

COLLEGE OF CHARLESTON WOMEN'S AND GENDER STUDIES PROGRAM INTERNSHIP GUIDELINES

Introduction

The Goal . . . to initiate internship opportunities that provide students with a coherent and cohesive program of integrated learning experiences that support their academic, social, and personal development. An internship is defined as a carefully monitored (in this case by both a representative from the College of Charleston and by an individual within the place of internship) work or service experience in which a student has specific learning goals and can reflect upon those opportunities. Additionally, an internship often has specific requirements (i.e. minimum number of hours for credit earned) that are laid out by the department faculty member or chairperson. In this scenario, the student, the faculty advisor, and the internship host coordinate the specific requirements for the experience. After this is completed, the academic department must approve the structure of the activities, handles the final assessment, and the granting of graded credit.

Gaining Practical Experience

A sponsored internship through the Women's and Gender Studies Program at the College of Charleston provides you with valuable experience within a working environment, increases your chance of employment, and allows you to achieve academic credit while participating in a learning opportunity that successfully matches school and work interests. Also, the internship produces a learning experience that places you in a work environment that may be of interest to you after graduation. The internship experience is a useful way to determine if you are interested in that career; discovering whether you enjoy the work or find it unappealing is a great way to make more informed future career decisions. During the internship, you will be working regularly scheduled hours and completing tasks that you, your faculty advisor, and your internship site host have pre-determined as part of the Learning Contract phase.

You will be evaluated during the semester as well as at the end by your site supervisor and faculty advisor. You will have an opportunity to reflect upon the experience and also will be asked to evaluate your internship site. It is assumed that the experience will occur within the traditional framework of a 15 week semester. Internships are available locally, nationally, and internationally.

Women's and Gender Studies Program Internship Program Grading Requirements

The following materials must be submitted to your faculty advisor for evaluation and grading of the internship experience:

- *Weekly Journal* – A detailed, written account of your weekly activities is required during the internship. Record your questions, thoughts, and perceptions while you intern. Consider the journal as notes for the required writing assigned as part of your final course grade for the experience.
- *Final Paper* – You are required to submit a final paper in which you reflect upon the learning experience in terms of its affects on you and your academic and personal development. Answer questions that ask you to think about how this experience has changed your impression on the career you interned within.
- *Portfolio* – This is an orderly collection of materials you have produced during the internship, such as news clippings, articles, photographs, letters, journal entries, cassettes, etc. It should include your final paper as well. This should be kept in a file folder that will then be turned in for final grading.
- *Intern Supervisor's Evaluation of Intern* – Your intern supervisor will evaluate your performance through the completion of the evaluation form within this packet. You should familiarize yourself with the information imbedded within the form.
- *Student Self-Analysis of Internship Experience* – Complete this form found in this document and ensure it is included within your portfolio.

Women's and Gender Studies Program Internship Program Requirements

Students must meet or exceed the following minimum requirements to enroll in the Women's and Gender Studies Internship for Credit Program:

- completed 30 credits at the College of Charleston;
- completed WGST200;
- be a declared Women's and Gender Studies minor;
- be in academic and personal good standing with the College of Charleston.¹

The following formula is used by the Women's and Gender Studies Program to determine the number of credits students may receive for the internship experience based on the amount of hours completed during the semester:

1 credit = 40 hours 2 credits = 80 hours 3 credits = 120 hours 4 credits = 160 hours

¹ The current academic good standing for the College of Charleston is a minimum overall GPA of 2.0. The internship candidate must also not have any mitigating circumstances with regards to their personal good standing within the College of Charleston. If issues are prevalent (i.e. Honor Code Violations), the Director of Women and Gender Studies has the right to not allow participation in college-sponsored internship experiences.

