

This document contains:

1. Steps To Receive Academic Credit for Your Internship
2. WGSS 368 Syllabus
3. WGSS 368 Learning Contract
4. Organizational Evaluation of Intern

Students should:

1. Read carefully the WGSS 368 syllabus and meet with the Internship Liaison, as early in the process of selecting an internship site as possible but in all cases before completing the Learning Contract in order to determine if the internship site and the expected duties there are compliant with the requirements for WGSS 368 as well as to begin the process of obtaining a faculty mentor.
2. Once the student has confirmed that the site and anticipated duties are in line with the goals of an academic internship, the student should meet with their Site Supervisor to discuss the Learning Contract.
3. A Learning Contract signed by the site supervisor is then provided to the Faculty Mentor and together the student and mentor determine a schedule of meetings and assignments for the semester.
4. The Learning Contract must be signed by the Site Supervisor, the Faculty Mentor, and the Internship Liaison, before permission is granted to register for WGSS 368.
5. Throughout the semester, at intervals agreed upon with the Faculty Mentor, the student should submit a record of hours worked and at the end of the semester at a time agreed upon with the Faculty mentor but in any case no later than the last day of finals, the student should submit to the Faculty Mentor a record of hours worked which has been signed by the Site Supervisor.
6. Additionally, at the completion of the internship hours, but no later than the last day of finals, the student should submit to the Faculty Mentor the Internship Evaluation.
7. At the completion of the internship hours, the Internship Liaison will consult with the Site Supervisor to get an evaluation of the student's work and will submit that evaluation to the Faculty Mentor.
8. The Faculty Mentor will determine the grade for WGSS 368 based on the completion of the scholarly work requirements and taking into account the evaluation of the site supervisor.

## **WGSS 368: Experiential Learning: Internship**

(3-6 credits)

Experiential Learning Coordinator/Internship Liaison: Gwen Warman – [gwarman@umd.edu](mailto:gwarman@umd.edu)

Eligibility Requirements: Junior standing or higher.

### Course Description and Goals:

WGSS368 is designed to provide students with the opportunity to combine theory and practice and get hands on experience with specific women's/gender/sexuality issues in a workplace or organizational setting. The course has two components: work at the internship setting developing practical skill sets applicable to that environment and work with a Faculty Mentor to prepare readings and/or research that provide a framework to think about the internship experience and an opportunity to reflect on the pragmatic and political issues associated with the work of the particular organization.

### Students will:

Demonstrate the ability to apply knowledge of women's/gender/sexuality studies to practical and professional experiences outside the classroom.

Evaluate the ways in which the internship site supports and/or challenges assumptions/theories within the fields of women's/gender/sexuality studies.

Demonstrate critical thinking skills in developing and refining over the term a set of learning objectives for their internship experience and, at term end, cogently analyzing the activities done in the internship.

Gain professional experiences and skills to further personal goals.

### Course Policies:

The Harriet Tubman Department of Women, Gender, and Sexuality Studies allows students to take 3-6 credit hours of internships. The number of credits depends on the number of hours at the internship site and in work with the Faculty Mentor.

NUMBER OF CREDITS EARNED	MINIMUM HOURS AT INTERNSHIP SITE	MINIMUM HOURS CONSULTING WITH FACULTY SPONSOR, RESEARCHING & WRITING	TOTAL HOURS
3	90 (6 per week)	45 (3 per week)	135
4	120 (8 per week)	60 (4 per week)	180
5	150 (10 per week)	75 (5 per week)	225
6	180 (12 per week)	90 (6 per week)	270

It is the responsibility of the student to identify an internship site and set up their internship. The department maintains a list of possible internship sites and the Internship Liaison is available to talk with students about possible placements and to help in preparing for an internship interview.

Please note: Among the important benefits of an internship are the student's observations of a worksite and development of the interpersonal skills necessary to such a setting. As such, students can only earn hours while working at an official actual or sponsored work site. As such, hours cannot be earned remotely or by working from home; only in very rare circumstances will this stipulation be waived (due to COVID-19 all in person requirements are currently waived). Students are not permitted to work in a private residence with a home office, etc.

