

WGST Students:

This WGST Community Internship Package should contain:

1. Guidelines for Community Internship
2. WGST Internship Tips
3. Proposal form
4. Agreement form
5. Independent Study form for Internship – to be completed after advisor has approved the Proposal and Agreement Forms in 3 and 4.
6. Evaluation of Community Intern
7. Evaluation of Community Internship Experience
8. Two timesheets
9. List of community organizations
10. Intro letter to community organization (to be submitted to organization)

Please check to be sure that your package is complete!

WGST 401: Community Internship Explanations & Guidelines

Internships are among the most valuable learning experiences that a student can have while enrolled at the University of Louisville. Thus, all Women's, Gender & Sexuality Studies (WGST) majors have the opportunity and responsibility to complete an internship in a community organization serving the needs of women or dealing in some way with gender issues before completing their degree.

Purpose

By working part-time in a community organization or business dedicated to the promotion of gender equity, in a paid or unpaid capacity, students will have the opportunity to apply what they've learned in the classroom and to gain professional experience and make important networking and reference contacts.

Format

Like an independent study, the community internship requires the student to work with an individual faculty member, who will act as advisor, design specific syllabus requirements and evaluate the student's work.

Timing

Internships are typically done no earlier than the junior year of study so that students are prepared for their positions and get the maximum benefit from the experience in terms of learning and networking. Internships may be done, however, as late as the final semester of undergraduate study, though many students find it best to begin earlier than this. Internships typically run over the course of an academic semester or the summer months, but may also overlap semesters through prior arrangement with the Internship Director. It is important to plan effectively and efficiently when arranging your internship, to allow for ample time to complete your required hours.

Approach

Students must approach internships not merely as a "part-time" job or a typical college course. Instead, they must recognize that the internship is intended to be a learning and service experience in a professional setting. As such, interns have not only academic responsibilities, but also obligations to the organization hosting them. *Student interns are expected to maintain a high standard of mature and professional conduct at all times as a representative of the Department of Women's, Gender & Sexuality Studies and the University of Louisville.*

Pre-requisites:

Students accepted into the WGST major may enroll in WGST 401 only after completing at least 18 hours of course work in the WGST major (B.A. or B.S.).

Students are responsible for contacting the WGST undergraduate advisor the semester preceding the one in which they plan to enroll for 401 in order to complete a proposal (form attached), which requires that the student:

- Specify an organization and a contact person (Note: Student is responsible for contacting the organization.
- Specify a faculty advisor
- Describe the work the student will do in the organization
- Identify learning objectives for the internship which correspond with WGST learning goals
- Describe the paper planned as an outcome of the internship, and the project (if any) to be completed for the organization

- Specify a schedule and method for communicating progress with the faculty advisor throughout the internship semester (at least two communications/meetings)

Students are also required to attach to their proposal a Community Internship Agreement Form signed by the community organization contact person and that person's supervisor (if any).

After the faculty advisor receives and signs off on these forms, students then must fill out and submit an Independent Study form to the registrar's office.

General description/requirements:

WGST 401 requires that the student work 70 hours in a community organization that serves the needs of women or deals in some way with gender issues. The hours must be documented by the student's supervisor in the organization. Although one goal of the internship is to provide service to the organization, the work performed by the WGST intern must involve a project or activity that goes beyond basic clerical work or errands.

WGST 401 requires that the students complete a short set of readings focused around the intersection of feminist scholarship and praxis. Readings TBA.

WGST 401 requires a formal paper of 8-15 pages based on the student's work in the internship site. In the paper, the student should address an issue, problem, or question prompted by her/his work in the organization. The paper should connect relevant WGST course work (i.e., reading, discussion, lecture material from WGST and other university classes) to the student's experience in the community organization. The faculty advisor may require multiple drafts of the paper so students should work with their advisor to plan a schedule that allows time to receive feedback and for the student to complete revisions.

With the consent of the faculty advisor, students whose internship involves a "product" for the organization, such as a grant proposal, a survey, a web site, posters/flyers, may use the product to meet part of the page requirement of the formal paper. In this case, copies of the materials must be submitted with the paper.

