

WOMEN'S STUDIES INTERNSHIP  
FIELD EXPERIENCE (WMNST 598)  
2021

Internship Coordinator: Dr. Irene Lara, ILARA@sdsu.edu

### WHAT IS THE WOMEN'S STUDIES INTERNSHIP PROGRAM?

It is an opportunity offered to SDSU undergraduate and graduate Women's Studies students where you can receive academic credit while learning and working in off-campus placements. These apprentice-style placements allow students to gain on-site experience in the field of Women's Studies. Law offices, social service agencies, museums, and health clinics are typical placements. Students also write three journal entries about their experience.

- Students earn 3 units of credit.
- WMNST 598 is offered on a Credit/No Credit basis only.
- Students work 8 hours per week for 15 weeks (120 hours)
- Open to any **undergraduate** student who has a 2.5 GPA and who has completed at least one upper-division Women's Studies course, and any **graduate student** enrolled in the Women's Studies MA program.
- Most internships are unpaid.
- The schedule number for WS 598 is suppressed, you will need to meet with and get it from the Internship Coordinator. On WebPortal, go to the screen to add a class, and from there search by schedule number to add it.

### SETTING UP THE INTERNSHIP

It is the responsibility of the student to identify an agency and set up their internship. Most students select an internship from the many possibilities available from the Internship Coordinator or online. If they prefer, students, through their own contacts, may find an alternative internship placement. In some cases, the coordinator and student may be able to develop a new placement specifically for that student's needs. When you select the agency, keep in mind your learning and career goals.

Once the student has selected an agency (or several agencies) that interests them, they should do the following:

- Call the contact person and arrange to discuss internship possibilities with them.
- Bring a resume that details skills, abilities, interests, and goals. If you would like help with your resume, or career counseling in general, make an appointment with SDSU's Career Services. They can be reached at (619) 594- 6851 or email [careerservices@sdsu.edu](mailto:careerservices@sdsu.edu). Their office is at SSE-1200 and their website is <http://career.sdsu.edu/>
- Students are also encouraged to "do their homework" and find out more about the agency before the meeting. This is a good practice for any job search.

When you meet with the contact person, find out about the kind of work they are offering, what the hours will be, and any special training they might offer. You need to know who your on-site mentor/supervisor will be, and make arrangements with her/him for regular meetings. **You need to be sure that your mentor/supervisor receives the following four forms:**

1. **Contract.** This needs to be completed by the student and mentor/supervisor and returned to the

internship coordinator.

2. **Agency Guidelines.** This is for their information.
3. **Evaluation form.** Your supervisor must return this to the Internship Coordinator by the end of finals week for you to receive a grade.

**Students are responsible for the following**

1. Return signed **contract** form by the end of the third week of classes.
2. A **“Warning, Waiver, and Release of Liability” form.** You must complete and return this form to Dr. Lara ASAP.
3. Turn in journal entries as outlined in the **journal guidelines.** They can be submitted by email, or turned in to Dr. Lara’s office, AL 346a.
4. Turn in a complete **timesheet** signed by your supervisor.

Agency Guidelines  
Women's Studies Internship Program

Department of Women's Studies  
San Diego State University

Thank you for considering a Women's Studies student as an intern in your organization. The following are typical expectations that the San Diego State Women's Studies Department has of agencies providing internships to students.

1. Agency personnel introduce and orient student to agency objectives, structure, policies, and procedures.
2. The student's mentor/supervisor will explain the student's assignments and responsibilities and interpret those responsibilities as needed.
3. The agency agrees to provide adequate space and equipment to enable the students to perform assigned tasks.
4. The agency will provide appropriate mentoring, supervision, and/or instruction from qualified personnel who have the interest and time to assume responsibility for the student's instruction. This includes providing the student with regular feedback about performance, filling out an evaluation of student performance at the end of the internship, and going over the evaluation with the student.
5. Consult with the Women's Studies Internship Coordinator if any problems arise and before taking any final action regarding student progress or problems.

