

**ILLINOIS STATE UNIVERSITY
WOMEN'S AND GENDER STUDIES (WGS) PROGRAM
WGS 398: PROFESSIONAL PRACTICE INTERNSHIP IN WGS
COURSE INFORMATION AND APPLICATION FORM**

Objective

The Internship in WGS is a supervised work experience in local, state, national, or international businesses, agencies, institutions, or organizations focusing on women's and gender issues (1-6 credit hours). Using skills and concepts learned in WGS courses, the student bridges the gap between the worlds of education and work.

Goals of the Course

The student will:

1. Observe, analyze, and apply feminist conceptual frameworks, language, and visual vocabularies in the context of the internship.
2. Observe and analyze how privilege, oppression, political empowerment, and resistance operate in the context of the internship.
3. Observe and analyze how the organization does or does not participate in, contribute to, and transform areas of social life including: law, health, politics, family, culture, economy, the arts, and spirituality; and across intersections of race, class, caste, coloniality, ethnicity, sexuality, ability, religion, and/or other attributes.
4. Express clearly ideas central to WGS in written, spoken, and visual forms.
5. Gain professional experience and contacts that will aid in their search for employment.

Academic Credit

Students receive one semester hour of credit for every 50 hours of work related to the internship, with a total of up to six semester hours. (ISU students can take a maximum of 16 hours of internship in different departments for credit toward graduation.) In order to receive credit, students must complete several core requirements.

Internship Qualifications

To be eligible, students must:

- be a WGS minor
- have completed 75 hours of course work (i.e., be at least a second-semester junior)
- have completed at least 12 hours of WGS classes
- have a GPA of 2.5 overall (3.0 in the WGS minor) or higher at Illinois State University

Requirements

- Weekly journal entries: These entries should be emailed to the WGS Advisor no later than 5pm on Friday each week. These entries will provide an overview of your work as well as relevant data for your final paper. Each entry should contain:
 - A list of that week's activities and accomplishments
 - A reflective narrative about what you learned, focusing on one event, activity, or insight (approx. 300-400 words). This topic should vary week to week and may include:
 - A discussion of what you learned about the organization or clientele
 - An analysis of how your internship experience connected to current/past WGS courses
 - A reflection on something that may be important for your final paper
 - If relevant, comments on any other aspect of the internship experience (positive or negative) of which you think the WGS Advisor should be aware.

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- Final Paper: This 10-15 page paper is due no later than 5pm on the last day of exams. It should include:
 - An overview of the organization and its objectives
 - A description of your role and duties and an analysis of how your internship work fit the organization's objectives
 - An analysis of how theories and concepts you study(ied) in your WGS courses and activities apply to the organization and the internship experience
 - A discussion of how your WGS courses (core and electives) prepared you for the internship
 - A discussion of how your internship has influenced your academic or career plans
- Article: Write a short article for the WGS website about your internship experience and what future interns should know about your internship opportunity. This article (approx. 300-400 words) is due no later than 5pm on the last day of exams.
- Midterm and Final Evaluations: Your internship site coordinator will evaluate your performance in a midterm and final report document, based on criteria provided by the WGS Academic Advisor. It is your responsibility to follow-up with your supervisor to remind them of the forms and their due-dates. Supervisors are encouraged to discuss their evaluations with you to help maximize the benefits of your internship experience.
- Self-Evaluation: Write a reflection (approx. 600 words) discussing the extent to which you met your outlined goals and objectives from your proposal, and the reasons why. Your goals and objectives may have changed over the course of the internship, and if so, please note this and explain the reasons for such change. Also, evaluate your overall performance as an intern, noting especially your relationships with other members of the organization and clientele. Also, please assess the internship itself, noting any suggestions on how to make the internship a more productive and educational experience for future students. This evaluation is due no later than 5pm on the last day of exams.

Application Process

To ensure a successful internship project, students should:

- Discuss proposed internship with the WGS Academic Advisor as soon as possible.
- Obtain the internship proposal, agreement form, and health insurance certification form from the WGS Academic Advisor.
- Complete the proposal and agreement forms in consultation with the internship agency supervisor and return them, plus the health insurance certification form, to the WGS Academic Advisor.

The above application process must be complete no later than the first Friday of the semester. Ideally, students complete the application process before enrolling in the course the semester prior to completing the internship.