

WOMEN'S, GENDER, AND SEXUALITY STUDIES
INTERNSHIP GUIDELINES
WGSS 498/698

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I. Description

Overview

The WGSS internship consists of supervised work that may qualify for one to three credits (and may be repeated for a maximum of six credits). Internship work may be part time or full time, paid or unpaid, and may occur during the academic year or during the summer. Internship work must allow students to perform tasks with identifiable applications to the WGSS Program Learning Goals and Outcomes.

The primary goals of the internship are: 1) acquiring first-hand knowledge about a specific field of work, 2) exploring new professional opportunities, 3) applying WGSS theories in an organizational setting related to the student's area of interest.

Prerequisites

To register for WGSS 498 the student must have three credits in WGSS courses and a minimum of junior standing. Department consent is required.

Credit/s

Students may register for one to three credits (Remember that WGSS 498 may be repeated for a maximum of six credits). See the university catalogue regarding how many hours students should spend on each class.

<http://catalog.uwec.edu/undergraduate/academic-policies-regulations/academic-definitions/>

One credit: 45 hours

Two credits: 90 hours

Three credits: 135 hours

Note: if a student does not meet the minimum number of hours, the student should discuss their options with the internship coordinator and immediate supervisor.

II. Process

Students who meet the prerequisites for an internship and wish to enroll in WGSS 498 must complete the following steps.

1. Identify an Internship Opportunity – Students are responsible for finding their own opportunities. It is imperative that students be serious, responsible, courteous, and organized when they contact potential organizations. A careless contact can do irreparable damage to the student, the internship program, the WGSS program, and the University.

In the case that the student is interested in pursuing an internship but is not able for whatever reason to identify a potential internship, the student may wish to submit a resume (both electronic and hard copy) to the internship coordinator. The resume should contain – in addition to the usual information – the specific skills the student believes they have obtained during their University education.

2. Set up an appointment with the Internship Coordinator. If a student has identified a potential internship, the student should make an appointment to discuss it with the internship coordinator.

3. Secure Department Approval to Register - All students wanting approval must complete a Student Internship Application (available on Handshake).

The internship form takes approximately 10 minutes to complete. Handshake does not have a “save” feature. You must complete the required questions on the form before submitting the experience. If you have any questions about submitting an internship experience on Handshake, please contact Alyssa Slaby, slabyaj@uwec.edu.

- a. Go to <https://uwec.joinhandshake.com/> and login with your UW-Eau Claire credentials.
- b. Under “Career Center” at the top right of the screen, click “Experiences”.
- c. Click “Request an Experience” on the top right of the secondary blue menu bar.
- d. Under “Experience Type”, choose “Women's, Gender, and Sexuality Studies Program Internship”.
- e. Select the term in which you are completing the internship.
- f. Fill out the information in the form and complete the departmental questions.
- g. When finished, click “Request Experience” at the bottom of the page.
- h. Attach a copy of the internship description and internship confirmation email (offer letter) to the Handshake Experience after you click "Request Experience" on the next page. To do this, click on "Experiences" in Handshake, and "View Details" for your internship. Select "New Attachment" on the top left of page and upload the documents.
- i. Once complete, the experience will be routed to Career Services and the Women’s, Gender, and Sexuality Studies Department. You will be notified of next steps and given permission to register for the internship course.

The coordinator will review the application and, should the application be approved, the student will be cleared to register for WGSS 498.

4. Register for WGSS 498 – Upon receiving approval from the internship coordinator through Handshake, the student should, as soon as possible, register WGSS 498. Please note that registration deadlines are the same for WGSS 498 as any other class.

5. Submit Learning Objectives – Both the intern and the employer must agree upon a set of learning objectives and specific tasks for the internship. Before the end of the first week of the internship the objectives and tasks must be submitted to the internship coordinator. The learning objectives should be consistent with the Program Learning Outcomes.

6. Complete Academic Assignments -- Academic Assignments will reflect on how students have applied their academic knowledge and skills to internship tasks and will list additional skills and knowledge the student has acquired as a part of the internship.

III. Internship Assignments

Assignment 1: Journals - All students who are enrolled in WGSS 498 must complete a weekly journal while they are employed with the internship provider. The weekly journal is meant to be reflective. Students are to be thinking critically about the skills they are gaining during their internship experience as well as their progress towards their learning goals.

Due: To be submitted to the internship coordinator, weekly, in Dropbox

Assignment 2: Record of tasks completed – The student should keep a record of all work completed during the internship.

Due: To be submitted to the immediate organizational supervisor, upon completion of the internship.

Assignment 3: Professional Resume – The student should submit a professional quality resume that includes skills and experience gained during the internship experience.

Due: To be submitted to the internship coordinator, upon completion of the internship.

Assignment 4: Reflection paper - The student is to write a reflection paper connecting the internship experiences with the WGSS Learning Outcomes.

Due: To be submitted to the internship coordinator, upon completion of the internship.

Format: All assignments should be typed and spell-checked.

IV. Evaluation

Students should realize that signing up for WGSS 498 and showing up for the internship does not guarantee an “A” in the course. The internship coordinator will use the immediate supervisor’s written evaluations (50%), and the journals/resume/reflection paper (50%) in order to determine a course grade.

V. Policies

Not all internships can be completed for a variety of reasons. If interns experience difficulty on the job, they should contact the internship coordinator immediately.

Student interns have certain rights and responsibilities. Please be aware of the following:

- Interns may be released from their internship due to extenuating circumstances; that is they have the right to request an end to the internship under the following conditions, including but not limited to:
 - Sickness
 - Poor working conditions
- The internship coordinator and organization reserve the right to withdraw the student from work under the following conditions, including but not limited to:
 - The student is no longer enrolled in the internship program
 - The student's attendance and performance are unsatisfactory
 - The student abuses policies or rules of the employer/organization or internship program
 - The student fails to address learning objectives.
- Any internship earnings, are exempt from both State and Federal unemployment benefits. Interns may not claim unemployment compensation.
- During the internships all interns are subject to and are the subject of all relevant labor and workplace laws and policies.