



## Rules and Procedures for Internships WMNST 495 / LA 495\*

\*WMNST majors are usually registered into WMNST 495. However, you might want to accept an internship not related to gender, sexuality, or social justice issues. In that case, you would be registered for LA 495.

Internships are intended to enrich your academic experience through the opportunity to apply the academic content of the major in a practical context. You should not take an internship assuming you will automatically receive a “good” or even a passing grade; evaluations will be based on performance. You must have a GPA of 2.0 or better in order to be approved for WMNST/LA /495. Formal approval is required *prior to* registering for WMNST 495/LA 495. You are strongly advised to meet with the Undergraduate Director in order to discuss internship responsibilities and requirements, and to be registered for internship credits. ***The Field Supervisor Evaluation Form is submitted upon completion of the internship; all other forms in this packet must be submitted prior to registration for internship credits.***

You may can earn a maximum of 6 credits per internship, according to the following scale:

<i>Fall/Spring Semesters</i>	<u>Credits</u>	<u>Minimum work hours per week**</u>
	3	7
	6	14
<i>Summer Semester</i> (6 week session)	<u>Credits</u>	<u>Minimum work hours per week**</u>
	3	14
	6	28

\*\*Not including work on the written component, which should bring the total to a minimum of 9 weekly hours. Students may work more than the minimum number of hours per week, if mutually agreed upon by you (the student) and your field supervisor.

The final grade will be based on both the written component of the internship, completed under the supervision of the faculty internship director, and evaluation by the field supervisor. ***The field supervisor’s evaluation must be conducted confidentially and returned directly to the faculty internship director.***

**Written Component:** Internship papers or journals must be well-reasoned and go beyond mere descriptions or chronologies of internship activities. The written component of the internship must include critical analyses of specific learning objectives related to the work assignment, as well as an overall assessment of the internship experience. The length of the internship paper and the number of learning objectives will vary from internship to internship, but the following is a general guideline:

<u>Credits</u>	<u>Number of objectives</u>	<u>Minimum paper length***</u>
3	2	10 pages
6	3	20 pages

\*\*\*"Paper length" refers to double-spaced, typewritten pages, with one inch margins all around, exclusive of title page and any reference appendices. Internship papers are due on the final day of regular classes for the term in which the student is completing the internship. No late papers will be accepted without prior permission. If an extension is needed, it is the student’s responsibility to apply for a deferred grade in accordance with University policies. If the internship director assigns a non-traditional written component, such as a journal, specific parameters and requirements must be detailed on the Objectives Form.



## Internship Objectives

### WMNST 495 / LA 495

Indicate below (or on a separate sheet of paper) your learning objectives for the internship. A minimum of two learning objectives is required for a three-credit internship (or three for a six-credit internship). Your learning objectives should reflect what you most hope to gain from the internship experience. There is surprisingly little continuity or similarity between one internship and another, even for students working within the same organization, but here are some general examples of learning objectives:

- To gain practical experience to aid in my professional development. I am exploring this field as a possible career and am interested in learning more about its day-to-day operations, networking, and building my resume.
  
- To observe first-hand the administration of a women's and/or gender-oriented facility/organization. I am interested in applying my classroom learning to improving existing approaches to serving the needs of women in this context.
  
- To integrate learning in my Women's Studies and primary majors. Coursework in my primary major has included very little focus on women, so I am interested in researching my field from a feminist perspective to uncover existing research and problems, as well as ways to bring women's concerns to the forefront of my field.

#1

#2

#3

**Describe below** what form the written component of the internship will take (for example: "a ten-page research paper, including critical analysis of learning objective #2, and incorporating a minimum of five scholarly sources"; or, "a weekly journal in which you describe daily impressions or responsibilities; plus a final entry of reflection on the entire experience"). The faculty advisor will agree to be determined by the faculty member serving as internship director.

***Please attach a copy of your transcript for verification of your eligibility to register for an internship.***



### **Responsibilities of the Field Supervisor:**

1. Serve as a mentor to the intern.
2. Explain the broader aspects and functions of your company/organization to the intern.
3. Answer questions and resolve issues of concern pertaining to the internship.
4. Supervise the work of the intern and make suggestions for performance improvements.
5. Provide extra learning opportunities as appropriate.
6. Provide networking opportunities as appropriate.
7. Upon completion of the internship, evaluate the performance of the intern confidentially and submit the Field Supervisor' Evaluation Form by email directly to:

□ Dr. Tracy Rutler, Undergraduate Director of Women's Studies  
[tlr5393@psu.edu](mailto:tlr5393@psu.edu)

*Explain below (or on a separate sheet of paper) in as much detail as possible, the student intern's responsibilities, workload, and schedule. Please also include a copy of any materials, such as job descriptions or workplace policies, that will be provided to the student to convey your organization's expectations.*

### **Student intern's workload and responsibilities**

### **Student intern's preliminary work schedule**

*Estimate the number of hours you expect the intern to devote to specific duties*



## Field Supervisor Acceptance Form

WMNST 495 / LA 495

*This portion to be completed by the student intern:*

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Student's name (please print)

PSU ID#

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Address

Phone number(s)

---

E-mail

Semester standing

*This portion to be completed by the field supervisor:*

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Field supervisor's signature

Date

---

Field supervisor's name (please print)

Title

---

Organization

E-mail

---

Address

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Phone number(s)

Fax number



**Signature Form**  
 WMNST 495 / LA 495

**Student**

*I have read and understand the Rules and Procedures for Women's Studies internships. (Internship registration will not be permitted without the signatures below.)*

Name (please print)

PSU ID#

Phone number(s)

E-mail

Signature

Date

**Faculty Internship Director**

*I approve the student's learning objectives and agree to serve as faculty director of this internship.*

Name (please print)

PSU ID#

Phone number(s)

E-mail

Signature

Date

**Undergraduate Director**

I approve this student's registration for \_\_\_\_\_ WMNST 495 / LA 495 credits in \_\_\_\_\_.  
 (circle one) *semester/year*

Signature

Date



## Field Supervisor' Evaluation Form

WMNST 495 / LA 495

Student intern

PSU ID#:

Beginning and ending dates of internship

Average # of hours worked per week

*Please rate the student intern's performance:*

Rating Scale

1	2	3	4	5
Very Poor	Poor	Average	Good	Very Good

Comments:

Interpersonal relations	1	2	3	4	5
Responsibility	1	2	3	4	5
Written communication skills	1	2	3	4	5
Verbal communication skills	1	2	3	4	5
Analytical thinking skills	1	2	3	4	5
Initiative	1	2	3	4	5
Professionalism	1	2	3	4	5
Overall performance	1	2	3	4	5



**PennState**  
College of the Liberal Arts  
Department of Women's, Gender, and Sexuality  
Studies (wgss.la.psu.edu)

## Field Supervisor' Evaluation Form

LA 495/WMNST 495

Please indicate the duties actually performed by the student (particularly as these expanded or deviated from the preliminary plan submitted):

Please feel free to offer any additional information that you believe would be useful in evaluating this student's performance:

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Field supervisor's signature

Date

---

Field supervisor's name (please print)

Title

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Organization

E-mail

---

Address

---

Phone number(s)

Fax number