

# Gender & Women's Studies Internships

Internships offer students opportunities for hands-on experience in service, organizing, politics, art, and other venues. The GWS Internship program allows students to pursue these hands-on experiences while receiving credit toward their degree.

For more information, or to discuss internship ideas, email or make an appointment to speak with the GWS Director of Undergraduate Studies or Internship Coordinator, or visit <http://gws.arizona.edu/UndergradInternships>.

Finding an Internship: In addition to opportunities on campus, there are 2 important resources for internship opportunities in the local community:

1. The College of Social & Behavioral Sciences maintains a listing of Career Related Events, Internships, and Job Opportunities (<https://sbs.arizona.edu/career-related-events-internships-and-job-opportunities>); and
2. Community Information and Referral (<http://www.cir.org/givehelp>).

## Restrictions:

1. No more than 12 units of Internship, Independent Study, or Preceptorship (293, 299, 299H, 391, 393, 399, 399H, 493, 499, 499H) may be used for the GWS major; no more than 6 units may be used for the GWS minor.
2. With approval of the GWS Undergraduate Director, 3 units of a relevant Internship may fulfill a Major Concentration requirement; appropriate Independent Studies may also fulfill Major Concentration requirements.

## Deadline:

It is recommended that students secure their internships and submit their Internship application materials to the GWS Internship Coordinator no later than the Monday of the 3rd week of the semester. Please refer to the UA dates and deadlines.

### **Internship Grades and Unit Restrictions:**

The only grades available for internship credit are: S, P, E, I, and W. No more than 12 units of Internship, Independent Study, or Preceptorship (293, 299, 299H, 391, 393, 399, 399H, 493, 499, 499H) may be used for the GWS major; no more than 6 units may be used for the GWS minor. With approval of the GWS Undergraduate Director, 3 units of a relevant Internship may fulfill a Major Concentration requirement; appropriate Independent Studies may also fulfill Major Concentration requirements.

### **Student Intern's responsibilities:**

1. At least 45 hours of site work at the Internship Agency per unit of credit (approximately 10 hours/week for 3 units of credit). Additional hours may be required by the Internship Agency.
  2. An internship work log.
  3. A mid-semester and end-of-semester internship assessment.
  4. Regular meetings with your Agency Supervisor, including mid-semester and end of semester reviews.
  5. A critical reflection on your internship and its relationship to things you've learned in your coursework, either in the form of a critical essay or as a journal kept over the semester.
- Complete requirements and due dates will be provided in a course syllabus.

### **Agency Supervisor's responsibilities:**

1. Supervise internship experience.
2. Provide appropriate mentoring and feedback on internship performance.
3. At least two performance reviews, at mid-semester and end of semester.
4. Work with intern to develop an appropriate critical reflection essay or reflection journal.
5. Provide GWS Internship Coordinator with an evaluation of intern's performance at end of semester.

**Internship Timeline:** Below is a basic timeline of the internship semester. Complete and official descriptions of course requirements and due dates will be provided in a course syllabus.

- All semester:
  - Student keeps a **work log** of time spent and internship activities for the entire semester.
  - If keeping a **reflection journal** (optional), student writes entries at least once per week
- Week 8:
  - Student submits **work log** and **assessment** of individual performance and internship experience to date.
  - GWS Internship Coordinator solicits feedback on intern performance from Agency Supervisor.
- Week 15:
  - Student meets with Agency Supervisor for final review and evaluation of internship.
  - GWS Internship Coordinator solicits evaluation of intern's performance from Agency Supervisor.
- Exam Week:
  - Student submits **critical reflection essay or reflection journal**.
  - Student submits **work log** from the entire semester and **assessment** of the internship experience.

### **Terms:**

- Internship Agency = the organization or agency at which you want to intern.
- Agency Supervisor = the person at the internship agency who agrees to be your supervisor; this person signs the Internship Contract.
- GWS Internship Coordinator = The GWS professor who is overseeing GWS internships; this person is the official instructor for GWS 393.

