The internship Coordinator will screen all applicants for internships and recommend only those who have demonstrated academic ability, basic skills in the job area, ability to work with people, a sense of personal discipline, responsibility and leadership potential. Interns must be at least junior or senior Women's Studies and Gender Studies majors or minors who have the skills required by the internship site. The Coordinator will interview eligible candidates and determine their qualifications prior to student interviews with any agency. All students who are interested may apply and attend initial orientation sessions. Students who are approved will have a meeting with the Coordinator and choose appropriate agencies for their interviews.

The initial intern agreement should establish mutual goals for both the intern and the agency supervisor. - The internship Coordinator will maintain communication with the agency and the student during the internship period. The Coordinator will review the intern's two-week reports, meet with the intern several times during the term and coordinate the learning goals and evaluation process. The Coordinator will assign a final letter grade based on completion of all internship requirements and agency evaluations.

The WSGS Program will, if necessary, withdraw a student from the internship should the student fail to carry out assigned responsibilities or mutual goals established by the agency, the student and the Program. The Program may also withdraw a student if the agency does not provide adequate supervision and educational experience for the intern.

AGENCY RESPONSIBILITIES

The agencies may interview several students for each position and choose the person or persons they believe to be most qualified or compatible with the organization.

The importance of the sponsoring agency's role should not be underestimated. While the student performs as an employee of the agency during the internship, the student is expected to learn the performance of the job assigned. In accepting an intern, the agency agrees to be an active educational resource for the student by providing information, experience and feedback. The student should be given meaningful work and training in a variety of areas according to the type of internship and the intern's individual learning goals. Interns should not be gofers or clerical workers.

The supervisor should discuss job responsibilities with the intern at the beginning of the internship and recognize the intern's individual learning goals as a part of the internship experience. Together the student and supervisor should complete the internship agreement form during the first week of the internship. The immediate supervisor of the intern will be asked to formally meet with the intern each week to discuss specific goals, responsibilities and performance. The supervisor should contact the Internship Coordinator if any problems arise concerning the intern at any time during the term.

The agency also becomes the evaluator of the student's performance, attitude and understanding on the job. A midterm and final evaluation of the intern will be requested from the supervisor. The intern's grade will reflect agency assessments as well as the intern's reports and final analysis paper.

Cooperating agencies may provide compensation to the intern for services provided within the context of the Internship Program. The Women's Studies and Gender Studies Program allows both paid and unpaid internships depending on specific agreements and situations. Agencies may also provide a stipend for transportation expenses. Some agencies prefer to offer compensation because the employer/employee type relationship is thereby more clearly established. If the intern is working without compensation, she or he should not be replacing a regular full or part-time employee or working in a clerical position.

The agency should develop a detailed written job description and set up a specific work schedule with the intern according to the guidelines for a regular 14-week term based on a minimum of 12 hours a week (total of 168 hours). Summer internships combine first and second sessions for a total of 12 weeks, with an equivalent number of hours. On occasion, other arrangements may be made, but these must be agreed upon by the Coordinator and the sponsoring agency before the intern starts work and must represent an equivalent number of hours. The agency should keep the Internship Coordinator updated on the internship requirements and availability to maintain accurate and current files.

STUDENT INTERN RESPONSIBILITIES

The student should apply for an internship by the deadline during the semester before the requested internship. Students will also be required to submit a recommendation from a faculty member in WSGS or a related field. All applications must be current and updated for each internship.

The student will be required to have an interview with the Coordinator before interviewing with any organization. The student must have a current resume as well as some background knowledge of the agency before interviews begin. If the student does not go through Program procedures, she or he will not be allowed to take an internship for credit.

The student intern has responsibilities to both the sponsoring agency and the Women's Studies and Gender Studies Program as a credit-earning student. On the job, the student intern is expected to perform

tasks required by the sponsoring agency at the times and places stipulated in a professional manner. As an intern, the student is expected to learn and perform job-related skills at a level acceptable to the sponsoring agency. The student should display energy and initiative to take full advantage of opportunities for learning and practicing required skills.

The intern will be expected to work a minimum of 12 hours a week, for the 14-week regular term and 15 hours a week for the combined 12-week summer session (total of 168 hours), for three hours of academic credit. A student may earn six total academic credits for the internship over two separate terms. Normally, this should involve internship assignments with two different agencies. In special cases other arrangements may be made, but this must be approved by the Coordinator before the intern begins work. In no case will more than six internship credits be allowed.

The intern must make two-week reports based on learning goals set in discussion with his or her supervisor. These student reports should be submitted to the WSGS Internship Coordinator via the Sakai course site at the end of each period. The student intern will also be expected to write a final paper based on the internship experience. The intern must meet with the Coordinator at least twice during the regular term. It is the student's responsibility to contact the Coordinator for individual meetings. Interns will also complete three blog posts.

