

WMST 3930 Summer Internship

Faculty Sponsor _____

Office: WMST Cottage; Phone 303-492-8923

Purpose

One goal of the internship is to observe first-hand, the day-to-day functions and operations of an organization that a student is serving. The intern is to work on meaningful jobs and provide meaningful service to the organization. Another goal is to gain an understanding about the connections between women's and gender studies academic classroom learning and the concrete realities and issues addressed by the social organizations, agencies and/or groups with which students will work.

Procedures

- The student must find a faculty sponsor. The faculty sponsor is required to approve and sign your contract. They also need to be available to evaluate and grade your portfolio by the end date of each session: Session A + July 2, Session B = August 6, Session D = August 6.
- Complete the "Credit Internship Application for the College of Arts and Sciences", available from the Career Services website, <http://www.colorado.edu/aac/internshipapp.html>

The student will obtain the necessary signatures BEFORE the start of the session to ensure enrollment for the designated credit. You must submit the completed contract (printed from the web with all questions answered) with your signature, your supervisor's signature, and faculty sponsor's signature to Ray Garcia, the Associate Director of Career Services (in Willard Hall) for his signature. After you have turned the contract in, you should see Judy Lujan, administrative assistant for Women's Studies, so that she can enroll you in the class.

- The intern's duties are to be negotiated with the employer and intern.
- The employer will identify one primary supervisor of the student intern.
- For three credit hours, student are required to work 144 hours at their internship. (University rule: 48 hours must be worked at internship for each college credit earned, **or 48 hours intern work EQUALS one college credit.**)

Evaluation

Student interns are evaluated on the following criteria:

1. **Worksite Supervisor Evaluations:** (submitted the last day of each session) **To be submitted on or before the last day of the session. The supervisor's grade counts 70% of the student's final grade.**
2. **Intern Evaluation** of worksite (a form is provided for you).
3. **Portfolio and Summary Essay:** **To be submitted the last day of each session. The grades on the portfolio and summary essay count 30% of the student's final grade.**

A. Portfolio

Each student shall collect fliers, information, handouts and all written material from the worksite and create an Internship Portfolio. The Internship Portfolio will be organized with topic headings in a notebook (see below for order). Top-loading sleeves may be recommended for some (not all) Portfolios. Students are encouraged to take photos (if appropriate) of experiences and include them in the Internship Portfolio (check with your worksite supervisor before taking any photos.) The Internship Portfolio shall include the following:

- Cover and/or title page: Your name and internship experience
- Executive Summary: 1 to 2 page typewritten summary of internship
- Reports on activities and a summary of the learning experience. **Weekly reports required for those doing Sessions A or B; biweekly reports required for those doing Session D.**
- **Complete log of dates with the number of hours (for those dates) worked during the internship.**
- Any other information that the intern thinks is relevant for the faculty sponsor to get a handle on what contributions the intern is making to the worksite.
- Student's goals and objectives with internship experience.
- All material about worksite programs that you have participated in. Include materials and photos documenting your internship experience (special projects, publications, newspaper articles, special training, presentations given, etc.)

B. Summary Essay

Each intern must submit a summary report/essay in which he/she comments on the following items listed below. These papers should be five to eight pages (standard margins, double-spaced). **Place the summary essay at the end of your portfolio.**

- Duties – Briefly describe the nature of the duties you were assigned throughout the semester. How did they change as the semester progressed?
- Supervision – Comment on your relationship with your worksite supervisor(s). Did the supervisor make his/her expectations clear? Were his/her instructions adequate? Did you receive adequate feedback regarding the quality of your work? (Did he/she tell you when made an error and did you end up with a better idea of how to avoid that type in the future?)
- Preparation – Were you adequately prepared to take on this sort of internship? What course or courses do you think you should be required and/or recommended for a student to take prior to his/her assuming this internship?
- Personal Development – What important things did you learn about yourself through this internship experience? (Your answer should relate to personal aspects like getting along with people as well as to career choices.)
- Women's and Gender Studies Knowledge – What did you learn about women's and gender studies? To what extent did this internship experience supplement, expand or contradict your classroom experience?