WOMEN'S STUDIES INTERNSHIP
FIELD EXPERIENCE (WMNST 598)
Spring 2019– Schedule number 31909

Internship Coordinator: Dr. Doreen Mattingly, Dept. of Women’s Studies, SDSU, San Diego, CA 92182-6030, phone: 619-594-8033, Arts and Letters 346a. The best way to reach me quickly is by email: MATTINGL@sdsu.edu

Department of Women’s Studies Office: Phone (619) 594-2952; Fax: (619) 592-5218

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, but it is at the top of this sheet. 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. 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. Mattingly ASAP
3. Turn in journal entries as outlined in the **journal guidelines**. They can be submitted by email, or turned in to Dr. Mattingly’s office, AL 346a.
4. Turn in a complete **timesheet** signed by your supervisor.
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. Doreen Mattingly
Dept. of Women’s Studies
San Diego State University
San Diego, CA 92182-6030
phone: 619-594-8033
MATTINGL@sdsu.edu
SAN DIEGO STATE UNIVERSITY

WARNING, WAIVER AND RELEASE OF LIABILITY

DATE: __________________________

I understand that participation in Women’s Studies Internship Program (WS 598) will require participating in off-campus events.

I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against San Diego State University (the University) as a result of my participation in the event. This release is intended to discharge the University, its trustees, officers, employees and volunteers, and any public agencies from and against any and all liability arising out of or connected in any way with my participation in the event. I further understand that accidents and injuries can arise out of the event which may cause personal injury; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. It is the intention of the parties hereto that the provisions of this paragraph be interpreted to impose on each party responsibility for their own negligence.

I acknowledge that I have been fully informed of the risks and dangers involved in these events.

I acknowledge that I have read and fully understand the above Warning, Waiver and Release of Liability.

I further acknowledge that the reasons for my being requested to sign this Release have been fully explained to me that I understand them.

I am signing this Release of my own free will and I have not been influenced or coerced by any representative or employee of the State.

Signature: ____________________________ Date: _____________

Printed name: __________________________ Red ID: _________________
Internship Contract  
Women’s Studies Internship Program  

Department of Women’s Studies  
San Diego State University  
San Diego, CA 92182-8138  
Ph: 619.594.2952, fax: 619.594.5218

Date: ________________________
Student’s name:________________________________________________________
Red ID # _____________________________________________________________________
Local address: ____________________________________________________________
Telephone number: _________________________________________________________
E-mail address: ____________________________________________________________
Emergency contact name and number:__________________________________________

SDSU Faculty Advisor: _______ Dr. Doreen Mattingly 
Faculty Phone number: __ 619-594-8033 Fax: __619-594-5218
Faculty e-mail: ___MATTINGL@mail.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: __________
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. Doreen Mattingly, the Internship Coordinator in three parts. SEE DUE DATES BELOW. Each entry should be 4-6 double-spaced, typed pages (1000-1500 words). In addition to the general topics listed above, you should address the following topics for each part. They can be left in Dr. Mattingly’s office, mailed to her in the Department, or sent via email (MATTINGL@sdsu.edu). Please write your name and the name of your agency/placement at the top of the page.

First Installation:
Due February 22 (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 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 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 May 10.** Mail or fax a signed evaluation to: Dr. Doreen Mattingly, Internship Coordinator, Women’s Studies Department, San Diego State University, San Diego, CA. 92182-6030, Ph: 619-594-8033, Fax: **619-594-5218.** You can email a scanned, signed copy to: MATTINGL@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 PERFORMANCE

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(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:

__________________________  ___________________________  _____________________
Immediate Supervisor       Title                          Date

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___________________________________________________

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<th>Work completed:</th>
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Total hours _____________________________

_______________________________________  ____________________________  
Student’s Signature                      Date

_______________________________________  ____________________________  
Supervisor’s Signature                   Date