



**Protocol for Students Doing Gender and Media Minor Capstone Course
Internships and Service Learning Placements**

1. Student should register for Capstone course (01:988:499 or 04:567:499)
2. Student should begin to look for an appropriate internship (in a for-profit organization) or service learning placement (in a non-profit organization) that connects his or her interests to issues related to gender and media
3. Student should contact one of the coordinators listed at the bottom of the page to discuss the placement process and requirements. Students whose interest is primarily in Women's and Gender Studies should contact Nikol Alexander-Floyd, students whose interest is primarily in Journalism and Media Studies should contact Steven Miller, and students with another (or any) primary interest should contact Mary Chayko. Any of these coordinators will assist any student and help that student get started with the placement process.
4. Students should note that 140 hours must be completed at the internship or service learning site and plan accordingly.
5. Students should also note that weekly class meetings and assignments and final paper/project will be required as part of the internship/service learning experience.
6. Students should contact the course instructor for more information about class meetings, requirements, and expectations, and to inform the instructor of the intention to and status of obtaining the placement.
7. When an appropriate site has been selected, student must complete Gender and Media Capstone Internship-Service Learning Information Form and return to one of the coordinators listed below. Student must make a copy of this form for the course instructor and should also retain a copy.
8. At this time the student must forward the Gender and Media Capstone Internship or Service Learning letter to his or her supervisor.
9. Supervisor must send email to one of the coordinators listed below to confirm student's placement and indicate acceptance of Fair Labor Standards Act (FLSA) guidelines for the internship or service learning placement to be considered officially "approved"
10. Students have until the last day of the add/drop period to find and get approval for placement
11. Student must attend internship or service learning placement on the agreed-upon schedule and meet all requirements of the in-class sessions and the placement.
12. Supervisor will be asked to evaluate student's contributions and learning at end of semester.

Gender and Media Minor Capstone Internship and Service Learning Coordinators

Steven Miller or Mary Chayko
School of Communication & Information
4 Huntington Street
New Brunswick, NJ 08901
stmiller@rci.rutgers.edu mary.chayko@rutgers.edu

Nikol-Alexander Floyd
Women's & Gender Studies Dept.
162 Ryders Lane
New Brunswick, NJ 08901
ngaf@rci.rutgers.edu