

UNCG WOMEN'S & GENDER STUDIES PROGRAM

STUDENT INTERNSHIP/PRACTICUM MANUAL

Student Checklist

During the semester BEFORE your internship/practicum:

- Complete Prerequisites: For Undergraduates: WGS 250 plus 6 additional hours in WGS, or in core courses in major, if other than WGS. For Graduate Students: WGS 650 and 651 are highly recommended for MA students. For Certificate Students: WGS 650 and 6 additional hours are strongly recommended.
- Consult with Internship/practicum Coordinator: By the end of the **sixth week of the preceding semester** students should have met with the Internship/practicum Coordinator to discuss potential internship/practicum sites and have a scheduled meeting with the potential internship/practicum supervisor.
- Contact potential Internship/practicum Site: During the preceding semester, the student should contact the potential internship/practicum site to discuss the possibility of an internship/practicum, and should meet with the potential supervisor.
- Complete forms: Have necessary forms signed prior to the beginning of the internship/practicum (see FAQ section for links to the forms) by December 1 if you will be interning in the Spring Semester and March 1 if you will be interning in the Fall Semester. Students receiving special permission to register for summer internship/practicums should submit material by mail.

On the last day of each month of the internship/practicum:

- Submit Journals: The students are to turn in their daily journal entries to the WGS Internship/practicum Coordinator.

By the third week of the internship/practicum:

- Draft project plan Work out your internship/practicum project with the internship/practicum site supervisor. Send copy to the WGS Internship/practicum Coordinator for approval.
- Agency Background paper: The Background paper is due by 5:00 p.m. on the Friday of the third week of the semester.

By Mid-term

- Midterm Analysis: The student's midterm analysis is due by 5 pm on the Friday before Fall or Spring break.
- Supervisor's Evaluation: The internship/practicum site supervisor evaluation is due by 5 pm on the Friday before Fall or Spring break.

By 5:00 p.m. on Reading Day:

- Final Evaluations: The student's and the site supervisor's final evaluations are due.
- Notebook: The student's notebook is due. (copy of work-plan/contract, resume, journal entries, copy of project description, and the final internship/practicum project with description and materials related to the completed project)

WGS Student Internship/practicum FAQs

Can I do an internship/practicum in my first semester?

No, there are prerequisites for undergraduates and strongly suggested prerequisites for graduates. Refer to the manual for this specific information.

Do internship/practicum sites pay for services?

Internship/practicums are unpaid unless specified by the internship/practicum site. At this time, there are no internship/practicum sites who offer paid internship/practicums.

Do I have to do anything for the internship/practicum besides work at my site?

Yes, there are several assignments. You may also be asked to meet with the faculty internship/practicum coordinator. Please refer to the manual for this specific information.

May I do an internship/practicum in a different area of an agency where I am already employed?

No, the academic and potential legal issues involved could prove problematic.

How many hours do I work each week?

Interns are required to spend 120 hours at the internship/practicum site by the end of the semester. Students should discuss scheduling specifics with the internship/practicum coordinator and their internship/practicum site supervisor.

If I don't like my internship/practicum after the first week, may I switch?

No, you are committed.

How do I register for an internship/practicum?

In addition to filling out the forms discussed in the manual, students must come to the WGS office to obtain a Permission to Register form that must be signed by the WGS Internship/practicum Coordinator and then taken to the registrar's office. Students are not able to register for internship/practicums online.

How do I pick an internship/practicum site?

Students should consider their interests and career goals before reviewing the list of potential internship/practicum placements. You may wish to discuss your interests with a faculty member or the Internship/practicum Coordinator.

Who contacts the agency about the internship/practicum?

Each student is responsible for contacting the agency.

Can I do an internship/practicum during the Summer?

Summer internship/practicums will only be approved by the WGS Internship/practicum Coordinator and/or Director under exceptional circumstances (i.e., the agency only offers the internship/practicum in the summer, special circumstances resulted in a need for a course for graduation on time...). Students doing their internship/practicum during the Summer are required to follow the internship/practicum site selection deadlines set for the Fall Semester (see FAQs for more details).

Is there a contract between the student and the internship/practicum supervisor?