Step-by-Step Guide for the Student to Get Involved in an Internship

1. Print off this entire document from the Women's and Gender Studies Program website. Complete the Student Biography Information sheet.
2. Choose a faculty member within the program that is willing to serve as the Faculty Advisor for your internship. Meet with this individual, bringing the completed Student Biography Information sheet with you, and talk about the three areas you would like to possibly intern within.
3. Schedule an appointment with the Internship Coordinator for School of Humanities and Social Sciences (Dr. Bruce Fleming – flemingw@cofc.edu; 953-6310) who will help you research positions recommended or suggested to you by your Faculty Advisor.
4. Contact the site and discuss possibilities with a potential site supervisor. Return to your Faculty Advisor to complete the Individualized Student Learning Contract. Your Faculty Advisor will sign off on this form and help you register for the WGST 381 credit.
5. Complete the internship successfully, ensuring that you are doing weekly journals and preparing your portfolio as you are working. Enjoy the experience.
6. Mid-semester check-ins will occur – your site sponsor will be contacted.
7. End of semester check-ins will occur – your site sponsor will complete the Employer Evaluation of Student Intern.
8. Complete your personal reflection about the experience, the Student Intern Evaluation of Site and Employer, and hand in all materials including your weekly journal responses in a portfolio to your Faculty Advisor.
9. Meet with your Faculty Advisor to discuss the experience.
10. Faculty Advisor evaluates student intern and the work completed throughout the semester. A traditional A – F grade is submitted for WGST 381 course.

**Individualized Student Learning Contract
Women's and Gender Studies Program**

Student Name _____ **Student ID#** _____

Mailing Address _____

Email _____ **Phone #** _____

Host Organization _____ **Phone #** _____

Address _____

Supervisor _____ **Email** _____

Work Schedule _____ **Dates** _____ **to** _____

Total # Hours _____ (hours) X _____ (weeks) = _____ (total hours) **Compensation \$** _____ **per** _____

Job Description: Describe in as much detail your role and responsibilities as an intern (duties, projects, deadlines, etc.)

Learning Objective: To learn _____

Learning Activities: Describe how you will gain this knowledge.

- 1.
- 2.
- 3.

Evaluation: Describe how you will demonstrate your understanding of this knowledge.

- 1.
- 2.

Learning Objective: To learn _____

Learning Activities: Describe how you will gain this knowledge.

- 1.
- 2.
- 3.

Evaluation: Describe how you will demonstrate your understanding of this knowledge.

- 1.
- 2.

Supervision: Describe in detail the supervision to be provided, including frequency of meetings, method of instruction, etc.

Agreement: This contract may be amended or terminated by the student, Site Supervisor, or Internship Coordinator at any time with written notice that is received and agreed to by the other two parties.

Student Signature _____	Date _____
Faculty Supervisor Signature _____	Date _____
Site Supervisor Signature _____	Date _____

Appropriate Behavior During Your Internship

As a College of Charleston student your actions reflect upon the entire academic community – administration, faculty, staff, and students. It is important to realize that you are a learning ambassador for this institution and your actions during the internship will determine future opportunities at the location of your experience. Therefore, please respect the rules of the environment in which you are placed.

- ❑ *Dress for success.* During your initial internship search process, determine what is appropriate and inappropriate clothing for the job site you may be working within. If it is readily unapparent or there seems to be a wide array of options, do not hesitate to ask your supervisor. You do not want to be sent home the first day of your internship!
- ❑ *Show up early.* If you are to be at your internship site at 1:00, show up at 12:50. This will indicate an eagerness on your part to begin the learning process. It also allows for the usual delays: parking; slow traffic; a sudden heavy downpour. To be on time is to be late.
- ❑ *Be prepared to work.* Take the time to learn about your work environment. Ensuring you have a basic knowledge about the rules of the internship location, the “Do’s” and “Don’ts,” and general guidelines of your role will enhance your experience.
- ❑ *Ask questions if you want answers.* The work place may be intimidating at first until you become comfortable within your surroundings. Because the work will be new to you and, possibly, trivial, and obvious to your mentor, it may not be explained as well as it should be. Therefore, the onus is often on the intern to ask questions. Understanding your role effectively in the beginning will allow you to be more productive during the internship, creating a better product, and, overall, developing a more enjoyable and enriching experience for everyone involved.
- ❑ *Ask your supervisor for regular feedback.* Though no one likes criticism, done properly, it can assist your development as a learner and help you meet the internship’s learning objectives more readily. Also, feedback from an individual involved in the career you may want to pursue can help with your decision making process. However, don’t overdue the feedback requests. Your supervisor has his or her own personal work to accomplish and will be willing to give feedback once a week perhaps, but not every day.
- ❑ *Be realistic.* Work involves monotonous projects like photocopying, filing, and answering telephones. Though this should not be the crux of your experience, you should be ready, and willing, to pitch in and help out your supervisor and the other employees with whatever is necessary. Showing them you are willing to be a team player may not have its instant rewards, but it may be favorable later on down the road.

