

CENTER *for* WOMEN'S & GENDER STUDIES

WGS Internship courses are restricted. Pages 1 and 2 of this form must be turned into the WGS office BEFORE you can be cleared to add the course. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.**

Add/drop closes on the 12th class day (Fall/Spring semester) or the 4th class day (Summer sessions).

Credit is only granted for work completed in the semester in which the student is enrolled (no retro-credit).

APPROVAL FOR WGS 379L or WGS 384N INTERNSHIP

Student Information

Semester/Session: Course Number and Unique:

Name: UT EID:

E-mail: Local Phone:

Major:

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 at least ten hours of work a week for one semester.
 [Students shall complete 10-15 hours of internship work per week (approximately 120-160 hours per semester). Summer proposals should reflect summer deadlines. Paid internships are acceptable.]

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 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: Center for Strategic Advising & Career Counseling visit

[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 Center for Strategic Advising & Career Counseling 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. The career counselor will provide a signed business card as proof to your faculty supervisor that this requirement was completed. To make an appointment, call 512 232-8400.]

Internship REQUIREMENT: Liberal Arts Career Services visit

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

[Before the final 4 weeks of the internship, schedule an appointment to meet with a Career Coach in Liberal Arts Career Services (LACS) 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.) 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 LACS, call 512-471-7900. If you are not a COLA major, visit the career office of your major's college.]

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:

Student Signature: _____ Date: _____

WGS Associate Director or Academic Advisor Signature: _____ Date: _____

