

CWSGR Undergraduate Internships: Information and Application

Please read all the information below before completing the application on page three of this document or contacting the CWSGR staff or UGC with questions.

I. How to Apply

Students seeking to register for an internship through CWSGR need to:

- 1) Complete the attached application form. Include a description of duties and hours verified by the person who will supervise the internship, and justify how the work you will be doing extends or makes use of the intellectual and analytical framework provided by classes in the major.
- 2) Get approval from the CWSGR Director or UGC.
- 3) Register for WST4940 (Internship).

** Note: You cannot register yourself for this class. Once your internship is approved by the UGC/Director, one of them will manually enroll you.

II. How to Make A Good Application: UF and CWSGR Criteria

Submitting an application does not guarantee approval. Your internship must meet UF criteria, which state that at least 50% of your work must be pre-professional and hands-on, not clerical, and that an internship for 1 credit involves 45 hours on-site or at work/semester, for 2 credits, 90 hours/semester, and for 3 credits, 135 hours/semester. Your internship must also meet CWSGR criteria, meaning that in it you will utilize the tools of gender analysis learned in the major. Your application should demonstrate how you will do this. For example, to justify an internship at a day care center, you might say, "I am interested in observing the ways that the all-female staff steers the girls and the boys to gender-specific play and other forms of gender performance." One purpose of the Final Internship Report (detailed below) is to return to the intellectual issues you raise in your proposal.

III. Deadlines, Payments, Rules

Ideally, you will set up your internship the semester before you begin it, which will allow you to register for WST4940 during your regular registration window. Do not expect internship placements or the CWSGR staff to help you find or facilitate a placement during the first weeks of the semester. The absolute deadline by which internship applications must be received is the last day of drop/add.

Tuition costs for internships are the same as for regular classes. Please Note: There is a late fee assessed by the Registrar's Office for students who register for this class during Drop/Add week if they have not previously registered for any other classes that semester. Additionally, a late fee may be assessed by Student Financial Services if fees are paid late.

Students may not change internships once the term has begun. If you leave your internship for some reason and are not able to complete the necessary number of hours, you will need to drop the course. If you merely need to reduce the number of credits you are seeking, you may do so by filling out a Course Schedule Change Form. However, tuition may not be refunded fully if you reduce credits. Contact the University Registrar for more details.

IV. Getting Approval

If your application is denied, or needs more work before approval, the UGC or Chair will contact you at the Email address listed on the application. Once your application has been reviewed and approved, the UGC, the Director, or, in some cases the Office Manager will register you for the requested number of credits. This is the only confirmation you will receive of approval. Be sure to check ISIS occasionally to see that the credits appear on your schedule. Please allow at least two business days for processing. If you decide not to do the internship, it is your responsibility to drop the WST4940 credit from your record before the end of Drop/Add.

V. Final Internship Report

To receive credit for the Internship, you must turn in to the CWSGR UGC a 5-6 pp. typed, double-spaced report on your internship experience. This should include a statement of your goals in taking on the internship, discussion of what you learned and how what you've learned has contributed to your education, and what impact, if any, you see it having on your future. Explain how the work you have done in the internship fits into your larger, classroom-based knowledge of Women's/Gender Studies—how does it complement, complicate, or challenge your scholarly work? Include a short paragraph at the end of the paper describing how the internship either met or failed your academic goals and expectations, and explaining whether you would recommend this particular agency/organization/company internship program to future CWSGR students and why or why not.

VI. Submitting Materials for Final Grade

To receive a grade for your internship you must submit the following to the CWSGR UGC:

- 1) The Final Internship Report described above
- 2) A letter from your supervisor which confirms the total number of hours worked and the duties/responsibilities of your internship – signed and on letterhead. (An email or phone call is not acceptable)

The report AND the letter are due IN PERSON the last day of classes for the semester in which you are receiving credit for your internship. **We will not accept papers by Email or fax.** If you are snail-mailing your paper, give adequate mailing time so that it arrives in our office by the last day of classes for the term in which you are doing your internship. Since many internships do not follow a strict academic calendar, it is your responsibility to keep track of dates and turn in the paper on time whether or not you have finished your internship. Check the Registrar's website at <http://www.registrar.ufl.edu> for critical dates.

VII. Credits and Grading

Grading is on an S/U (pass/fail) basis, and is based upon internship participation as confirmed by letter from your supervisor (NOTE: the letter must be received by the last day of classes). The grade is awarded by the Director or the UGC after review of the Final Internship Report and the supervisor's letter.

VIII. Inquiries

Once you have read this document in its entirety, if you still have questions regarding Internships please contact the CWSGR UGC, Trysh Travis, at ttravis@wst.ufl.edu.

CWSGR UNDERGRADUATE INTERNSHIP APPLICATION

Complete the following information and get the required **initials AND signature** from your agency contact before submitting to the CWSGR UGC. (You may copy and paste this form into Microsoft Word and complete it that way, or print it out and type in the information.)

Name: _____ *WST 4940, Section: _____

UF ID Number: _____ Email: _____

Telephone: _____ Current GPA _____

Address: _____ Anticipated Graduation (semester/year):

_____ Major: _____ Minor: _____

1 credit = approx. 45 hrs/semester
2 credits = approx. 90 hrs/semester
3 credits = approx. 135 hrs/semester
of credits sought (1-3): _____

Semester/Year Internship is Desired:
Fall _____
Spring _____
Summer _____

of Hours scheduled to work/week: _____ **Supervisor initials approving hours:** _____

Briefly explain why this internship should receive academic credit. Refer to criteria in "Making a Good Application," above, and attach additional pages if necessary.

Agency Name & Address _____

Agency Supervisor (print name) _____ Supervisor Phone: _____
Supervisor Email: _____

Signature (Agency Supervisor) _____ **Date** _____

Signature (Director or UGC, CWSGR) _____ Date _____

Applicant: Please return application to 201 Ustler Hall after you have received the appropriate signatures. You will receive an email from the UGC when your application is approved, after which you will be cleared to register for WST4940.