Yes. The faculty Internship/practicum Coordinator and the site supervisor sign an institutional agreement: <http://provost.uncg.edu/publications/academic/agreements.asp>

The student, the faculty supervisor, and the site supervisor complete the student contract for WGS 460 or WGS 601:
http://www.uncg.edu/wms/secondary_pages/secondary_support_pages/tertiary_support_pages/wgs460.htm

Can I be 'fired' from an internship/practicum?

The Instructional Agreement states that unsatisfactory performance or student misconduct can result in dismissal. Agencies are required to communicate any problems directly to the student and the Internship/practicum Coordinator in a timely fashion in order to avoid dismissal if possible. It's vital that interns learn the agency's policies and procedures, confidentiality requirements, employee conduct expectations and other rules in addition to the internship/practicum requirements.

What forms need to be signed?

Permission to Register: You can obtain this form either from the Registrar or our WGS office. It is in triplicate and requires the signatures of the Internship/practicum Coordinator, WGS Department Head and, for graduate students, the Graduate Dean.

Student contract: This form details the expectations of both the student and the supervisor for the internship/practicum, lists the learning objectives and the methods of evaluation:
http://www.uncg.edu/wms/secondary_pages/secondary_support_pages/tertiary_support_pages/wgs460.htm

Instructional Agreement with the Internship/practicum Agency: This form constitutes a contract between the University and the agency for your instruction. Choose "Instructional Agreements for UNCG students to work in outside agencies."
<http://provost.uncg.edu/publications/academic/agreements.asp>

Will I be expected to do a project?

Yes, students are required to do an internship/practicum project. Please see the manual for more details.

WGS INTERNSHIP FOR UNDERGRADUATE STUDENTS

The Process

All undergraduate Women's and Gender Studies majors are required to complete an Internship. Before taking the internship/practicum, students must complete the following prerequisite: WGS 250 plus 6 additional hours in WGS. On rare occasions, special arrangements can be made to allow a student with previous academic or experiential understanding of Women's & Gender Studies to complete a pre-requisite course concurrently with the internship.

Getting Started

We urge you to begin by printing the checklist and manual. Pay close attention to the deadlines specified in the checklist. You will be denied permission to do an internship if you begin planning for it too late.

To participate in an internship, students must first make an appointment to meet with the Internship Coordinator. This must be done by the end of the sixth week of the semester preceding the proposed internship. During this appointment, the prospective interns will be asked to evaluate their interests, talents, and career goals when considering possible field placements.

We encourage students to review the list of potential internship sites. Should we not have a placement listed that meets your interests, and you have a specific one in mind, you may discuss this placement with the Internship Coordinator.

Once a potential site has been selected and approved, it is the student's responsibility to contact the organization and schedule a meeting with the potential supervisor. Once a placement has been secured, the student must obtain the consent of the Internship Coordinator before registering.

The Internship

The internship is designed to enable students to gain experience and confidence while working in a career setting of their choice. The field placement is evaluated on work performance, understanding of responsibilities, and ability to assess progress.

It is crucial that supervisors and interns spend ample time discussing their respective expectations and responsibilities for a particular field placement. Prior to the beginning of the semester the student and supervisor should draft a work-plan which is designed to serve as an agreement between them. When completed, this agreement (which will also serve as the practicum contract) should outline clear and specific time requirements, tasks and goals. The terms of the contract may be re-negotiated at any point during the semester as long as the Internship Coordinator is notified of the alterations and as long as the student completes the required number of hours.

Students and field supervisors will complete evaluation forms at mid-term and at the end of the semester in order to maintain maximum clarity regarding responsibilities and expectations among interns, their supervisors, and the Internship Coordinator.

Hours and Credits

Interns are assigned to placements for 13 weeks to work 9 -12 hours per week. In some placements the actual number of hours may vary from week to week, but students must complete a total of 120 hours by the end of the semester. Students are not required to work during regular

university vacations (Thanksgiving, spring break), but they may choose to do so. Interns are given credit for working on state holidays, snow days, etc. if they fall on scheduled work days.

Expectations regarding attendance must be clearly defined. Students are responsible for notifying their immediate supervisor if they will be absent or late. We ask that supervisors give interns adequate notice any time they are expected to work at times other than their regularly scheduled hours (for example, to attend a special meeting, conference, or hearing). As with regular employees, students have commitments (other courses, jobs, family responsibilities) in addition to their internships which may make it difficult or impossible for them to change their plans without advance notice.