SDSU Women's Studies Internship Coordinator:

Dr. Irene Lara  
Dept. of Women's Studies  
San Diego State University  
San Diego, CA 92182-6030  
ilara@sdsu.edu

**SAN DIEGO STATE UNIVERSITY**  
**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND**  
**AGREEMENT TO PAY CLAIMS**

Activity:

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Activity Date(s) and Time(s): \_\_\_\_\_

Activity Location(s): \_\_\_\_\_

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I **release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, San Diego State University, and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms

I have been informed and understand there remains a risk of exposure to COVID-19. I understand that regardless of any precautions taken, an inherent risk of exposure to COVID-19 will exist.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: \_\_\_\_\_

Participant Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

*If Participant is under 18 years of age*

I am the parent or legal conservator/guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

\_\_\_\_\_  
Signature of Minor's Participant's Parent/Guardian

Internship Contract  
Women's Studies Internship Program

Department of Women's Studies  
San Diego State University  
San Diego, CA 92182-8138

Date: \_\_\_\_\_

Student's name: \_\_\_\_\_

Red ID # \_\_\_\_\_

Local address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Emergency contact name and number: \_\_\_\_\_

SDSU Faculty Advisor: Dr. Irene Lara

Faculty Phone number: \_\_\_\_\_

Fax: 619-594-5218

Faculty e-mail: ilara@sdsu.edu

Internship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Supervisor e-mail: \_\_\_\_\_

Start and end dates of internship: \_\_\_\_\_

Hours to be worked per week: \_\_\_\_\_

Pay involved (if any): \_\_\_\_\_

Briefly describe the training and orientation the student will receive:

Briefly describe the proposed work (attach a job description or other sheet if necessary):

Signature of supervisor: \_\_\_\_\_ date: \_\_\_\_\_

Signature of student: \_\_\_\_\_ date: \_\_\_\_\_

Signature of WS faculty: \_\_\_\_\_ date: \_\_\_\_\_

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WOMEN'S STUDIES INTERNSHIP PROGRAM  
San Diego State University  
San Diego, CA. 92182

***Journal Guidelines***

Students with Women's Studies Internships are required to turn in a journal of their internship experiences three times during the semester. The journal is intended to be a systematic and analytical record of your reflections on the intern experience, and a means of connecting concepts and ideas from your academic course to your intern experience. Ideally the journal will assist in your intellectual and professional growth, by giving you a venue for reflecting on your goals, abilities, and experiences.

**The journal is to be turned in to Dr. Irene Lara, the Internship Coordinator in three parts. SEE DUE DATES BELOW.** Each entry should be 4-6 double-spaced, typed pages (1000-1500 words). There are specific questions below for each journal, followed by a list of general questions you can address in any journal.

Journals can be sent via email (ilara@sdsu.edu). Please write your name and the name of your agency/placement at the top of the page.

**First Installation:**

**Due February 19 or September 24 (end of Week 5) or after 40 hours**

IF I DO NOT HAVE YOUR COMPLETED CONTRACT AGREEMENT IT MUST BE SUBMITTED YOUR FIRST JOURNAL.

1. What are your academic and professional goals? How do you expect that this internship will help you meet these goals?
2. Briefly describe the orientation and training you have had.
3. Briefly describe your specific job activities. What future responsibilities have you discussed with your supervisor?
4. Have adequate channels of communication been established with your supervisor? If not, what arrangements have you made for increasing or clarifying direction and feedback?

**Second Installation**

**Due March 26/October 29 (end of week 10) or after 80 hours**

1. Briefly discuss the progress of your work activities and projects since your last written report and describe any future assignments your supervisor has outlined.

**Third Installation:**

**Due May 7/December 10 (end of semester) or after all 120 hours are completed**

1. Briefly summarize your basic work accomplishments during your internship. If you produced any reports or documents, please include them with your final journal installment.
2. What skills/knowledge did this placement help you to develop?
3. Do you have any suggestions for ways in which the Internship Program could be improved?

