

Department of Women's Studies

INTERNSHIP GUIDELINES FOR WS 3897

Description: WS 3897- Internship

You are eligible for an internship if you are a WS major or minor and have completed 20 credits of work in Women's Studies, and 53 credits total.

You may earn 1-6 credits through WS 3897, at a rate of 1 credit for every 40 hours of work. These hours may be arranged in whatever way best fits your needs and the needs of the agency, e.g. for 1 credit 40 hours for 1 week; 20 hours per week for 2 weeks. 10 hours per week for 4 weeks; 5 hours per week for 8 weeks; etc.

Internships should be used as an opportunity to apply your class learning to a job or volunteer situation. We expect you to undertake a significant project for your internship. For instance, you might be responsible for program development, publishing a newsletter, or running a support group.

Setting Up Your Internship

The three steps involved in setting up your internship include: 1. Preparing a resume. 2. Lining up your supervisors and establishing goals. 3. Drawing up your job description/contact.

1) Prepare a resume. You may want to refer to the attached resume format or to contact Career Placement in Darland. They have a brochure which will help you decide which resume layout is best for you.

2) Line up supervisors and establish goals. For any internship, you will work with two different supervisors:

**an Academic Supervisor*, the UMD instructor who is responsible for directing and supervising your internship, and who will give you a grade; and

**a Site Supervisor*, the person in the agency or office who is responsible for directing and supervising your internship experience.

You might save time by contacting the Academic Supervisor first, in the semester before you plan your internship experience to take place. This Supervisor may be able to suggest contact persons to help you set up your internship placement. The Academic Supervisor may be any regular or adjunct Women's Studies faculty.

In the past, our interns have worked at or considered working at the following sites:

- | | |
|------------------------------------|---|
| *Safe Haven Shelter | *Lutheran Social Services Street Outreach |
| *The Thunderbird House | *Program for Aid to Victims |
| *Marty Mann | of Sexual Assault |
| *Aurora | *Women's Health Center |
| *City of Duluth Women's Commission | *Women's Transitional Housing |
| *Planned Parenthood | *Domestic Abuse Project |
| *New Moon Magazine | |

Many other possibilities are available. Several internship positions are on file in the Women's Studies office. Discuss these options and others with your Academic Supervisor.

Once you have selected a Site Supervisor, schedule a meeting with the Site Supervisor and bring your resume. There, you and your Site Supervisor will establish goals and tasks which you will accomplish during your internship experience. Below are some sample goals you might want to achieve, along with sample experiential abilities you might acquire. The specific tasks for achieving these goals will have to be established based on your abilities, your Supervisor's needs, and the nature of the agency you have selected.

sample goals:

- *to analyze career possibilities
- *to develop employment-related skills
- *to apply theories and knowledge learned in the classroom
- *to work for change
- *to further personal growth and development

sample abilities to be acquired:

- *becoming personally involved
- *becoming sensitive to people's feelings and values
- *working in groups
- *adapting to changing circumstances
- *influencing and leading others
- *making decisions
- *setting goals
- *testing theories and ideas
- *generating alternative ways of doing things
- *gathering and organizing information
- *accepting responsibility
- *seeing how things fit in the big picture

3) When you have agreed on a work plan, draw up a job description/contract (see attached form) with your Site Supervisor and bring it to your Academic Supervisor, who will then give you permission to enroll.

Course Requirements:

The internship course has 4 main requirements:

1. perform assigned internship duties
2. keep a log of your experiences
3. consult with your academic supervisor a minimum of 2 times during your internship
4. provide the required evaluations at the end of the internship

1) **Perform Internship Duties**

You are responsible for performing the tasks agreed on with your Site Supervisor in a timely and cooperative way.

2) **Record Keeping: Weekly Log**

During your internship, you should keep a weekly log of accomplishments. Your log should record the facts of the job as well as your reflections and self-evaluation. If you have learned something that you

don't want to forget, be sure to record it. Consider following this pattern:

1. describe the particular event;
2. describe what you did; and
3. describe what you learned.

Be careful that you do not record clients' names in your log; their confidentiality must be protected.

3) **Academic Supervisor Consultation**

At least twice during your internship, you should consult with your Academic Supervisor. The purpose of this is to keep your supervisor informed of your progress and any problems you may be experiencing, as well as to discuss the connections between classroom learning and experiential learning. The Academic Supervisor may take this opportunity to direct you to appropriate scholarship to connect theory and practice. It is your responsibility to contact your Academic Supervisor.

4) **Evaluation**

At the end of the term, your internship experience will be evaluated by the three key people involved: you, your Site Supervisor, and your Academic Supervisor.

