

Internship 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 in an organization approved by the Women's & Gender Studies Undergraduate Director.
- Keep a record of attendance, including dates, number of hours worked and a brief description of duties completed.
- Work closely with the site supervisor and initiate conversations to discuss your performance.
- Keep a journal of internship experiences.
- Must submit a "thought paper" reflecting on the internship. The subject matter of the paper should be agreed upon with faculty sponsor. Please note, this is not meant to be a research paper but a reflective exercise combining the knowledge gained through the internship experience.
- Your grade for your internship will be based on an evaluation of your work as an intern by your site supervisor.

The aim of the internship is to explore the connections between feminist theories and feminist practices by connecting them to your community.

To Sign Up:

You can only register with a special permission number.

Talk to the Undergraduate Director. Before you register, you will need to:

- Download an Internship Packet from our website at <http://womens-studies.rutgers.edu/academics/undergraduate/internships>.
- Find a placement.
- Have your site supervisor approve and sign your contract; and
- Make an appointment with the Undergraduate Director at WGS for approval to obtain a special permission number to register for your internship.

Internship Packet

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

These include:

- Self-assessment form to help you identify your interests, thoughts, strengths, and skills.
- Guide to identifying and applying for a placement.
- Proposal form to help you define the questions you want to explore during the internship.
- Contract that formalizes the agreement between you and your placement.

Once you have submitted the proposal and contract forms and they are approved by the Undergraduate Director, you will receive a special permission number to register for the course.

Questions? Contact Women's and Gender Studies at womenstudies@womenstudies.rutgers.edu

848-932-9331 or come by the Women's & Gender Studies Department.

162 Ryders Lane, 2nd Floor

Cook/Douglass Campus

Finding a Placement

Visit our website for on-campus and off-campus sites, or seek a site of interest on your own.

- Complete the internship packet and have your site supervisor approve and sign.

- Return your completed packet to the Undergraduate Director for approval and obtain a special permission number.

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.
- Once several sites have been identified, call and arrange interviews. You might need a resume to give to the internship site.
- 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 Undergraduate Director.

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 academically relate to your WGS studies?
- 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: _____

Semester of Internship: _____

Placement Name: _____

__ Self-Assessment Form

__ Internship Proposal

__ Internship Contract

For WGS Use:

Self-Assessment Form Received: _____

Internship Proposal Received: _____

Internship Contract: _____

Approved: _____

SPN#: _____

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 interested 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
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_____ 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: _____

Supervisor's Email: _____

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

Intern

Fieldwork Supervisor

Internship Instructor

Internship Information for Field Supervisor

Student: _____

Semester: _____

Internship Site: _____

Supervisor's name & email: _____

A letter should be submitted to the Women's & Gender Studies Undergraduate Director, with a grade, by last day of the semester - Summer 2018: August 14; Fall 2018: Dec 12; Spring 2019: May 6. The letter should address the following:

- **Interpersonal skills and leadership ability:** How effective is the student in establishing and maintaining relationships? How well does s/he work with and/or through supervisors, peers and subordinates? How do you assess the student's ability to lead, ability to delegate responsibility, sensitivity to those less competent and potential for future success as an administrator? Has the student demonstrated willingness to work in a team environment?
- **Personal achievements:** Has the student sought or created opportunities to make use of their native ability and how effectively has s/he exploited it? How do the student's achievements compare to those of their peers?
- **Candidate's insight into his or her own assets and liabilities:** Will the student accept constructive criticism? Will s/he accept a challenge with self-confidence, admit mistakes and ask for help when needed?
- **Intellectual qualifications:** What is your assessment of the student's analytical skills and ability to grasp new ideas? Has the student's work been affected by any special circumstances such as work or academic background? Does the student have the ability to apply their knowledge creatively?
- **Ability to communicate:** Is the student an effective writer? Does the written work submitted demonstrate a mastery of the conventions of English? Is the written material clear, well-organized and forceful? Is the student articulate in oral expression?
- **Industry and self-discipline:** To what extent does the student possess the traits of persistence, efficiency and motivation? Is there any reason to doubt the student's diligence?
- **Potential for future endeavors:** What is your prediction of the student's probable performance in future endeavors? How well do you think the student has thought out plans for future work or study? Among others recommended/evaluated, how does this student rate?
- Is there any other information about the student which you would like to share?

Standard Semester Grades: Students are graded at the end of each course, in accordance with the grades and symbols authorized by the University Faculty Senate, as follows:

- A= Outstanding
- B+
- B=Good
- C+
- C=Satisfactory
- D=Poor (not used in graduate courses)
- F=Failing