

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:

<http://provost.uncg.edu/publications/academic/word/general.doc>

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.