WGS 399: Internship

WGS 399: Internship counts as a 3-credit elective. Internships require students to apply critical WGS skills and methods and to explore practices and theories central to the discipline.

Students may undertake internships at various sites, including (but not limited to) non-profits, activist projects, community organizations, and RU WGS 110 courses.

Internships must be set up at least one semester in advance. Students are responsible for contacting an agency or organization that relates to the field of WGS and setting up their internship according to the requirements outlined below.

Establishing the Internship (semester before internship)

- Select an internship site in the semester prior to the internship period.
- Find an internship supervisor at the site and discuss work requirements and time commitments (see RU WGS Program requirements below).
- Recruit a WGS core or affiliated faculty member to supervise the internship.
- Submit a 1-2 page (double-spaced) proposal that 1) describes the site and its mission and 2) articulates your reasons for pursuing an internship at this site (e.g. specific academic or political lines of inquiry, relation to overall course of study, and connection to future goals).
- During the registration period in the semester prior to the internship period, submit the completed Internship Agreement (http://www.roosevelt.edu/CAS/Programs/WGS/Forms.aspx) to the following people: 1) your faculty supervisor, 2) on-site supervisor, and 3) the Director of the WGS Program.
- Register for the internship by completing all required paperwork in consultation with your faculty supervisor.

Completing the Internship (semester of internship)

- Work the equivalent of 8 hours per week for the duration of the semester (8 hours x 15 weeks = 120 hours).
- Maintain a weekly journal of detailed observations and substantial reflections that integrate keywords, concepts, and theories from WGS coursework.
- Under direction of faculty advisor, establish fixed schedule for journal entry submission and review.
- Under direction of faculty advisor, craft an agreement about the specific topic, bibliography, process, deadline, and any other requirements for the final paper.
- General final paper parameters: 1) 2000-2500 word minimum, 2) Critical application of and substantial engagement with secondary sources, 3) Discussion of internship experience and relationship to the field of WGS, 4) Analysis of internship site objectives and methods of addressing those objectives, 5) Reflective commentary on the internship work in relation to the field of WGS.
- Submit the final paper to your faculty advisor by the established deadline. (Note: A paper deemed insufficient by the faculty supervisor will need to be resubmitted before a grade is issued. Failure to resubmit will result in an F for the internship)