Faculty Signature _____
Student Signature _____

Date _____
Date _____

Employer Evaluation of Student Intern Women's and Gender Studies Program

Please complete this evaluation to provide feedback for your student intern regarding job performance during the internship. Review and discuss the evaluation contents with your student, add the required signatures, and return to Career Services at the conclusion of the internship. Thank you for serving as an intern supervisor!

Student Name _____ **Internship Title** _____
Supervisor _____ **Title** _____
Host Organization _____ **Dates** _____

I. Using the scale below, rate the student's performance on the items listed by writing a number in each blank. For any items with a rating of "1" or "2" please provide an explanation in the space provided. Comments on the other items would be helpful for the student as well. Use "N/A" if there has been no opportunity for you to observe the skill or if it is not relevant to the work setting.

<i>Below Expectation</i>		<i>Satisfactory</i>		<i>Beyond Expectation</i>
1	2	3	4	5

	Rating	Comments
A. RELATIONS WITH OTHERS		
Ability to communicate with staff	_____	_____
Ability to communicate with clients	_____	_____
Ability to work for and with others	_____	_____
B. SUPERVISION		
Ability to seek and use help	_____	_____
Openness to constructive criticism	_____	_____
Ability to work independently	_____	_____
C. PERSONAL QUALITIES		
Initiative	_____	_____
Creativity	_____	_____
Dependability	_____	_____
Punctuality	_____	_____
Personal appearance	_____	_____
Ability and willingness to learn	_____	_____
Adaptability	_____	_____
Adherence to organization policies	_____	_____
Trust and confidentiality	_____	_____
D. SKILLS		
Verbal communication	_____	_____
Written communication	_____	_____
Analyzing problems	_____	_____
Problem solving	_____	_____
Organizing and completing assignments	_____	_____
Making and meeting deadlines	_____	_____

- II. Please provide a brief assessment of the student's overall progress since the beginning of the internship. Include comments about the student's progress toward the learning objectives stated on the Learning Contract.
- III. Identify the areas of professional growth that you have noticed in the student over the course of the internship.
- IV. Discuss areas of improvement in job performance or skill building that the student should address.
- V. What suggestions do you have for the student regarding further study or skill development which would be helpful for a future job placement or career in this field?

Site Supervisor's Signature

Date

Student Intern's Signature

Date

Please return this form to:

***Dr. Bruce Fleming
Internship Program Coordinator
School of Humanities and Social Sciences
School of Languages, World Affairs, and Cultures
College of Charleston
66 George Street
Charleston, SC 29424-0001
(P) 843-953-6310(F) 843-953-6341***

**Student Intern Evaluation of Site and Employer
Women's and Gender Studies Program**

The purpose of this evaluation is to assist you in reflecting on your internship experiences and identifying areas of personal, professional, and academic growth. Your responses will be helpful not only to yourself but also to students considering this internship site in the future and to your supervisor at the organization. This evaluation will be shared with your former supervisor, but only **AFTER** you have exited the internship site. Please respond honestly to the questions. Your responses can in no way jeopardize your internship placement.

Student Name _____ Internship Title _____

Supervisor _____ Title _____

Internship Site _____ Dates _____

- I. List the most important tasks you were responsible for in your internship. Then rate your performance on each task using the scale provided. Comment briefly on your rating for each task.

<i>Performed poorer than I would have liked</i>		<i>Performed Satisfactorily</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
			<i>5</i>

<i>Task</i>	<i>Rating</i>	<i>Comments</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

- II. What do you think are the three most important abilities/skills/characteristics that you have developed as a result of this internship experience?

- 1.
- 2.
- 3.

- III. What type of training did your employer provide?

- IV. What type of supervision did your employer provide?

- V. What were the best features of the job?
- VI. What did you like least about the job?
- VII. What classes have you taken that were helpful to you in performing this job?
- VIII. What additional coursework and/or experience would be helpful in order to improve your success in this placement?
- IX. Has this experience confirmed or changed your educational or career plans?
Please circle one option and explain below: *Confirmed* *Changed*
- X. What is your overall evaluation of your employer and internship experience?
- XI. Would you recommend this internship to another student? Please explain.

Place in your portfolio for your faculty advisor to view.