Student internships must be approved by the Internship Liaison in the department who will assist in finding an appropriate Faculty Mentor for the internship course. An internship course will be approved only if a Faculty Mentor is available.

Students, in consultation with their Site Supervisor and Faculty Mentor, must complete an Internship Learning Contract, laying out the specific objectives of work with the organization and of the scholarly component of the course. Internship Learning Contracts must be approved by the Internship Liaison before the student registers for WGSS 368.

The Faculty Mentor and student will consult to devise a plan of study appropriate to the internship site and the student's interest; this will include devising a set of readings or a research plan that enhances the student's understanding of their work at the internship site and that enables the student to connect scholarship in women's/gender/sexuality studies with the work at the internship site.

Students are expected to maintain regular contact with the Faculty Mentor, meeting face-to-face if possible at least once a month, and turning in as required all work assigned.

All internship courses require the student to complete a final project; the exact form of this project will be determined in consultation with the Faculty Mentor and may include a written report, a formal public presentation, or other as appropriate. In some circumstances where the work with the internship organization includes development of a project (a film, a substantial report, a tour guide brochure, etc.), that may be submitted along with a written or oral explanation of the ways that the semester's readings/research have contributed to this project.

Students are required to maintain a log of hours worked each week at the internship site and specific duties assigned at the site for each week. Students are encouraged to complete internships by the last day of classes; hours must be completed by the end of final exams in the academic period the student is registered for the internship course. This Internship Hours Time Log should be presented to the Faculty Mentor throughout the semester at agreed upon intervals and a final signed Internship Time Log should be submitted by the end of finals week. Note: hours worked does not include commute time.

The Site Supervisor will provide a midterm and final assessment of the student's work at the internship site.

The student should complete by the end of finals week a Women, Gender, and Sexuality Studies Internship Evaluation form.

The final grade in the internship course will be determined by the Faculty Mentor, taking the assessment of the Site Supervisor into account.

#### Students with Disabilities

Students requiring specific academic accommodations should contact the Internship Liaison with the appropriate documentation from DSS before the end of the "drop/add" period for the semester. See [www.counseling.umd.edu/DSS](http://www.counseling.umd.edu/DSS)

#### Academic Integrity

Academic integrity is the foundation of scholarship and the policies will be strictly enforced. Any indication of academic dishonesty (including but not limited to cheating, plagiarism and falsification) will be referred to the Office of Student Conduct ([www.shc.umd.edu](http://www.shc.umd.edu))

**Department of Women, Gender, and Sexuality Studies**  
**Internship Learning Contract (WGSS386)**

The Internship Learning Contract is a mutual understanding among the student, the Internship Site Supervisor, and the Department (via the Faculty Sponsor). The purpose of this agreement is to allow the student to establish, in conjunction with the supervisor, *prior to the start of the Internship*, a plan for the duration of the Internship experience.

The goal of the internship is to enhance the learning experience. This document provides a basis for students to discuss with supervisors the opportunities for learning that an organization can provide. The Internship Learning Contract assists the intern in making a meaningful contribution to the work of the Internship site/organization, as well as setting goals to continue professional growth and development.

Semester & Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Units of Credit (3-6): \_\_\_\_\_

Date Internship Begins \_\_\_\_\_ Ends \_\_\_\_\_

Number of hours per week at internship site \_\_\_\_\_

Name of Faculty Mentor \_\_\_\_\_

Internship Site: _____
Address: _____
Supervisor's Name and Title: _____
Supervisor's Telephone: _____ Fax: _____
Supervisor's Email: _____

**Internship Site Supervisor's Responsibilities:**

1. Provide intern with a solid orientation to the history, mission, work and organizational culture of organization
2. Provide intern with a thorough understanding of their specific responsibilities and the tools and resources available to successfully fulfill those responsibilities
3. Provide necessary level of supervision to enable the intern to effectively complete projects and duties assigned.
4. Provide appropriate opportunities for the intern to observe the work of others and attend meetings and special events to ensure that she/he is integrated into the environment of the work group.
5. Provide appropriate mentoring and feedback to intern on performance.
6. Provide Women's Studies Internship Coordinator with an evaluation of intern's performance at mid-semester and at end of semester.