**GENDER & WOMEN'S STUDIES  
INTERNSHIP CONTRACT (GWS 393)**

Semester & Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Student's Address: \_\_\_\_\_

Student's Phone: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Agency/Organization Name: \_\_\_\_\_

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

Agency Supervisor's Name: \_\_\_\_\_

Agency Supervisor's Phone: \_\_\_\_\_

Agency Supervisor's Email: \_\_\_\_\_

Units of Credit: \_\_\_\_\_ (1-6 optional)

**Enrollment:**

By the Monday of week 3 of the semester, students should submit *to the GWS Internship Coordinator*, this GWS Internship Contract, completed in full and signed by the student and the Agency Supervisor. The Contract must include:

1. An Internship Position Description (page 2 of this Contract) or an internship job description provided by the Internship Agency; and
2. The Assumption of Risk and Release Form.

When the GWS Internship Coordinator has confirmed that application materials are complete, s/he will sign all forms, authorizing internship. *At that time, the Internship Coordinator will email instructions for enrolling in GWS 393 through UAccess.*

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

\_\_\_\_\_  
Agency Supervisor's Signature Date

\_\_\_\_\_  
GWS Internship Coordinator (Faculty Supervisor) Date

## INTERNSHIP CONTRACT – PAGE 2

To be completed by the Student Intern & Agency Supervisor

Please print clearly.

Semester & Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Agency Supervisor's Name: \_\_\_\_\_

### INTERNSHIP POSITION DESCRIPTION

Student Intern and Agency Supervisor should provide the following information about the terms of the semester internship. Alternately, you may submit an internship job description provided by the Internship Agency.

Internship Title (if any)

Brief description of Intern's Responsibilities

Will training be provided for the Intern to complete their responsibilities appropriately? If so, please describe.

Communication/Meeting Schedule

How will communication take place between the Supervisor and Intern? Will there be regular meetings?

Please discuss and fill out the attached "Assumption of Risk and Release Form."

**University of Arizona Internship  
ASSUMPTION OF RISK AND RELEASE FORM**

***THIS IS A RELEASE OF LEGAL RIGHTS -- READ AND UNDERSTAND BEFORE SIGNING  
(If student is under 18 years of age, a parent or legal guardian must also read and sign this form)***

**Student Participant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Internship Course:**     GWS 393     **Sponsoring Organization:** \_\_\_\_\_

I hereby agree as follows:

**RISKS OF PARTICIPATION**

I recognize that there are dangers and risks to which I may be exposed by participating in this internship. The following is a description and examples of specific, significant, non-obvious dangers and risks associated with the internship, as explained by the on-site supervisor:

---

---

I understand that the University of Arizona (the "University") does not require me to participate in the internship, but I want to do so, despite the possible dangers and risks and despite this Release.

I therefore agree to assume all of the risks and responsibilities that are in any way associated with the internship.

**HEALTH & SAFETY**

I understand and agree that the University and its governing board, administrators, and employees (the "Releasees") do not have medical personnel available at the Sponsoring Organization, which is the site location for my internship. I understand and agree that the Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury, damage or cost which might arise out of or in connection with such authorized emergency medical treatment.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this internship. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the internship.

I understand that neither the Releasees nor the Sponsoring Organization are obligated to provide transportation in connection with the internship. I understand that I am expected to carry my own automobile liability insurance coverage.

**STANDARDS OF CONDUCT**

I will comply with the University's Student Code of Conduct and Code of Academic Integrity, as well as the standards of conduct for employees of the Sponsoring Organization. I waive and release all claims against the

University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such codes and academic standards.

I agree that the University has the right to enforce the standards of conduct described at:

<http://studpubs.web.arizona.edu/policies/cofc.htm>,

as well as at:

<http://studpubs.web.arizona.edu/policies/cacaint.htm>,

and that the University will impose sanctions, up to and including expulsion from the internship or from the University, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the department's internship program, the Sponsoring Organization, or other student participants.

The University has the right to make changes in the format and administration of the internship. I understand that the University has no control over the operations or premises of the Sponsoring Organization, and that I will be under the supervision of a representative of that organization while I am participating at the internship.

### **ASSUMPTION OF RISK AND RELEASE OF CLAIMS**

Knowing the risks described above, and in consideration of being permitted to participate in the internship, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify the Releasees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship (including periods in transit).

I have carefully read this Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt by the University of Arizona in the Department of Gender & Women's Studies and shall be governed by the laws of the state of Arizona, which shall be the forum for any lawsuits filed under or incident to this agreement or to the internship.

\_\_\_\_\_  
Signature of Student Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (*if student is under age 18*)

\_\_\_\_\_  
Date