Western Illinois University

Department of Women’s Studies

Women’s Studies Internship (WS499)

WS 499: Internship in Women’s Studies - Supervised work in an applied occupational area related to women. Prerequisites: junior or senior status and permission of the department chair. 1-9 s.h., repeatable to 9.

1. **CONTACT INFORMATION**

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2. **PROTOCOL**

All students enrolled in WS 499 work with the department chair to determine the complete requirements for the course. Because only a few students enroll for internship credit each year, and the internships have been diverse in the types of work done, the department has not developed a standard set of requirements for WS 499 credit but has instead worked on a case-by-case basis with individual students. The nature of the work to be done, as well as the number of hours that will be worked, are taken into account when developing other requirements for the student. Typically, however, students are required to keep a journal or log of their activities, and they must submit a paper on their work as it relates to Women’s Studies.

3. **APPLICATION REQUIREMENTS**

1. Students may count up to 9 s.h. of WS 499 toward the major, although the most common number of credit hours approved is 3. Only under extraordinary circumstances will credit be awarded for more than 3 hours.
2. Permission of the department chair is required for a student to register for WS 499.

4. **REGISTRATION REQUIREMENTS**

**A. Student must approve internship with Women’s Studies Department Chair and receive permission to register for WS 499.**

1. The student will provide information to the department chair about the location of the internship, the type of work that will be performed, how many hours will be worked each week, and who will be supervising the work.
2. Contact information for the supervisor must be provided to the department chair.
3. The department chair will confirm the student’s internship arrangement with the supervisor and will explain the need for a supervisor’s report at the end of the internship.
4. The department chair and student will discuss weekly log requirements as well as possible paper topics that relate to the internship experience and how long the paper must be, relative to the number of credit hours a student wants from the internship.
5. The department chair will make the final decision on how many credit hours a student will receive for WS 499, in light of the number of hours the student anticipates working, the length of their paper, and the type of work the student will be doing for the internship.

**5. STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the Department Chair.

1. Requirements to be provided to Department Chair (hard copy or emailed as an attachment)

1. Weekly Log and Self Evaluation – Students will record hours worked, duties performed, experiences and personal insights, as well as thoughts about how the work relates to the discipline of women’s studies. Students should submit their log periodically throughout the semester.

1. Final Internship Paper (10-12 pages for 3 hours of credit) – The internship paper allows the student to integrate original research on a topic that relates to their internship experience with concepts learned from Women’s Studies classes. The topic allows the student to take an academic look at aspects of their work experience.
2. Letter of Evaluation - Acquire a letter of evaluation from the on-site supervisor of the student’s internship performance. This may be in the form of a hard copy mailed to the department chair, a letter attached to an email message, or an email message itself.
3. Sample Documents - (optional) Collection of written projects, reports, news releases, etc. created/obtained during the internship.
4. The daily log/self-evaluation, supervisor evaluation, and final paper must be submitted to the department chair before credit can be awarded.
5. Students who do not complete requirements at the end of a term will receive an incomplete (“I”). As per university policy, the “I” must be completed by 9th week of the next semester a student is enrolled.

**6. ON-SITE SUPERVISOR RESPONSIBILITY:**

1. Supervisors will write a letter of evaluation of intern’s performance during the internship. Supervisors will be asked to translate their evaluation into a letter grade, and the supervisor’s evaluation will contribute half of the semester grade for the student’s internship.

**7. UNIVERSITY COORDINATOR RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Assign a letter grade at completion of evaluation.