**Responsibilities of Student:**

1. Learn as much as possible about the internship site's policies, people, programs, and activities.
2. Show honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn at the workplace.
3. Commit to a time frame with the internship site and fulfill all tasks agreed upon, as outlined in the Internship Learning Contract.
4. Be in regular attendance during the internship period.
5. Respect confidentiality.
6. Work with the Faculty Mentor to devise and complete a reading/research plan appropriate to the emphasis and work of the internship site.

**Responsibilities of Faculty Mentor:**

1. Assist the student to devise a reading/research plan appropriate to the emphasis and work of the internship site.
2. Provide feedback to the student on their incorporation of women's/gender/sexuality scholarship into their work and/or analysis of work at the internship site.
3. Engage the student on the extent to which the internship challenges the assumptions of the fields of women's/gender/sexuality studies.
4. Develop a plan for regular communication with the student.
5. Provide an evaluation and grade based on the scholarly work and the Site Supervisor's assessment.

**Internship Title (if any)** \_\_\_\_\_

**Internship Job Description:** Identify specific job responsibilities, including any projects, teams, products or services, clients/patrons.

**Training:** Will any training be necessary/provided for the Intern to complete their responsibilities appropriately? If so, please describe.

**Internship Site Communication/Meeting Schedule:** Describe the supervision provided at the internship site. What instruction, assistance, guidance and consultation provided? From whom? Will there be regularly scheduled supervisory sessions or meetings?

**Faculty Mentor Communication/Meeting Schedule:** Describe the work you will do with your Faculty Mentor and/or, if the precise work is not yet developed, describe the process by which you and your Faculty Mentor will consult to develop this plan. Will you have regularly scheduled meetings and/or how and how often will you communicate?

**Learning Objectives:** Describe in as much detail as possible what you hope to learn through the internship. Be specific: are you talking about developing skills, expanding your knowledge, testing theories, exploring career interests, discovering your strengths and weaknesses, or some other goals? In what ways do you see these objectives as related to your work in Women's Studies?

## Evaluation

**Site Evaluation:** By what criteria will your Site Supervisor assess your performance at the internship site?

**WMST Evaluation:** By what criteria will your Faculty Mentor assess your performance in the internship?

**Self-Evaluation:** How will you determine whether you have met your learning goals?

Student Signature and Date: \_\_\_\_\_

Site Supervisor Signature and Date: \_\_\_\_\_

Faculty Mentor Signature and Date: \_\_\_\_\_

Internship Liaison:      This internship has been approved for \_\_\_\_\_ credit(s).

Signature and Date: \_\_\_\_\_

\_\_\_\_\_

# Organization Internship Student Evaluation Form

Harriet Tubman Department of Women, Gender, and Sexuality Studies

Name of Student Intern: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Please rate your intern on the following characteristics:

	Poor	Fair	Good	Very Good	Excellent
Knowledge base					
Punctuality					
Ability to work with others					
Ability to take direction					
Motivation					
Flexibility					
Cooperativeness					

Based on the scale below, please describe your experience having a student at your organization this semester:

1                      2                      3                      4                      5  
 Very positive    Somewhat positive    Okay    Okay, but challenging    Not worth it

To earn university credit, student interns must complete a minimum number of hours of working for/at the site. Please indicate the most appropriate response below:

- \_\_\_\_\_ Student completed at least 180 hours                      \_\_\_\_\_ Student completed at least 90 hours
- \_\_\_\_\_ Student completed at least 150 hours                      \_\_\_\_\_ Student completed less than 90 hours
- \_\_\_\_\_ Student completed at least 120 hours

Did the student interning at your organization satisfactorily complete your requirements of the internship:

Yes                                              No

Please explain:

Overall grade that you feel your student intern has earned: \_\_\_\_\_

Any additional comments about your student intern – positive or negative?