Written Assignments

Interns are expected to provide thoughtful and timely completion of all assignments described below. Written assignments for the internship portion of this program include: a background paper, a midterm analysis, and a final evaluation of the placement organization; a field work project; a field work journal; and a resume. The materials should be turned in to the Internship Coordinator at the required intervals and must be collected in a notebook turned into the Coordinator no later than 5:00 p.m. on Reading Day. The final grade for the internship is assigned by the Internship Coordinator after she has received the notebook and the supervisor's final report.

Background Paper

At the beginning of the semester, interns are required to complete a 2-3 page paper describing the history, structure, funding sources, and purpose of the organization for which they work and submit it to the Internship Coordinator.. This paper should contain as much detail as possible, including any materials which the organization produces about itself. Interns are encouraged to describe how their position fits within the structure of the organization as well as the names, titles, and responsibilities of those employees with whom they work.

Midterm Analysis

Halfway into the semester, interns are required to write a 2 to 3 page paper discussing their perceptions of the placement after half a term's work that will be submitted to the Internship Coordinator. They are asked to describe how they would revise/expand their background paper in light of their placement experience. Students are also required to complete a midterm evaluation of their progress at their placement. Supervisors will also evaluate interns' progress. Once these forms are completed, we recommend that interns and supervisors meet to discuss what they have written, evaluate what progress has been made, and specify what remains to be accomplished during the rest of the semester. Both supervisor and student evaluation forms will be returned to the Internship Coordinator at the conclusion of such discussions.

Final Evaluation

Interns will complete a final report which includes: 1) a description of work accomplished; 2) a summary of what has been learned; 3) an assessment of how initial goals were met or altered; 4) an appraisal of how the internship "fit" with the rest of their academic education; 5) an overview of what they have learned in relationship to the WGS major or minor; and 6) an evaluation of the placement itself. In addition, students will describe any way in which they believe their particular field placement could be improved and to explain why they would or would not recommend that organization to future interns.

Journal

Interns are required to keep a journal detailing a daily account of the work they do at their placement together with their thoughts and feelings regarding that work. The journal should include observations and analysis of placement operations and their relation to any larger issues which pertain to seminar assignments or discussions. Journals are primarily for students to write about how they are integrating the academic and experiential aspects of their Internship experience. However, interns are encouraged to use their journals in whatever way seems to be most helpful to them. Journals should be turned in to the by the Internship Coordinator at the end of each month. Students will meet personally with or communicate with the coordinator monthly, or more often as needed.

Internship Project

Interns are required to complete a specific project at their field placement which will be decided upon through consultation with field supervisors. Ideally, the project should provide some substantial contribution to the sponsoring organization. A description of the proposed project, its purpose, its value to the organization, and a tentative time table for completion will be submitted to the Program Coordinator by the end of the third week of the semester. At the end of the term, students will turn in a copy of the project (this should be included in the notebook) together with a description of how it was completed and how it is intended to benefit the organization. Interns are encouraged to make note of any strengths or shortcomings recognized in the process of completing the project.

Examples of previous field projects include: conducting a research project; organizing a support group; developing an educational workshop for college women; conducting a needs assessment of the elderly residents of a community; interviewing women for a centennial booklet; comprising a list of all available services within a particular area; developing and presenting a training seminar; coordinating college volunteers to work with at-risk adolescents.

Resume

Students will be required to produce a formal resume in which the internship experience is an integral part, before the end of the term. The resume should be included in the Internship Project notebook. Students are encouraged to visit UNCG Career Services for resume development tips.

Notebook

Students are required to compile their work throughout the semester into a notebook. The notebook should include the following:

1. Copy of work-plan/contract
2. Resume
3. All journal entries
4. A copy of the project description
5. Final Internship Project (a description of and materials related to the completed project).

Confidentiality

Student interns are often given access to information about their organization which is not necessarily public. Interns are expected to respect the level of confidentiality required by their particular placement, signing confidentially statements if required. Supervisors who treat interns as professionals expect that they have the degree of maturity and training necessary to be worthy of such trust.

Supervision

In exchange for the work interns accomplish they have the right to expect adequate supervision and training from the sponsoring organization. Although form and substance of such supervision varies greatly from situation to situation, student interns have the right to expect at least weekly meetings with their supervisors and on going assistance from co-workers, whenever applicable. Interns often find it helpful to set a specific time for supervisory meetings. Supervisors are there to assure not only that interns work, but also that they learn.

