Gender Studies
Application for Undergraduate Internship
GWST 4700

Name _______________________________________________
ID# _______________________________________________
Email _______________________________ Phone ________________________
GPA _______ GWST GPA _______ Number of hours completed _______
Date ________ Proposed Semester ____________

Upper-division GWST courses taken and grade:
1. ______________________ 2. _______________________
3. ______________________ 4. _______________________

Name and address of agency or institution
______________________________________________________________

* Please include a brief description of the internship and a preliminary bibliography with this application

Agency Supervisor _________________________________
Supervising Faculty _________________________________

Recommendation of the academic affairs committee:
Approve _______ Disapprove _______
Comments (Optional)

Student Signature _______________________ Date ________________
Faculty Signature _______________________ Date ________________
* Note: Internships are designed to provide exceptional students with learning experience outside the classroom.

1. Students applying for an internship must provide an application to the GWST Committee the semester before the internship is to be scheduled. The application must include a description of the proposed project and a preliminary biography. The project must be endorsed by a faculty supervisor.

2. Any student applying for an internship must have completed 60 semester hours of with a minimum GPA of 2.5, and a minimum GPA of 3.0 in all GWST courses. In addition, the student must have completed GWST 1101, 2100, 2200 and 6 hours of upper-division course work in GWST.

3. The GWST Committee will then review the application and make recommendations to the program director. The program director had final approval.

4. Internships may be repeated once in a different venue. An applicant’s existing employment will not constitute an appropriate project; no internship will be assigned to a student whose immediate supervisor is a relative.

5. Evaluation of the internship will be based on a written assessment of the student’s work by the agency supervisor. This evaluation will be placed in the student’s file. Additionally, the student will write a report on the project and submit this to the faculty supervisor.

6. Interns will receive a letter grade, with hours counted toward graduation.

7. A cumulative file of all applications will be kept in the GWST office.
**Internship Journal**

You will be required to keep a journal documenting your experiences during your internship. Your journal might address/should address? But is not limited to:

- What was your long range goal/objective of this internship?
- Describe your daily tasks and duties
- What did you learn from your internship?
- What interactions did you have and with who?
- How did you collaborate with your site supervisor or other colleagues?
- Describe what occurred during an event/activity/program/etc.?
- Who did the target audience reached? Why? How do you know?
- Did you experience any powerful moments?
- Were your personal objectives met? How so?
- You could also collect and describe samples of your preparations, activities, events, etc., and include this in your journal.
Internship Description and Weekly Work Schedule

Name ________________________

Internship Job Description

Write a job description as agreed upon by you and your site supervisor. Make sure to include detailed information about the project(s) you will work on as well as your daily tasks, goals, and objectives. (Use additional sheets if necessary)

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Weekly Work Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please include additional projects and special events

Approved ________________________ Date ________________
(Site Supervisor)

Approved ________________________ Date ________________
(GWST Program Director)