The internship work can be performed only after approval by the Coordinator and completion of all requirements. For internship credit, work must be completed during the term in which the student is registered. *Ex post facto credit* will not be given. The internship cannot be used to obtain credit for prior, current or future employment.

The internship/practicum agreement is a commitment to a particular agency and should be honored. If, however, for some unforeseen reason the student must withdraw from the internship/practicum with the sponsoring agency, the student must first contact the Coordinator and then talk with her or his supervisor. The agency should have two weeks' notice of withdrawal.

INTERNSHIP ADDRESS FORM

COMPLETE AND RETURN THIS FORM TO THE WSGS INTERNSHIP COORDINATOR TO OFFICIALLY START YOUR WORKING FILE. THIS FORM MUST BE SUBMITTED BY THE END OF THE FIRST WEEK OF THE SEMESTER

This should include the current contact information for you and your supervisor. After completing this form please return it to the WSGS Internship Coordinator in Crown 117, LSC or email ehemenway@luc.edu.

Start date of Internship: _____

Intern: _____

Student ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (home) _____ (work) _____

Email: _____

Supervisor: _____

Title: _____

Organization: _____

Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (work) _____

Fax #: _____

Email: _____

WSGS INITIAL INTERN AGREEMENT

Interns: Complete this form in discussion with your supervisor by the end of your first week of work. *Return this form to your Internship Coordinator immediately to officially start your internship.*

Intern's Name: _____

Organization: _____

Supervisor: _____

Internship Start Date: _____ Completion Date: _____

Hours/Days: _____

Intern Job Description (can also attach job description if more space is necessary):

INTERN'S PRIMARY LEARNING GOALS FOR THIS INTERNSHIP:- (Describe specific skills and knowledge that intern will acquire by doing):

Learning Question (Research Interview Focus):

WSGS INTERNSHIP PROCESS CHECKLIST

___ Step 1

Review the online **Course Packet**, request faculty recommendation, and complete the online application form.

___ Step 2

Begin to identify appropriate agencies, complete planning sheets, update resume.

___ Step 3

Make appointment and meet with Coordinator to discuss learning goals, review files, and choose agencies for applications and interviews.

___ Step 4

Contact agencies, complete any relevant applications and ~~complete~~ interviews.

___ Step 5

Decide on agency for internship, verify with Coordinator, register for internship (registration block will be removed after verification-).

___ Step 6

Return the **Address Form** to begin your internship.

___ Step 7

Complete **Initial Intern Agreement** in discussion with agency supervisor and return form to Coordinator after your first week of work.

___ Step 8

Begin a journal as personal documentation of your activities. Keep copies of your work.

___ Step 9

Complete **Two-week Reports** and **Time Sheets** and turn in on schedule.

___ Step 10

Meet with the Coordinator to review learning objectives after your first two weeks of work.

___ Step 11

Complete first **Blog Post** during week three.

___ Step 12

Complete second **Blog Post** during week seven. Provide your supervisor with the (Midterm evaluation form)

___ Step 13

Schedule meeting with Coordinator to discuss progress and learning question.

___ Step 14

Complete third **Blog Post** during week twelve.

___ Step 15

Prepare **Final Analysis Paper** and make an appointment for final meeting with the coordinator (final evaluation form sent to agency supervisor).

INTERNSHIP REQUIREMENTS AND GRADING PROCEDURES

Your internship file begins with the return of your **INITIAL INTERN AGREEMENT SHEET** stating your learning goals, job description and hours. This should be completed on your first day of work in discussion with your supervisor. **You will receive a letter grade in the internship** based on completion of the following requirements:

TWO-WEEK REPORTS

These reports to the internship Coordinator should be typed and are due the Monday following each two-week period. Please be specific in describing your activities during the two-Week period and how these relate to your learning goals. It is your responsibility to complete these on time. These reports should be emailed to the WSGS Internship Coordinator at bmurphy@luc.edu. They may also be dropped off to the coordinator, mailed, or faxed. You will submit seven reports and each is worth 4 points (28 of 100 points).

TIME SHEETS

Time sheets should be completed and returned to the internship Coordinator at the end of each 4-week period. They include the exact times and dates that you work. Make sure these sheets are signed by you and your supervisor. You are required to complete a **minimum of 12 hours a week for 14 weeks** during the regular semester. During the summer you will be completing a minimum of 15 hours a week over a 12-week summer session. Make sure that your schedule is confirmed with the Coordinator and your agency supervisor.