It is the responsibility of each supervisor to insure that interns have the necessary skills and training to carry out assigned tasks. It is the responsibility of the interns to ask for what they need. If interns believe they need more direct supervision or a more structured work environment, they need to inform their supervisors as soon as possible. While part of the purpose of this program is to help students become more independent, it is important that part of that process involves learning to negotiate how to acquire necessary skills and confidence. If students do not ask questions, supervisors have every reason to assume that the assigned work will be accomplished and that the intern does not need help.

Professionalism

In exchange for the supervision and experience which students receive, supervisors can expect interns to behave in a professional manner appropriate to the setting. Once interns arrive at their placement, they are no longer "simply students." They are expected to be professional in terms of dress, telephone manners, written work, accuracy, reliability, punctuality, attendance, and commitment. Interns are expected to be well organized in order to complete all assigned work. Having an exam the next day is not an adequate excuse for not carrying out a placement responsibility. The internship and academic work should take equal priority, which means being responsible for being able to complete both on time.

Help

The role of the Women's & Gender Studies Internship Coordinator is to act as advocate and mentor for interns. Interns are encouraged not to put off addressing difficult situations or concerns. Often, feeling "under-utilized" is just as much a problem as feeling over-worked or misunderstood or under-supervised. It is important to address all issues and potential problems as they occur. Students must remember that the internship program is designed to enhance their education but it is their responsibility to see to it that they get what they need.

WGS INTERNSHIP/PRACTICUM INFORMATION FOR SUPERVISORS

The Contract

It is crucial that supervisors and interns spend ample time discussing their respective expectations and responsibilities for a particular field placement.

Prior to the beginning of the semester the student and supervisor should draft a work-plan which is designed to serve as an agreement between them. When completed, this agreement (which will also serve as the practicum contract) should outline clear and specific time requirements, tasks and goals. The terms of the contract may be re-negotiated at any point during the semester as long as the Internship/practicum Coordinator is notified of the alterations.

We encourage students to talk with their supervisors if they find themselves becoming dissatisfied during the internship/practicum in any way. We ask supervisors to do the same and to please contact the Internship/practicum Coordinator should any problems occur.

Supervisors will also be asked to review and sign the UNCG Instructional Agreement. For more information about this agreement, please go to <http://provost.uncg.edu/publications/academic/instructional.asp>

Supervision and Evaluation

It is important that students receive reasonably close and consistent supervision. Although the type and degree of such supervision obviously will necessarily vary among placements and interns, we recommend that supervisors meet with interns at least weekly to discuss progress and to answer any questions.

Approximately half-way through the semester supervisors will be sent a midterm evaluation form. Interns will evaluate their progress at the same time. We recommend that supervisors and students meet to discuss their evaluations, determine what progress has been made, and specify what remains to be accomplished before the end of the semester. The evaluations from both supervisor and student should be forwarded to the Internship/practicum Coordinator at the conclusion of such discussions.

Toward the end of the semester, each supervisor will be sent a final evaluation to evaluate the student's work and to recommend a final grade. It is imperative that these evaluations be returned by the specified date in order for the student to receive an internship/practicum grade at the appropriate time.

Any unsatisfactory performance or misconduct on the part of the student should be reported to the Internship/practicum Coordinator immediately.

Attendance

Interns are assigned to placements for 13 weeks to work 9 -12 hours per week. In some placements the actual number of hours may vary from week to week, but students must complete a total of 120 hours by the end of the semester. Students are not required to work during regular university vacations (Thanksgiving, spring break), but they may choose to do so. Interns are given credit for working on state holidays, snow days, etc. if they fall on scheduled work days.

Expectations regarding attendance must be clearly defined. Students are responsible for notifying their immediate supervisor if they will be absent or late. We ask that supervisors give interns adequate notice any time they are expected to work at times other than their regularly scheduled hours (for example, to attend a special meeting, conference, or hearing). As with regular employees, students have commitments (other courses, jobs, family responsibilities) in addition to their internship/practicums which may make it difficult or impossible for them to change their plans without advance notice.

Working Conditions

All interns should be provided with a safe environment in compliance with federal and state laws. The agency/organization should inform UNCG and students of any hazardous conditions and unusual circumstances that may create unsafe conditions. No student intern should be left unsupervised in the facility or be expected to take responsibility for managing money.

