

# 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.

Finding an Internship: In addition to opportunities on campus, an important resource for volunteer and internship opportunities in the local community is Community Information and Referral (<http://www.cir.org/givehelp>).

## Restrictions:

1. No more than 6 units of Internship (GWS 293, 393 or 493) may be used for the GWS major, and no more than 3 units may be used for the GWS minor.
2. With approval of the GWS Undergraduate Director, up to 3 units of a relevant Internship may be used to fulfill Major Concentration requirements.

## Deadline:

It is recommended that students secure their internships and submit their Internship application materials to the GWS Director of Undergraduate Studies no later than the Monday of the 3rd week of the semester. It is the student's responsibility to submit the Change of Schedule form to the Registration & Transcripts Office on time. 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 6 units of Internship (GWS 293, 393 or 493) may be used for the GWS major, and no more than 3 units may be used for the GWS minor. With approval of the GWS Director of Undergraduate Studies, up to 3 units of an appropriate Internship may be used to fulfill Major Concentration requirements.

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

1. At least 45 hours of site work per unit of credit (approximately 10 hours/week for 3 units of credit). Additional hours may be required by the internship organization.
2. Internship work log submitted at mid-semester and end of semester.
3. Self assessment and internship assessment, submitted with internship work log at mid-semester and end of semester.
4. Regular meetings with Internship Supervisor, including mid-semester and end of semester reviews.
5. A significant internship project or research paper (equivalent to 10+ page paper). Project or paper to be determined in conversation with Internship Supervisor and/or GWS Director of Undergraduate Studies.
6. Proposal for project/paper (approximately 1 page), submitted by week 8 of semester. Proposal for the project/paper must meet the approval of GWS Director of Undergraduate Studies.

### **Internship 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 final project or research paper.
5. Provide GWS Director of Undergraduate Studies with 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.
- Week 7: • If not before, student and Internship Supervisor meet to discuss progress of the internship.
- Week 8: • Student submits a **proposal** for internship project or research paper. (*Proposal may be submitted any time before week 8.*)
  - Student submits **work log** and brief **assessment** of individual performance and internship experience to date.
  - GWS Director of Undergraduate Studies solicits feedback on intern performance from Internship Supervisor.
- Week 15: • Student meets with Internship Supervisor for final review and evaluation of internship.
  - GWS Director of Undergraduate Studies solicits evaluation of intern's performance from Internship Supervisor.
- Exam Week: • Student submits **internship project or research paper**.
  - Student submits **work log** from the entire semester and brief **assessment** of: 1) individual performance, 2) internship organization, and 3) internship experience.

**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: \_\_\_\_\_

Internship Supervisor's Name: \_\_\_\_\_

Internship Supervisor's Phone: \_\_\_\_\_

Internship Supervisor's Email: \_\_\_\_\_

**Enrollment Materials:**

By the Monday of week 3 of the semester, students should submit the following to the GWS Director of Undergraduate Studies:

1. GWS Internship Contract, completed and signed by student and Internship Supervisor.
2. Internship Position Description: This may be either an official internship job description provided by the Internship Agency or a brief description of the proposed internship written by the prospective student intern and signed by the Internship Supervisor.
3. Assumption of Risk and Release Form, completed and signed by student. Waived for WISE, SIROW, WRC, LGBT Student Affairs, and other on-campus internships.
4. Change of Schedule ("Add/Drop") Form, completed and signed by student.

When the GWS Director of Undergraduate Studies has confirmed that application materials are complete, s/he will sign all forms, authorizing internship.

*It is the student's responsibility to retrieve the Change of Schedule ("Add/Drop") form and submit it to the Registration & Transcripts Office or official drop-off location prior to any add/fee deadlines.*

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

\_\_\_\_\_  
Internship Supervisor's Signature Date

\_\_\_\_\_  
GWS Dir. of Undergraduate Studies (Faculty Supervisor) Date

**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:** \_\_\_\_\_ **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 \_\_\_\_\_ 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