**Student Information**

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<th>Semester/Session:</th>
<th>Course Number and Unique:</th>
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<tr>
<td>Name:</td>
<td>UT EID:</td>
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<td>E-mail:</td>
<td>Local Phone:</td>
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<td>Major:</td>
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Are you a Minor or a Portfolio Student in WGS?  _Yes _No

**Internship Organization:**

**Internship Supervisor’s Name/Email:**

**Internship Organization Address/Phone:**

**Outline of Proposal**

**[Proposal to include:]**

[Who or what organization will you be working for? What will your duties as intern include? What are the goals of this internship experience? What do you hope to learn? What will you produce as a final product? What will your grade be based upon? You and the faculty supervisor should agree on learning outcomes and a rubric for your final grade.]

**How many hours per week?**

This course requires six to nine hours of work a week for one semester. [Because the summer semester is shorter, 9 hours per week are required during the whole summer session.]

**Schedule**

[Outline the schedule you're proposing for your work arrangement.]

[Be clear and concise about which days you’ll be working where. How will this fit in with your class schedule?]

**Goals and Objectives**

[List measurable goals for this internship.]

[Take what you’ve said in your proposal and turn each idea into a real and measurable goal. To make sure the goal is measurable, ask yourself, “How will we know when this happens?”]

**Relevance to Women’s and Gender Studies**

[Describe how your internship or the internship organization relates to WGS.]

[Have you taken any courses in WGS which contained topics that directly relate to your internship? Does this organization serve women or other marginalized populations? Are there any readings in WGS that would be relevant to working at your internship?]
## Suggested WGS Internship Evaluation Projects

[Faculty and students may choose to include any of the items below in the rubric for the final grade. Other ideas are also welcome.]

- Daily work journal
- Informational interviews of internship organization staff
- Reports on readings related to internship work and relevant WGS issues
- Final paper documenting internship experience

## Internship REQUIREMENT: Visit the Sanger Learning & Career Center

[This will account for 10% of your course grade.]

Before the final 4 weeks of the internship, you must schedule to meet with a career counselor at the Sanger Learning & Career Center to discuss your internship experience and identify next steps to further your career development. Examples of next steps might include: conducting an informational interview, initiating a special project, researching graduate programs. Your SLCC career counselor will provide a signed business card from the SLCC as proof to your faculty supervisor that this requirement was completed. To make a SLCC career counseling appointment, call 471-1217.

## Internship REQUIREMENT: Visit Liberal Arts Career Services

[This will account for 10% of your course grade.]

Before the final 4 weeks of the internship, you must schedule an appointment to meet with a Career Coach in Liberal Arts Career Services to have them review your resume and/or learn more about the online resources and services available to you through LACS (i.e., their various job/internship databases, career/industry resources, services for students, etc.) Please obtain a signed business card from the Career Coach you meet with as proof to your faculty supervisor that this requirement was completed. To make an appointment with a Career Coach in Liberal Arts Career Services, please call 512-471-7900.

## FACULTY SUPERVISOR REQUIREMENT

[Faculty Supervisors will be responsible for submitting a grade for the Internship course via the online grade sheet before “finals week].

[To the Faculty Member: Students are expected to earn a letter grade for this course. A grade of “X” is discouraged, although circumstances may require it in rare cases. Please record the grade for WGS 379L or WGS 384N via the online grading system prior to the final exam period. According to the Provost’s office - TAs, RAs, and GRAs are ineligible to serve as faculty supervisors.]

Printed Name of Faculty: ____________________________  Faculty UT EID: ____________________________

Supervising Faculty Signature: ____________________________  Date: ____________

Faculty Home Department: ____________________________  Email: ____________________________

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Signature of Student: ____________________________  Date: ____________

Signature of CWGS Associate Director: ____________________________  Date: ____________