Interns should expect to be provided with reasonable space in which to work. Organizational policies and procedures, rules regarding access to the building or office or materials and supplies should be made clear in advance.

Because interns are unique in an agency, neither volunteers nor employees, occasional awkward work situations can arise. Students have sometimes reported feeling simultaneously responsible and powerless in their internship/practicum placements. They have been unsure about whether a project is theirs or whether they need to wait for an employee to initiate the work. Supervisors are asked to be sensitive to these situations and provide guidance which can help to smooth the way. Clarity of responsibilities is essential not only between supervisor and student but also between intern and co-workers.

Work Assignments

The purpose of the Women's & Gender Studies Internship/practicum Program is to give students pre-graduation experience in a field or an occupation that they might pursue. Interns benefit from work assignments which are pertinent to their long-term goals and that provide them with an opportunity to learn as much as possible about the way their placement organization functions. Discussions pertaining to the work itself and the possible careers in their specific area of interest are most beneficial.

The internship/practicum program is designed to offer students experience in their particular field of study while supplying agencies with talented interns. While almost all organizations can benefit from such an experience, it is of paramount importance that students be provided with a worthwhile and meaningful work experience. Although it may occasionally be necessary for interns to help out with those tasks that are not professional or educational (such as stuffing envelopes, running errands) we hope these activities would be rare.

It can be helpful for students to have the opportunity to explore as many aspects of a particular placement as time and circumstances permit. If there are brief periods of time when interns are not busy with assigned responsibilities, it is recommended that supervisors arrange for them to meet with other people in the organization to discuss their work. This type of exposure often helps students to clarify career options and to make comparisons between various aspects of a particular field.

Field Project

Each student is required to work on a specific project for the internship/practicum. The purpose of this project is to provide the placement organization with some tangible benefit from sponsoring

an intern and to give the student a concentrated focus and sense of accomplishment. The supervisor and intern should determine exactly what the project will entail during the drafting of the work plan (contract) or during the initial weeks of the semester and include it in the work plan. The project plan can be submitted to the Internship/practicum Coordinator no later than the third week of classes. Should the scope of the project need to be adjusted during the course of the placement, the student is responsible for submitting a revised work plan.

Examples of potential field projects include: conducting a research project; organizing a support group; developing an educational workshop for college women; conducting a needs assessment of the elderly residents of a community; interviewing women for a centennial booklet; comprising a list of all available services within a particular area; developing and presenting a training seminar; coordinating college volunteers to work with at-risk adolescents.

Other Student Responsibilities

In addition to whatever written work is required of interns at their individual field placements, throughout the semester students are expected to write several papers regarding what they are learning from their experience. At the beginning of the semester, students will write a background paper describing their particular placement organization that focuses on goals, funding sources, and structure. Half-way through the placement, students will write a midterm analysis which discusses their insights and perceptions of the placement after half a term's work. The final evaluation paper will encourage students to summarize what they have learned about themselves, their career goals, and their academic training.

Students will be required to keep a journal which will help them integrate the academic with experiential. Journals are used to record daily work, detail of tasks completed, summaries of meetings attended as well as their thoughts, feelings, insights, and questions. The journal is read only by the Internship/practicum Coordinator. We think it is important for students to write about their work in an attempt to better understand it, however, all interns are instructed in the issue of confidentiality and we trust that this is reinforced within each placement.

Student Preparation and Training

Most interns will at least have some academic training in the area of their field placements. While some students may have actual experience in the field, most will rely on their internship/practicum to furnish such experience.

Because we offer a wide variety of internship/practicum placements across many different fields, the Women's & Gender Studies program is unable to provide specific job training for any particular work assignment. Our students select their placements based on their interests, knowledge, talents, and goals. If supervisors require interns to have specific skills (such as legislative research experience), they should make that known during the initial interview. If the potential intern does not possess the necessary knowledge, supervisors must determine if they will be able to provide such training during the internship/practicum.

We recognize that supervising an intern requires a commitment of significant time and energy but trust that the work performed by the student, together with the satisfaction of acting as a mentor for an intern, will more than offset the investment of both the organization and the supervisor. Students who have participated in this internship/practicum program consistently report that it was the most important thing they did in college or graduate school, both for their careers and their personal growth. Supervisors who have participated have been eager to have more of our students as interns. Women's and Gender Studies, and all who are responsible for this program, remain grateful for the dedication and talent which supervisors from around the state have consistently provided.