In addition to the formal paper, the student is required to submit brief process/progress reports twice during the semester (or more often, if the faculty advisor asks). The form of reports (hard copy, email, outline of a verbal report) is up to the faculty advisor.

The faculty advisor may require that the student keep an internship journal throughout the semester and submit the journal for review during communication sessions with the faculty advisor. In cases where journals are required, the completed journal should be handed in with the final paper.

When four or more students are enrolled in WGST 401 in a given semester, students may be required to meet as a group at regular intervals during the semester, as determined by the faculty advisors directing the projects.

Evaluation:

A student's performance in WGST 401 will be evaluated by the faculty advisor directing the project. The evaluation will be based on the following:

- Process/progress reports submitted at least twice during the semester to the faculty advisor
- Internship journal (if required) kept throughout the semester and submitted at the end to the faculty advisor

- Formal paper based on the student's work during the internship, including any material the student produced for the organization
- Self-evaluation form (attached)
- Community organization's evaluation of the intern (one-page form, attached)

WGST – Internship Tips

- Get properly oriented - Make sure you receive a copy of the organization's mission/goals/ policies/procedures. Seek an introduction to the staff and request a tour of the workplace.
- Ask questions - If there is something you do not understand, ask your supervisor. Your supervisor is there to teach as well as supervise.
- Contribute - Your suggestions and ideas are important to your supervisor. Feel free to contribute whenever an opportunity arises.
- Take initiative and assume responsibility - Interns offer employers a fresh perspective. If there is a project you would like to do, ask your supervisor if you may have the responsibility for the project.
- Resources - Make sure you have all the resources needed to complete the project. Employers are interested in results.
- Be proactive - Seek out projects and training that will enable you to learn and use a variety of skills.
- Take notes and keep organized - Always take notes in staff meetings, meetings with your supervisor, and when working on new projects. These notes will become helpful to you throughout your internship as your responsibilities grow.
- Professional education - Learn what other professionals do within your organization. This helps you become aware of other career fields as well as learn about other aspects of the organization.
- Work environment - Pay attention to the "culture" of your internship site. How do professionals in the organization communicate? Does your supervisor promote a team or individual approach, or a combination of the two? How are decisions being made? Take a cue from the work environment as to appropriate dress, etc.
- Professional meetings - Attend professional association meetings. Many organizations belong to professional associations. Ask your employer about such meetings and if you may have permission to attend any. Professional associations offer opportunities to network with others in your field and provide up-to-date information about the organization and/or the general field.
- Network, network, network! Start a "Network-List" with names, titles, addresses, phone numbers and email addresses. You may want to refer to this information in the future.

- Evaluation- Set up periodic evaluative meetings. Meet with your supervisor to address questions about projects or assignments. This is an opportunity to get feedback and check as to your progress.

PROPOSAL FOR WGST 401: COMMUNITY INTERNSHIP

Student _____ ID _____

E-mail address _____ Phone _____ Phone _____

Internship semester F _____ Sp _____ Su _____ Year _____ Today's date _____

Community site for internship _____

Address _____ City/State _____ Zip _____

Phone _____ Phone _____

Student's contact person in organization _____

Faculty advisor _____ Dept. _____

E-mail address _____ Phone _____

Describe the work you will be doing in this community organization.

Identify your learning objectives for this internship.

Describe the project that will be the written and/or the outcome of your internship

Project Description/Summary: _____

PROPOSAL FOR WGST 401: COMMUNITY INTERNSHIP – Page 2

Describe how your project meets at least one of the following WGST learning outcomes:

1. Students will be able to apply feminist research to community problems related to women or gender.
2. Students will gain an understanding of the intersection of gender with other structures of power, such as race, class, ethnicity, nationality, and sexuality.

What is your schedule for turning in process/progress reports to your faculty advisor during the internship semester? What form will the reports take?

Date when draft of final paper will be delivered to advisor _____

Student's signature _____ Date _____

Advisor's signature _____ Date _____

COMMUNITY INTERNSHIP AGREEMENT FORM

To be completed by the student intern:

Student's name _____ Phone _____

Organization _____

Address _____ City/State _____ Zip _____

Phone _____ Phone _____

Student's contact person in organization _____

Internship beginning date _____ Ending date _____

Total number of hours: 70

Describe the work you will do in the organization and how this work optimizes the interplay between the needs of the organization and the learning goals you have identified.