MEETINGS WITH COORDINATOR

At least two meetings with the internship Coordinator are required. Of course, you may meet with Coordinator as many times as necessary. These meetings will provide an opportunity to discuss progress, review your learning goals, assess performance, discuss concerns and plan for integration and application. You are responsible for contacting the coordinator to schedule these meetings.

BLOG POSTS

You are required to write three blog posts for potential publication in WSGS materials. Each should be a minimum of 500 words and emailed to both of the following email addresses by the date they are due: bmurphy@luc.edu and wsgsprogram@luc.edu. Photos are required. If you have privacy issues over the use of your name or photo, please contact the Coordinator to discuss how to fulfill this assignment. These posts are worth 6 points each (18 of 100 points).

FINAL ANALYSIS PAPER

This paper includes two parts: (1) Learning question: This question is determined by the intern and approved by the coordinator. This should be a question that you are especially interested in and can explore and research during the internship. (2) Individual Assessment: A brief summary of your preparation for the internship, learning during the internship, integration of this knowledge and skill into your academic and professional goals, and your individual evaluation. The analysis paper is due on the first day of final exams. You should keep a journal of activities, information and interviews during your internship to help in preparing your final analysis paper. This paper is worth 24 points (24 of 100 points).

AGENCY SUPERVISOR EVALUATIONS

Your internship supervisor will be asked to assess your performance at midterm and again at the end of the internship. This includes your attitude toward the internship, ability to work with others, dependability, job knowledge, task performance and initiative. These evaluations will be worth 30 points. The Internship Coordinator will send a letter and an official evaluation to your supervisor. The agency supervisor will return the evaluation to the Coordinator. Copies of these documents are included on pages 11-13 of this syllabus (30 of 100 points).

TWO-WEEK REPORTS

Here are the questions for your two-week reports. These reports should be approximately two pages double-spaced discussing some key questions regarding your experiences. Please expand on the questions in any way you see fit. Please either email or deliver a hard copy to the internship coordinator. Write clearly and include some specific details and examples to describe your experience and work activities. Number and date each report.

Report #1

1. What were your specific activities and responsibilities during this two-week period?
2. How does this activity help to reach overall learning goals for the internship?
3. How would you assess your learning and performance during these two weeks?

Report #2

1. What were your specific activities and responsibilities during this two-week period?
2. Are your duties changing? What can you do now that you couldn't do before you started the internships?
3. What is easiest about the internship? What is most difficult?

Report #3

1. What were your specific activities and responsibilities during this two-week period?
2. What have you not done in your internship that you want to do?
3. What is your most important learning so far?

Report #4

1. What were your specific activities and responsibilities during this two-week period?
2. Assess your current progress on each of your learning goals.
3. What have you done to begin the research for answering your learning question?

Report #5

1. What were your specific activities and responsibilities during this two-week period?
2. In what ways has your supervisor contributed to your learning goals? Use specific examples.
3. How has your personal communication style changed since you began your current internship?

Report #6

1. What were your specific activities and responsibilities during this two-week period?
2. Which of your learning goals do you think have been most useful in guiding your internship?
3. Who are you interviewing to complete the research for your learning question?

Report #7

1. What were your specific activities and responsibilities during this two-week period?
2. What is your perspective toward a career in the area of your current internship?
3. What specific skills have you developed during this internship that you did not have before?

BLOG POSTS

You will also need to write a blog post for potential publication on the WSGS website and/or blog three times during the semester. These blog posts should be a minimum of 500 words and should be emailed to both of the following email addresses by the date they are due: bmurphy@luc.edu and wsgsprogram@luc.edu. Photos are required (If you have privacy issues over the use of your name or photo, please contact Dr. Murphy to discuss how to fulfill this assignment). The details for each blog post are laid out below.

Due by the Friday of Week 3

- Introduce yourself to your readers in the first paragraph (imagine they are faculty, fellow students, alumni, or potential WSGS students).
- In the second larger paragraph, explain why you've decided to do a WSGS internship and what you hope to accomplish.
- In the last paragraph, discuss your first impressions at your internship location.
- Attach a recent photo of yourself (not at your internship location. Get permission to publish the photo in WSGS materials from others if there are others in the photo).

Due by the Friday of Week 7

- In the first few sentences, remind your readers who you are, what your internship location is, and how long you've been working there.
- In the second larger paragraph, explain what work you've done in the past eight weeks and how that work relates to what you know about WSGS topics such as gender, feminism, queer studies, systems of oppression, intersectionality, and/or others.
- In the final paragraph describe an instance where you felt you were developing knowledge and/or skills that will better enable you to work toward social justice.
- Attach a photo of yourself working at your internship location (at a desk, interacting with others, etc. Get permission to publish the photo in WSGS materials from others if there are others in the photo).

