

# Women's Studies

## Internships

### The Women's Studies Internship

- ◆ **Earn full academic credit** by working a minimum of 12 hours/week or 150 hours/semester.
- ◆ **Gain experience, make connections, explore career opportunities** working with individuals, agencies or organizations (private, non-profit, or governmental), political advocacy groups, or women's social movements that impact the lives of women.
- ◆ Students choose their internship site based upon their own interests. Need ideas? Visit the Tufts Women's Center, 55 Talbot Avenue, for complete internship listings.
- ◆ Students choose their own faculty sponsor, with whom they will meet at least 3-5 times during the course of the internship.
- ◆ Typically, a written project of 10-20 pages will be required for the completion of the internship.
- ◆ The faculty sponsor will have ultimate responsibility for grading, however the site supervisor will be expected to play a role in the evaluation process.

### The Registration Process

1. Students considering an internship in Women's Studies should initially contact the Director of Women's Studies, Professor Modhumita Roy (tel: 617-627-5171 or 617-627-2955, e-mail: [modhumita.roy@tufts.edu](mailto:modhumita.roy@tufts.edu))
2. Students are free to propose their own internship sites or they can look through the internship listings located at the **Women's Center, 55 Talbot Avenue**, to get ideas.
3. The student will contact proposed site(s) and find a willing and professional-level site supervisor.
4. The student will find a faculty member willing to act as the sponsor. The faculty sponsor and the student will agree on the amount and type of written work that will be required (typically a 10-20 page written project) and the number of meetings that will take place during the semester. The student, in conjunction with the faculty sponsor, will fill out the Tufts Internship Agreement Form. Both the student and the faculty sponsor should retain a copy of the Agreement.
5. The student will bring the completed Internship Agreement Form to the Director of Women's Studies for signature. The course number for registration is WS 99.

## TUFTS Internship Agreement

*Students must complete this form and register for a course to receive academic credit for an internship. Please print or type.*

### **TO BE COMPLETED BY STUDENT**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ ID # \_\_\_\_\_  
College \_\_\_\_\_ Class \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
Current address \_\_\_\_\_  
Permanent address \_\_\_\_\_  
Telephone number \_\_\_\_\_ Email address \_\_\_\_\_  
Subscribe to Student Health Insurance \_\_\_ Yes \_\_\_ No \_\_\_ Other \_\_\_ None  
Internship organization \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Email address \_\_\_\_\_  
Site supervisor's name \_\_\_\_\_ Title \_\_\_\_\_

I have read the Tufts guidelines and policies, and understand my responsibilities at the above-mentioned site.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **TO BE COMPLETED BY SITE SUPERVISOR**

Intern responsibilities.

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I have read the Tufts guidelines and policies, and understand my responsibilities in supervising the above-named intern.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **TO BE COMPLETED BY FACULTY SUPERVISOR**

Faculty sponsor's name \_\_\_\_\_ Department \_\_\_\_\_  
Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
Student responsibilities (including meetings with you, written assignments, other).

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Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

WS Director's Signature \_\_\_\_\_ Date \_\_\_\_\_