WGS PRACTICUM INFORMATION FOR GRADUATE STUDENTS

Work Expectations

It is anticipated that undergraduate and graduate students will engage in similar ways and will be responsible for the same series of assignments. While the written assignments are the same, graduate students will be expected to complete more demanding projects which allow them to apply the research skills they have gained in their coursework. Moreover, graduate students will demonstrate, by the end of the practicum, a clear understanding of how this practicum experience is part of their career development. In the final paper, graduate students will be asked to outline the ways the intern experience will shape their culminating project. We anticipate that in many cases, the culminating project will become an extension of the practicum for graduate students.

The Process

All Women's and Gender Studies Master's Degree students are required to complete an Practicum/practicum. Before taking the practicum, MA (as well as certificate students) are strongly urged to complete the following prerequisite: WGS 650 and 6 additional hours in WGS. On rare occasions, special arrangements can be made to allow a student with previous academic or experiential understanding of Women's & Gender Studies to complete a pre-requisite course concurrently with the practicum.

Getting Started

To participate in an practicum, students must first make an appointment to meet with the Practicum Coordinator preferably one semester prior to the time of the desired practicum. During this appointment, the prospective interns will be asked to evaluate their interests, talents, and career goals when considering possible field placements.

We encourage students to review the list of potential practicum sites. Should we not have a placement listed that meets your interests, and you have a specific one in mind, you may discuss this placement with the Practicum Coordinator.

Once a potential site has been selected and approved, it is the student's responsibility to contact the organization and schedule a meeting with the potential supervisor. Once a placement has been secured, the student must obtain the consent of the Practicum Coordinator before registering.

The Practicum

The practicum is designed to enable students to gain experience and confidence while working in a career setting of their choice. The field placement is evaluated on work performance, understanding of responsibilities, and ability to assess progress. Students and field supervisors will complete evaluation forms at mid-term and at the end of the semester in order to maintain maximum clarity regarding responsibilities and expectations among interns, their supervisors, and the Practicum Coordinator.

Hours and Credits

Interns are assigned to placements for 13 weeks to work 9 -12 hours per week. In some placements the actual number of hours may vary from week to week, but students must complete a total of 120 hours by the end of the semester. Students are not required to work during regular university vacations (Thanksgiving, spring break), but they may choose to do so. Interns are given credit for working on state holidays, snow days, etc. if they fall on scheduled work days.

Expectations regarding attendance must be clearly defined. Students are responsible for notifying their immediate supervisor if they will be absent or late. We ask that supervisors give interns adequate notice any time they are expected to work at times other than their regularly scheduled hours (for example, to attend a special meeting, conference, or hearing). As with regular employees, students have commitments (other courses, jobs, family responsibilities) in addition to their practicums which may make it difficult or impossible for them to change their plans without advance notice.

Written Assignments

Interns are expected to provide thoughtful and timely completion of all assignments described below. Written assignments for the practicum portion of this program include: a background paper, a midterm analysis, and a final evaluation of the placement organization; a field work project; a field work journal; and a resume. The materials should be turned in to the Practicum Coordinator at the required intervals and must be collected in a notebook turned into the Coordinator no later than 5:00 p.m. on Reading Day. The final grade for the practicum is assigned by the Practicum Coordinator after she has received the notebook and the supervisor's final report.

Background Paper

At the beginning of the semester interns are required to complete a 3-4 page paper which describes the history, structure, funding sources, and purpose of the organization for which they work. This paper contains as much detail as possible, including any materials which the organization produces about itself. Interns are encouraged to describe how their position fits within the structure of the organization as well as the names, titles, and responsibilities of those employees with whom they work.

Midterm Analysis

Interns are required to write a 2 to 3 page paper discussing their perceptions of the placement after half a term's work. They are asked to describe how they would revise/expand their background paper in light of their placement experience. Students are also required to complete a midterm evaluation of their progress at their placement. Supervisors will complete a comparable evaluation of the interns' progress. Once these forms are completed, we recommend that interns and supervisors meet to discuss what they have written, evaluate what progress has been made, and specify what remains to be accomplished during the remaining weeks of the semester. Both supervisor and student evaluation forms will be returned to the Practicum Coordinator at the conclusion of such discussions.

