

## Internship Course Information

The internship in Women's and Gender Studies (988:422) allows you to receive 3 credits for your work as a volunteer/intern in a community or university-based organization serving women.

As an intern you will:

- Work 10-12 hours a week in an organization approved by a Women's & Gender Studies Advisor
- Your grade for the course will be based on an evaluation of your work as an intern.

The aim of the class is to explore the connections between feminist theories and feminist practices by connecting them to your community or university service with an academic curriculum. Readings and discussions about feminist organizations and policies will provide you with a lens through which to apply theoretical understandings to the power relationships and decision-making processes in your fieldwork settings.

### **To Sign Up:**

**You can only register for this course with a special permission number.**

Come to Women's and Gender Studies and talk with an advisor. Before you register, you will need to:

- Pick up an Internship Packet; and
- Find a placement

### Internship Packet

The internship packet contains several important forms you will need to complete.

These include:

- a checklist of forms to be handed in and deadlines they are due
- a self-assessment form to help you identify your interests, thoughts, strengths, and skills
- a guide to identifying and applying for a placement
- a proposal form to help you define the questions you want to explore during the internship
- a contract that formalizes the agreement between you and your placement

Once you have submitted the proposal and contract forms, you will receive a special permission number to register for the courses.

Questions? Contact Women's and Gender Studies Undergraduate Director Nikol Alexander-Floyd at [ngaf@rci.rutgers.edu](mailto:ngaf@rci.rutgers.edu) 848-932-8405 or come by the Women's & Gender Studies Program:

162 Ryders Lane, 2<sup>nd</sup> Floor  
Douglas Campus

### Finding a Placement

#### **Work with the internship course instructor**

- Meet with the instructor to discuss your interest in the course. Pick up the internship packet and look over forms you need to complete.
- Complete the self-assessment form and give it to the instructor as soon as possible. The instructor will help you identify possible placement based on the areas of interest and skills you want to develop.

## **Work on Developing your Internship Proposal**

- Think about what you want to get out of your placement-both intellectually and personally. Begin to draft your proposal, though some of the details may change when you finalize your placement.

## **Applying for a Placement**

- The Institute for Women's Leadership Placement Sites: Women's & Gender Studies and the Institute for Women's Leadership (IWL) have worked together to identify placement sites interested in hosting an intern. In addition to placements identified by your advisor, you can ask to browse the files in the Women's & Gender Studies office or at the IWL for other ideas.
- Once several sites have been identified, call and arrange interviews. You might need a resume to give to the internship site. We have, in our office, the career services guide to creating a resume.
- Meet with the placement supervisor. Be clear about your interests, but be open to hearing what the placement site needs.
- If the placement seems like a good fit for both you and the site, complete the internship contract and finalize your internship proposal.

## **Registration**

- Submit your internship proposal.
- Submit your internship contract.
- Get your special permission number after your materials have been reviewed and approved by the instructor.

## **Internship Proposal**

The proposal should be completed after discussing the placement with your supervisor. Explore several of the following questions in your one to two page proposal. The proposal should address both the mechanics of the internship and the larger theoretical questions of interest. Although you do not need prior experience to do an internship, please include any relevant experience that you do have.

### **Discuss and Consider:**

- How did you choose the internship, and why?
- What will you do day-to-day in your internship, and how does this relate to your academic and/ or career interest?
- What questions are you going to look at as a result of the work at this particular location?
- What theoretical questions do you want to explore through the internship?
- How does this internship relate to your Women's and Gender Studies courses?
- What do you expect to learn from the placement what you could not get in a classroom?

**Women's Studies Internship Course Checklist**

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Placement Name: \_\_\_\_\_

\_\_ Self-Assessment Form

\_\_ Internship Proposal

\_\_ Internship Contract

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For WGS Use:

Self-Assessment Form Received: \_\_\_\_\_

Internship Proposal Received: \_\_\_\_\_

Internship Contract: \_\_\_\_\_

Approved: \_\_\_\_\_

SP#: \_\_\_\_\_

Comments:

**Self-Assessment Form**

The first key to identifying a good placement is to think about what you want to get out of the internship. The self-assessment form is designed to help you think about some of the factors that make a placement a good fit. Check off your answers, then rank these considerations from 1-6 (with 1 being the most important) in the left hand column to indicate your priorities.

**Importance:**

\_\_\_\_ What policy interest you most?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ What kind of work do you want to do? Do you have specific interest?

Direct Service \_\_\_\_\_  
Administrative \_\_\_\_\_  
Policy Related \_\_\_\_\_  
Organizing \_\_\_\_\_  
Research \_\_\_\_\_  
Other: \_\_\_\_\_

\_\_\_\_\_ What kind of skills do you want to develop? (Think about what you are already good at and what skills you want/need to improve.)

Counseling \_\_\_\_\_ Non-profit Management \_\_\_\_\_  
Policy Analysis \_\_\_\_\_ Research/Writing \_\_\_\_\_  
Public Speaking \_\_\_\_\_ Education/Training \_\_\_\_\_  
Fundraising \_\_\_\_\_ Community Organization \_\_\_\_\_  
Other: \_\_\_\_\_

\_\_\_\_\_ Where do you want to work and in what geographic location?

Non-profit/NGO \_\_\_\_\_ On-campus \_\_\_\_\_ New Brunswick \_\_\_\_\_ New York City \_\_\_\_\_  
For-profit \_\_\_\_\_ Off-campus \_\_\_\_\_ New Jersey \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ What transportation is available to you?

Rutgers Bus \_\_\_\_\_ Car \_\_\_\_\_ NJ Transit \_\_\_\_\_

\_\_\_\_\_ Please mention any other information that will help us in locating a placement.

**Internship Contract**

Memoranda Agreement

Intern's Name: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Supervisor Name and Position: \_\_\_\_\_

Address and Telephone: \_\_\_\_\_

\_\_\_\_\_

Days and Hours to be Worked: \_\_\_\_\_

\_\_\_\_\_

**JOB DESCRIPTION**

**TASKS TO BE ACCOMPLISHED DURING INTERNSHIP** (Please mention any particular projects, events, or publications that will be undertaken during the semester.)

**SKILLS TO BE GAINED THROUGH INTERNSHIP**

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Intern

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Fieldwork Supervisor

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Internship Instructor

11/17/2016