Due by the Friday of Week 12

- In the first few sentences, remind your readers who you are, what your internship location is, and how long you've been working there.
- In the second larger paragraph, describe how you hope to apply what you've learned to your personal, educational, career, and activist goals.
- In the final paragraph, reflect on your favorite moments from your internship and offer advice to others who might be thinking about becoming a WSGS major or minor.
- Attach a photo of yourself working at your internship location (at a desk, interacting with others, etc.). This photo should be different from the others you've sent. And be sure to

get permission to publish the photo in WSGS materials from others if there are others in the photo.

FINAL PAPER

This is the equivalent of your final exam. It is worth 24% of your grade. This paper integrates your course work, your internship experience, and your goals for professional development. Try to put your internship into perspective and show your level of responsibility and initiative for learning. The major emphasis should be based on your learning question in Part I. Consider Part II as a brief individual assessment of not more than three pages.

Use subheadings to organize information. This paper should be eight to ten typed pages double spaced. Include any additional materials and examples of your work that you think might be useful in evaluating your overall performance and learning. Put your paper in a pocket folder with supporting materials.

Part I – Learning Question

This question should be answered in detail with specific examples and support. Research must be based on **primary resources** including personal experience, interviews, and activities during the internship. Use quotes and attribution and cite your resources in a bibliography or in endnotes. Both theoretical and practical topics can be explored. Your answer should reflect your new knowledge and understanding.

Part II – Individual Assessment

Preparation

How did your courses and class work prepare you for your internship? Describe specific topics, theories, and ideas that were useful.

Knowledge and Skills

What were the most important things that you learned during this internship? Relate your learning to specific activities and experiences in your internship.

Integration

How does the internship fit into your future career or graduate study? Write about the value of the internship experience in relation to your professional development. How will you apply the things you have learned?

Evaluation

How would you evaluate your overall performance in the internship? Support your answer with specific examples related to the intern evaluation form (included on pages 11-13 of this syllabus).

**LOYOLA UNIVERSITY CHICAGO
WOMEN'S STUDIES AND GENDER STUDIES PROGRAM
INTERN MIDTERM EVALUATION FORM**

Name of intern _____ Date _____

Organization/Agency _____

PLEASE RATE YOUR INTERN IN THE FOLLOWING AREAS
BY CIRCLING OR UNDERLINING THE APPROPRIATE TERM

TASK PERFORMANCE

Excellent Good Average Below Average Poor

COMMENTS:

SPECIFIC KNOWLEDGE AND UNDERSTANDING

Excellent Good Average Below Average Poor

COMMENTS:

ATTITUDE TOWARD WORK

Excellent Good Average Below Average Poor

COMMENTS:

ABILITY TO WORK WITH OTHERS

Excellent Good Average Below Average Poor

COMMENTS:

INITIATIVE IN SETTING AND REACHING GOALS

Excellent Good Average Below Average Poor

COMMENTS:

DEPENDABILITY/RESPONSIBILITY

Excellent Good Average Below Average Poor

COMMENTS:

OVERALL PERFORMANCE RATING

Excellent Good Average Below Average Poor

COMMENTS:

ADDITIONAL OBSERVATIONS OR ASSESSMENTS ABOUT THIS INTERN

Supervisor's name (printed) _____ Date _____

Supervisor's signature _____ Date _____

PLEASE RETURN COMPLETED FORM TO:

Dr. Betsy Jones Hemenway, Internship Coordinator
Women's Studies and Gender Studies Program
Loyola University Chicago
Crown Center 117
1032 W. Sheridan Rd.
Chicago, IL 60660
ehemenway@luc.edu

**LOYOLA UNIVERSITY CHICAGO
WOMEN'S STUDIES AND GENDER STUDIES PROGRAM
INTERN FINAL EVALUATION FORM**

Name of intern _____ Date _____

Organization/Agency _____

PLEASE RATE YOUR INTERN IN THE FOLLOWING AREAS
BY CIRCLING OR UNDERLINING THE APPROPRIATE TERM

TASK PERFORMANCE

Excellent Good Average Below Average Poor

COMMENTS:

SPECIFIC KNOWLEDGE AND UNDERSTANDING

Excellent Good Average Below Average Poor

COMMENTS:

ATTITUDE TOWARD WORK

Excellent Good Average Below Average Poor

COMMENTS:

ABILITY TO WORK WITH OTHERS

Excellent Good Average Below Average Poor

COMMENTS:

INITIATIVE IN SETTING AND REACHING GOALS

Excellent Good Average Below Average Poor

COMMENTS:

DEPENDABILITY/RESPONSIBILITY

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OVERALL PERFORMANCE RATING

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COMMENTS:

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