COMMUNITY INTERNSHIP AGREEMENT FORM – Page 2

To be completed by the organization:

The student named above has agreed to work 70 hours in your organization as part of an educational internship required of Women's, Gender & Sexuality Studies majors at University of Louisville. The student agrees to perform the work described above under your supervision. In addition to supervising the student, you agree to

- co-sign the student's time sheet indicating hours worked,
- meet with the student's faculty advisor when that person comes to your organization for a site visit
- complete a short evaluation form at the end of the student's internship.

Signatures:

Student

_____ Date _____

Organization employee supervising the student

_____ Date _____

Organization's director

_____ Date _____

EVALUATION OF COMMUNITY INTERN

This form is to be completed by the person who supervised the Women's, Gender & Sexuality Studies intern. Please mail this completed form to: Director, Women's, Gender & Sexuality Studies Department, University of Louisville, Louisville, KY 40292.

Student intern's name _____

Organization _____

Address _____ City/State _____ Zip _____

Supervisor of student intern _____

Please give a brief description of the work the student intern did in your organization and the impact this work had on your organization's mission.,

Did the student intern perform the work satisfactorily? If "no," please explain.

Based on your work with the student intern, would you welcome another Women's, Gender & Sexuality Studies intern in your organization? If "no," please explain.

Signature _____ Date _____

EVALUATION OF COMMUNITY INTERNSHIP EXPERIENCE

This form is to be completed by the student intern and handed in with the internship project.

How did this internship help you meet the WGST learning objective(s) you identified? Please explain your answer.

WGST Learning Goals:

2. Students will be able to apply feminist research to community problems related to women or gender.
3. Students will gain an understanding of the intersection of gender with other structures of power, such as race, class, ethnicity, nationality, and sexuality.

Would you recommend this agency as an internship site for a future Women's, Gender & Sexuality Studies student? If "no," please explain.

