

WGS 490 Internship Syllabus Women, Gender, and Sexuality Studies

WGS Internship Coordinator: Dr. Julia Mason
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GVSU Internship Management System: www.gvsu.edu/careers/ims-login.htm

Student Responsibilities

To the Agency/Organization/Business:

1. To conform to the rules and regulations of the agency/organization/business
2. To complete assignments and responsibilities as assigned by the agency/organization/business

To the University:

1. To submit a learning agreement to the GVSU Internship Management System after consulting with the site supervisor at the agency/organization/business
2. To submit all assignments as listed on the syllabus
3. To submit the Student Evaluation of Internship during the final week of service
4. To represent the Women, Gender, and Sexuality Studies Department and Grand Valley State University positively and adhere to the current Student Code www.gvsu.edu/studentcode
5. To complete assignments and responsibilities as outlined in the learning agreement, including completion of the number of work hours required for credits enrolled (1 credit is equivalent to 50 hours of work)

WGS Internship Coordinator Responsibilities

To the Student:

1. To represent the university in all official arrangements with cooperating agencies/organizations/businesses
2. To review the learning agreement and to approve the agreement through the GVSU Internship Management System
3. To evaluate assignments during the semester and provide final evaluation of the student's submitted materials

To the Agency/Organization/Business:

1. To approve the internship learning agreement through the GVSU Internship Management System
2. To make the final decision on placement of the intern within an agency/organization/business

3. To complete evaluation of the student intern through the GVSU Internship Management System
4. To maintain open communication at all times with the agency/organization/business concerning its cooperation and supervision of the intern

Objectives for the Course/Internship:

After successful completion of the course the students will be able to

- 1) **Comprehension/Explain:** Explain how feminist theory informs practice and vice versa
- 2) **Analysis/Analyze:** Analyze work places and policies as they relate to issues of gender, race, class, and sexuality
- 3) **Analysis/Examine:** Examine skills and strategies for communicating with supervisors, colleagues, and customers/service recipients
- 4) **Analysis/Analyze:** Analyze individual responsibilities and ethics in workplace situations

Methods of Evaluation:

Evaluation will be outlined in the student-initiated proposal that is prepared in consultation with the WGS internship coordinator and a work site supervisor.

Grading:

Site supervisor evaluation of intern: 15%

Student evaluation of internship: 15%

Bi-weekly online journal entries: 20%

Reflective essay: 50%

Bi-weekly Journal Entries:

Due every other Friday in BlackBoard – the first journal entry is due on the first Friday after you start your internship. Journal entries should be 300-500 words in length. Entries should describe what you did during the time frame in question, what you learned, what challenges you faced, and your reflections on these items. You may also wish to describe particularly important events, insights, or contacts you made. In short: what did you do, what did you gain from it, and what do you think/feel about it?

Reflective Essay:

For this assignment, you will write a 3-5 page (750-1250 word) essay reflecting on your internship experience as a whole. The essay should highlight the learning objectives you included in your Agreement Form, identify new or developed skill sets, reflect on how the experience influenced your career path, and describe how you were able to incorporate your classroom experience into the work you completed. The essay is due by Friday prior to Finals Week in BlackBoard.