Final Evaluation

Interns will complete a final report which includes: 1) a description of work accomplished; 2) a summary of what has been learned; 3) an assessment of how initial goals were met or altered; 4) an appraisal of how the practicum "fit" with the rest of their academic education; 5) an overview of what they have learned in relationship to the WGS graduate program; and 6) an evaluation of the placement itself. In addition, students will describe any way in which they believe their particular field placement could be improved and to explain why they would or would not recommend that organization to future interns.

Journal

Interns are required to keep a journal detailing a daily account of the work they do at their placement together with their thoughts and feelings regarding that work. The journal should

include observations and analysis of placement operations and their relation to any larger issues that pertain to prior seminar assignments or discussions. Journals are primarily for students to write about how they are integrating the academic and experiential aspects of their Practicum experience. However, interns are encouraged to use their journals in whatever way seems to be most helpful to them. Journals should be turned in to the by the Practicum Coordinator at the end of each month. Students will check-in monthly (or more often if needed) with the Coordinator either through personal meetings or by phone or email.

Practicum Project

Interns are required to complete a specific project at their field placement which will be decided upon through consultation with field supervisors. Ideally, the project should provide some substantial contribution to the sponsoring organization. A description of the proposed project, its purpose, its value to the organization, and a tentative time table for completion will be submitted to the Program Coordinator early in the semester. At the end of the term, students will turn in a copy of the project together with a description of how it was completed and how it is intended to benefit the organization. Interns are encouraged to make note of any strengths or shortcomings recognized in the process of completing the project.

Examples of previous field projects include: conducting a research project; organizing a support group; developing an educational workshop for college women; conducting a needs assessment of the elderly residents of a community; interviewing women for a centennial booklet; comprising a list of all available services within a particular area; developing and presenting a training seminar; coordinating college volunteers to work with at-risk adolescents.

Resume and Job Query Letter

Students will be required to produce a formal resume and job query letter in which the practicum experience is an integral part, before the end of the term. The resume should be included in the notebook. Students are encouraged to visit UNCG Career Services for resume and letter development tips.

Notebook

Students are required to compile their work throughout the semester into a notebook given to the Practicum Coordinator. The notebook should include the following:

1. Copy of work-plan/contract
2. Resume and job query letter
3. All journal entries
4. Copy of Project Description
5. Final Practicum Project (a description of and materials related to the completed project).

Confidentiality

Student interns are often given access to information about their organization which is not necessarily public. Interns are expected to respect the level of confidentiality required by their particular placement, signing confidentially statements if required. Supervisors who treat interns as professionals expect that they have the degree of maturity and training necessary to be worthy of such trust.

Supervision

In exchange for the work interns accomplish they have the right to expect adequate supervision and training from the sponsoring organization. Although form and substance of such supervision varies greatly from situation to situation, student interns have the right to expect at least weekly meetings with their supervisors and on going assistance from co-workers, whenever applicable. Interns often find it helpful to set a specific time for supervisory meetings. Supervisors are there to assure not only that interns work, but also that they learn.

It is the responsibility of each supervisor to insure that interns have the necessary skills and training to carry out assigned tasks. It is the responsibility of the interns to ask for what they need. If interns believe they need more direct supervision or a more structured work environment, they need to inform their supervisors as soon as possible. While part of the purpose of this program is to help students become more independent, it is important that part of that process involves learning to negotiate how to acquire necessary skills and confidence. If students do not ask questions, supervisors have every reason to assume that the assigned work will be accomplished and that the intern does not need help.

Professionalism

In exchange for the supervision and experience which students receive, supervisors can expect interns to behave in a professional manner appropriate to the setting. Once interns arrive at their placement, they are no longer "simply students." They are expected to be professional in terms of dress, telephone manners, written work, accuracy, reliability, punctuality, attendance, and commitment. Interns are expected to be well organized in order to complete all assigned work. Having an exam the next day is not an adequate excuse for not carrying out a placement responsibility. The practicum and academic work should take equal priority, which means being responsible for being able to complete both on time.

Help

The role of the Women's & Gender Studies Practicum Coordinator is to act as advocate and mentor for interns. Interns are encouraged not to put off addressing difficult situations or concerns. Often, feeling "under-utilized" is just as much a problem as feeling over-worked or misunderstood or under-supervised. It is important to address all issues and potential problems as they occur. Students must remember that the practicum program is designed to enhance their education but it is their responsibility to see to it that they get what they need.