**The questions below are all appropriate topics for any of the journal entries.**

1. Do you have any concerns about your internship at this time? Is there anything you would like the department to do regarding your internship? Describe and analyze an observed or personally experienced incident or event. Why did it happen? What are the conditions that contributed to this incident? How does this relate to the goals and principles of the organization? What does it tell me about the social and political relationships? What could have changed the outcome of the incident? What did you learn from this event or incident?
2. What positive feelings do you have about your internship (co-workers, your work, the agency, physical environment, etc.)? What negative feelings? How do you handle these?
3. What do you think about your work assignments? Are they agreeable? Appropriate? Are there any you would like to modify or are there additional activities or projects you would like to pursue? Have you discussed this with your supervisor?
4. Thinking over your internship experience to-date, what have you found to be important to you in a work environment?
5. In what ways does your internship enrich your understanding of women's studies? In what ways does your knowledge of women's studies enrich your field experience?
6. Internship programs are sometimes criticized as not being academically valid. What is your opinion?
7. How has your perception of the agency or people in it changed during your internship? How has your perception of Women's Studies changed?

**SUPERVISOR'S EVALUATION  
WOMEN'S STUDIES INTERNSHIP PROGRAM**

To be completed by mentor/direct supervisor at internship site. **The student cannot receive academic credit until this form has been returned.**

Please return once the intern has completed her/his placement; **deadline is December 10, 2021.**  
You can email a scanned, signed copy to: ILARA@sdsu.edu

Thank you for your time and commitment. Unless otherwise requested, this information will be shared with the student. Thank you for your help.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Agency: \_\_\_\_\_

RELATIONS WITH OTHERS

- \_\_\_ Exceptionally well accepted
- \_\_\_ Gets along satisfactorily
- \_\_\_ Difficulty working w/others
- \_\_\_ Works very poorly w/others

INITIATIVE

- \_\_\_ Very enthusiastic
- \_\_\_ Above average interest
- \_\_\_ Somewhat indifferent
- \_\_\_ Negative/not interested

JUDGEMENT

- \_\_\_ Exceptionally mature
- \_\_\_ Consistently good
- \_\_\_ Average
- \_\_\_ Consistently poor

DEPENDABILITY

- \_\_\_ Completely dependable
- \_\_\_ Above average
- \_\_\_ Usually dependable
- \_\_\_ Unreliable

ABILITY TO LEARN

- \_\_\_ Learns very quickly
- \_\_\_ Learns readily
- \_\_\_ Average in learning
- \_\_\_ Rather slow to learn
- \_\_\_ Very slow to learn

QUALITY OF WORK

- \_\_\_ Excellent
- \_\_\_ Very good
- \_\_\_ Average
- \_\_\_ Below average
- \_\_\_ Very poor

OVERALL	Outstanding	Very Good	Average	Marginal	Unsatisfactory
PERFORMANCE	5	4	3	2	1

(please circle and elaborate below)

How well did the student assist your organization?

What skills and abilities did the student demonstrate? What skills need development?

Additional Comments:

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Immediate Supervisor

Title

Date

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Contact Information

**Department of Women's Studies, SDSU  
Internship Time Sheet**

*Please submit to Internship Director/Sponsoring Faculty. A signed log showing a total of 120 hours must be submitted before credit can be given for the course. An alternative format may be used as long as it is signed by the supervisor and the student.*

Intern's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Internship Site Name \_\_\_\_\_

Work completed:	Date	Hours
Week 1	_____	_____
Week 2	_____	_____
Week 3	_____	_____
Week 4	_____	_____
Week 5	_____	_____
Week 6	_____	_____
Week 7	_____	_____
Week 8	_____	_____
Week 9	_____	_____
Week 10	_____	_____
Week 11	_____	_____
Week 12	_____	_____
Week 13	_____	_____
Week 14	_____	_____
Week 15	_____	_____

Total hours \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date