INTERNSHIP FORM
Women & Gender Studies
University of Southern Maine

STUDENT INFORMATION

NAME: ___________________________________________ DATE: ______________________

STUDENT ID:____________________________________________________________________

ADDRESS: ______________________________________________________________________

______________________________________________________________________________

TELEPHONE: ____________________________________________________________________

SEMESTER & YEAR: _____________ FACULTY ADVISOR: _____________________________

INTERNSHIP AGENCY INFORMATION

AGENCY NAME: __________________________________________________________________

AGENCY ADVISOR: ___________________________________________________________________

AGENCY E-MAIL: __________________________________________________________________

ADDRESS: ______________________________________________________________________

______________________________________________________________________________

TELEPHONE: ____________________________________________________________________

EMAIL ADDRESS: __________________________________________________________________

SIGNATURE OF AGENCY ADVISOR: ________________________________________________

Please attach your 1-2 page internship proposal. Include information about why you are choosing to do your particular internship, how it relates to your Women and Gender Studies major, and what your goals are.

NOTE: You should plan your internship well in advance of the semester in which it takes place. Consult first with the Director of Women and Gender Studies to plan your project and your advisor. Contact the Women and Gender Studies office at (207) 780-4289 if you have any questions.
Women and Gender Studies Internships
at the University of Southern Maine

Internships are a crucial part of a major in Women and Gender Studies at the University of Southern Maine. Taken in the final year of the major, internships are not practical training programs but are opportunities to practice the application of one’s feminist education to work experience.

The internships chosen by students are generally activist, setting up or participating in a program or workshop to address an institutional or social problem. The problem and the approach to it are agreed on by the student (working with her/his advisor) and the agency. The student may or may not be an employee of the agency, but her/his work will need to fit into that of the overall institution. The agency must provide a supervisor for the student; the supervisor should contact the director of Women and Gender Studies with any questions concerning the internship. The student must also keep the academic advisor (the Director of Women and Gender Studies or other Women and Gender Studies faculty member) up to date on the progress of the internship. All interns will give an oral presentation to at Thinking Matters Undergraduate Research Conference in the spring semester, and must complete a 15 page internship paper as well.

The internship has three goals: the completion of an academically successful project, the working out of a theoretical or politically feminist issue in practice, and the enlargement of the student’s work opportunities and skills. The internship carries from four to six credits for a semester’s work, approximately 14 weeks. It is important that you begin planning your internship well in advance of the semester in which it will take place, therefore you should contact the Women and Gender Studies office at (207) 780-4289 to set up an appointment with the Director before the beginning of the semester.
Practice

Complete the number of hours of work agreed on with the internship agency advisor and the director (8 hours a week for 4 credits; 16 hours a week for 6 credits).

Keep detailed field notes describing and discussing activities, reactions, hours, etc.

Attend internship seminar during spring semester.

Theory

Research and write a 15 page internship paper on a topic related to the internship, defining the relation between theory learned in Women and Gender Studies and the work done for the internship.

Produce an annotated bibliography of at least 6 entries.

Present research related to internship experience at Thinking Matters Undergraduate Research Conference in spring semester.

Administrative Commitment

Fill out internship form (available at the Women and Gender Studies office).

Write a 1-2 page proposal and obtain signatures from internship agency advisor and the director.

Attend weekly internship seminar.

Details

A 4-credit internship involves 8 hours per week onsite with the community partner organization; a 6-credit internship involves 16 hours a week onsite with the community partner organization. Attendance at a weekly internship seminar is also required.