

**ILLINOIS STATE UNIVERSITY  
WOMEN'S, GENDER, AND SEXUALITY STUDIES (WGSS) PROGRAM  
WGS 398: PROFESSIONAL PRACTICE INTERNSHIP IN WGSS  
PROPOSAL GUIDELINES FORM**

### **WGS 398 Proposal Description**

Students must complete a proposal that includes: an outline of the proposed internship work, personal rationale for selecting the internship agency, and several goals/objectives that will help guide the semester's work. Students should develop the proposal in consultation with the internship agency supervisor. When complete, students will return the document to the WGSS Academic Advisor ([WGSAdvisor@ilstu.edu](mailto:WGSAdvisor@ilstu.edu)) no later than the first Friday of the semester. Ideally, the student will submit the proposal before enrolling in the course.

Students and the internship supervisor will reference the proposal throughout the semester to gauge how well the student is meeting/completing their outlined goals and objectives.

### **Proposal Requirements**

In 2-3 pages, please include:

- Summary of your proposed work for the internship
  - For example: are you working on a specific project? Assisting staff members with a current program? Developing a new event?
- Brief discussion of your personal reasons for selecting the organization/agency
  - For example: if you will work with Planned Parenthood, did you select that agency because you plan to go into the public health field?
- Detailed list of goals and objectives that will guide your semester's work. These can be both short and long-term goals. It is encouraged students keep goals simple and short.
  - When developing goals, students should consider:
    - Knowledge acquisition: do you hope to learn a new skill? Get versed in a specific training? Put WGSS course knowledge into action?
    - Personal Growth: how will the internship contribute to your personal development? How will it contribute to your WGSS education?
    - Professional Advancement: how does the internship relate to your larger professional/career goals?
  - Once you have established goals, write 1-3 objectives (specific tasks you intend to accomplish to help you meet that goal) for each.