1. **Self-Evaluation.** You must write a 2-3 page evaluation of your experience. This evaluation must include: a) a description of what you did for your internship; b) an assessment of how you applied knowledge gained in your Women's Studies Courses; c) what goals you believe you fulfilled; and d) what you learned from the internship in general. You may want to envision the future directions of the agency, the project you worked on, or your own personal or professional goals as a result of this internship.

2. **Site Supervisor Evaluation.** Your supervisor at the internship site will also be asked to fill out an evaluation on your work (see attached form). Be sure you tell this Supervisor the date the form is needed, and give her/him plenty of time to complete the form.

3. **Academic Supervisor Evaluation.** Your Academic Supervisor will need to see both of the above evaluations in order to complete her/his evaluation. All grading for an internship is on a P-N basis. To earn a P, you must turn in your log and your two above evaluations, and receive a satisfactory rating from your Academic Supervisor.

The records of your internship will be held in your department file, and will help us as we write recommendations for you in the future.

Problems

Any changes in your assignment must be cleared with the Academic Supervisor within the first two weeks of the semester. Any problems that develop at the site should immediately be brought to the attention of your Academic Supervisor.

(revised 11/04)

WOMEN'S STUDIES
UNIVERSITY OF MINNESOTA, DULUTH
INTERN EVALUATION FORM

Name of Intern _____ for _____ Total Hours worked: _____

(Dates of Internship)

Name of Supervisor and Agency/Organization

Phone: _____ Email

1. Work Habits (efficiency, punctuality, etc.) Circle one term below and add comments if you wish:
Poor Fair Good Very Good Excellent
Comments:

2. Work Attitudes (initiative, professionalism, etc.) Circle one term below and add comments if you wish:
Poor Fair Good Very Good Excellent
Comments:

3. General Ability Level in Field or Internship was Done (ability to apply Women's Studies learning)
Circle one term below and add comments if you wish:
Poor Fair Good Very Good Excellent
Comments:

4. Communication Skills (oral and written)
Poor Fair Good Very Good Excellent
Comments:

5. Accomplishments (please list)

If there are any areas where the intern needs to improve, please specify:

Other Comments:

Your recommendation for grade: (circle one) Passing No-Credit

SIGNATURE _____ DATE _____

Please return to: Department of Women's Studies, 475 Humanities,
1201 Ordean Court, Duluth, MN 55812

(Sample Student Resume)

Your Name

Your Street Address

Your City, State Zip

Your area code and phone number

Your email address

OBJECTIVE State as clearly as possible what you want to achieve in the internship.

EDUCATION List here the high school(s) or college(s) you have attended in reverse chronological order. List your major, your minor, your GPA if it's above 3.0, and your (expected) date of

graduation.

AWARDS If you've received awards since high school, list them here.

WORK EXPERIENCE List in reverse chronological order all the jobs you have held since high school, whether paid or unpaid. Put the dates you worked in parenthesis. Then list three or four duties you performed at that job. Here's a sample:

Job Title, Company Name, City, State (mo/yr-mo/yr). Duties included:
*use active verb phrases to describe what you did.
*active verbs are words like researched, directed, organized, assisted.
*put your most important duties first, and don't list more than four duties.

OTHER RELEVANT EXPERIENCE Course work: List Women's Studies and other relevant courses that are related to your internship.
Volunteer activities: List in reverse chronological order volunteer activities that have prepared you for this internship. Follow format of work experience.

MEMBERSHIPS If you belong to a professional organization, or one that is related to your chosen internship, list it here.

ACTIVITIES Do you ski? volunteer at your religious or political organization? Your extra-curricular activities show that you are a well-rounded person, and may be the easiest way to strike up an interest in a potential internship supervisor or employer.

REFERENCES List two people who you have already asked to serve as references. Be sure they don't mind being telephoned, and give them a copy of your resume for reference. You might choose a past employer, and a professor in your major or minor discipline.

WOMEN'S STUDIES INTERNSHIP CONTRACT

Name of Intern

Phone _____ Email

Name of Academic Supervisor

Phone _____ Email

Name of Site Supervisor

Name of Agency/Organization

Address

Phone _____ Email

Semester/Year _____ Credits

Dates of Internship _____ Number of Hours/Week

Learning Contract: (Briefly describe what you want to learn from this internship, what you intend to do, and how your job duties will fulfill your learning intentions.)

(Student's Signature) (Date)

(Site Supervisor's Signature) (Date)

(Academic Supervisor's Signature) (Date)