WGSS Internship for Credit

- Students can earn academic credit by doing an internship relevant to the study of women, gender, and/or sexuality. For one credit, students must work a minimum of 12 hours/week or 150 hours/semester.

- Internships are a good way to combine practical experience with theoretical knowledge about issues in women’s, gender, and sexuality studies. Students can learn skills, make professional connections, and explore career opportunities working with individuals or organizations, including private, non-profit, or governmental agencies, political advocacy groups, or social justice movements. In consultation with the Director of WGSS, students choose an appropriate internship site based on their own interests. Helpful information about internship opportunities is available at the Tufts Career Center.

- To set up an internship, students must have a site supervisor as well as an academic sponsor chosen from among WGSS affiliated faculty. Students should meet with the academic sponsor at least a few times during the course of the internship. The WGSS Director may serve as the academic sponsor.

- Typically, a written component of about 10-20 pages, such as a journal, process paper, portfolio, or research project is required as part of the internship for credit. Details of the writing assignments appropriate to the internship are determined in consultation with the academic sponsor.

- With input from the site supervisor in the form of a written evaluation (email is fine), the academic sponsor grades the internship for credit.

One internship for credit can count as an elective for the WGSS major or minor.

Registration Process

1. Students considering an internship in Women’s, Gender, and Sexuality Studies should contact the Director of WGSS and/or the WGSS program office.

2. The student finds an appropriate site and is responsible for identifying a professional site supervisor with whom the specific intern responsibilities are arranged.

3. The student identifies a Tufts WGSS affiliated faculty member willing to act as the academic sponsor with whom the details of the required written work and a calendar of meetings during the semester are determined. These details must be included on the WGSS Internship Agreement Form, which is signed by the student, the site supervisor, and the academic sponsor. The WGSS Director must sign the completed WGSS Internship Agreement Form.

4. The student and academic sponsor complete the One-On-One Course Form to register for the WGSS Internship for Credit (WGSS 99).
WGSS Internship Agreement

Students must complete this form and return to the WGSS office. The One-on-One course form should be taken to Dowling Hall.

To Be Completed by Student

First Name __________________________________________ Last Name _________________________________________
Major(s) ____________________________________________ Class ______________________ ID#_____________________
Current address __________________________________________________________________________________________
Telephone number __________________________________ Email address ______________________________________
Subscribe to Student Health Insurance ___ Yes    ___ No    ___ Other    ___ None
Internship organization ___________________________________________________________________________________
Address __________________________________________________________________________________________________
Telephone number ________________________________ Email address ______________________ __________________
Site supervisor’s name ____________________________ Title __________________________________________________

I have read the guidelines and understand my responsibilities as specified below.

Student’s Signature __________________________________________________________   Date _____________________

To Be Completed by Site Supervisor

Intern responsibilities
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

I agree to supervise the above-named intern and to submit a brief evaluation at the end of the semester.

Supervisor’s Signature __________________________________________________________   Date _____________________

To Be Completed by Academic Sponsor

Academic Sponsor’s Name __________________________________   Position _____________________________________
Telephone number __________________________________________ Email address __________________________
Student responsibilities (including written assignments, meetings, other):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Sponsor’s Signature __________________________________________________________   Date _____________________

WGSS Director’s Signature __________________________________________________________   Date _____________________

25-Jun-14
One on One Course Form

Use this form for all courses that need to be set up on an individual basis, including Internships, Independent Study, Senior Honors Thesis, or graduate research.

Students must complete this form to register for a course in order to receive academic credit. Please print or type.

This form must be returned to Student Services, Dowling Hall.

Students Name: ___________________________________________________

Student ID #:_____________________________________________________

Department/Program Designation

And Course Number and section (e.g. HIST019801) _______________________

Course Title: ______________________________________________________

(24 characters including spaces and punctuation)

Credit Value: ______

(e.g.: 1.0, 0.5)

Semester/Year that course shall be taken: __________

Instructor Name (Please print): _________________________________

Signature of Instructor: ________________________________________

If questions please contact _________________________Ext_______________

25-Jun-14