Signature _____ Date _____

Organizations to Consider for Community Internship

| Organization | Address | CityState | Zip | Phone |
|---|--|-------------------|------------|----------------------|
| AAUW | 1503 Carlimar Ln. | Louisville, KY | 40222 | 228-5510 |
| ACLU/Pro-Choice Project | 1939 Maplewood Pl. | Louisville, KY | 40205-1026 | 581-1181 |
| Alliance Against Racism | 942 S. 47th St. | Louisville, KY | 40211 | 778-8130 |
| Cabbage Patch Settlement House | 1413 S. 6 th St. | Louisville, KY | 40208 | 634-0966 634-0811 |
| Center For Women & Families | 226 W. Breckenridge St. | Louisville, KY | 40203 | 581-7200 |
| Coalition of Labor Union Women | 6707 Grade Lane | Louisville, KY | 40213 | uaw500@aol.com |
| Council on Peacemaking | 410 W. Chestnut St. | Louisville, KY | 40202 | 581-1961 |
| Crossover Mission Services | P.O. Box 1987 | Louisville, KY | 40201 | 772-7266 |
| Dare to Care Inc. | 5803 Fern Valley Rd. | Louisville, KY | 40228 | 966-3821 |
| Fairness Campaign | 2263 Frankfort Ave. | Louisville, KY | 40206 | 893-0788 |
| Fairness Education Fund Inc. | P.O. Box 3431 | Louisville, KY | 40201-3431 | 893-0788 |
| Family Place | 982 Eastern Pkwy. | Louisville, KY | 40217 | 636-2801 |
| Jefferson County Office for Women | 527 W. Jefferson St. #600 | Louisville, KY | 40202-2819 | 574-5360 |
| Jewish Community Federation | 3630 Dutchmans Ln. | Louisville, KY | 40205 | 451-8840 |
| Jewish Family & Voc. Service | 3640 Dutchmans Ln. | Louisville, KY | 40205 | 452-6341 |
| Kentuckiana Girl Scout Council | P.O Box 32335 | Louisville, KY | 40232 | 636-0900 |
| Kentucky Commission on Women | 312 W. Main St. | Frankfort, KY | 40601 | 502-564-6643 |
| Kentucky Harvest | 1839 Brownsboro Rd | Louisville, KY | 40206 | 589-3663 |
| Kentucky Nurses Association | 1400 S. 1st St. | Louisville, KY | 40208-2102 | 637-2546 |
| Kentucky Theater | 651 S. 4th Street | Louisville, KY | 40202 | 241-2741 |
| Kentucky Women's Alliance | 6601 Mayfair Ave. | Prospect, KY | 40059 | |
| Kentucky Youth Advocates | 2034 Frankfort Ave. | Louisville, KY | 40206 | 895-8167 |
| KY Comm on Human Rights | 332 W. Broadway | Louisville, KY | 40203 | 595-4024 |
| Ky Correctional Inst. For Women | KCIW Box 337 Ash Ave. | Peewee Valley, KY | 40056 | 241-8454 x 2303 |
| KY Fairness Alliance | 2263 Frankfort Ave. | Louisville, KY | 40206 | |
| KY Foundation for Women | 332 W. Broadway, Suite 1215 | Louisville, KY | 40202 | 562-0045 |
| KY Women Advocates | 116 Linden Ave | Frankfort, KY | 40601 | 495-1858 |
| League of Women Voters | 115 S. Ewing | Louisville, KY | 40206 | 895-5218 |
| Lou/Jeff Cty Human Relations Comm | 410 W Chestnut | Louisville, KY | 40202 | 574-3631 |
| Louisville Fellowship of Reconciliation | 2236 Kaelin Ave. | Louisville, KY | 40205 | 458-8056 |
| Maryhurst | 1015 Dorsey Ln. | Louisville, KY | 40223 | 245-1576 |
| Metropolitan Housing Coalition | 333 Guthrie St. #409 | Louisville, KY | 40202 | 584-6858 |
| MOMS Program c/o HCM | 1140 Cherokee Rd. | Louisville, KY | 40204 | 451-3626 |
| Nat'l Council of Jewish Women | P.O. Box 4845 | Louisville, KY | 40204 | 458-5566 |
| NOW | 12123 Shelbyville Rd. Suite 100-304 | Louisville, KY | 40243 | 495-3589 |
| Peace Education | 318 W. Kentucky St. | Louisville, KY | 40203 | 589-6583 |

| Organization | Address | CityState | Zip | Phone |
|---|-------------------------------------|------------------|------------|----------------------|
| Planned Parenthood | 1025 South 2nd | Louisville, KY | 40202 | 584-2473 |
| Project Women | 806 E. Chestnut St | Louisville, KY | 40202 | 584-8090 |
| Racial & Econ. Justice Prog. | 3208 W. Broadway | Louisville, KY | 40211 | |
| RC Bus&Pro Women's Club | P.O. Box 36004 | Louisville, KY | 40233-6004 | 491-4830 |
| Seven Counties Services | 101 W. Muhammad Ali Bl. | Louisville, KY | 40202 | 540-5842 589-8600 |
| St. Elizabeth's So. Indiana | 621 E. Market | New Albany, IN | 47150 | 949-7305 |
| UofL Children & Youth Clinic | Health Sciences Campus | U of L | | 852-5323 |
| Urban League of Louisville | 1535 W. Broadway | Louisville, KY | 40203 | 585-4622 |
| Volunteers of Amer Family Emerg Shelter | 1321 S. Preston | Louisville, KY | 40208-2033 | 636-0816 |
| Women's Center for Growth & Leadership--JCC | 109 E. Broadway | Louisville, KY | 40204 | 584-2327 |
| Women 4 Women | Waterfront Plaza, 325 W. Main #1110 | Louisville, KY | 40202 | 585-4649 |
| Women Lawyers Assoc. c/o Vencor | 680 S. 4th Avenue | Louisville, KY | 40202 | 596-7332 |
| Women's Alliance/First U. | 809 S. Fourth St. | Louisville, KY | 40203 | 585-5110 |

Letter of Introduction for Community Internship

Please take or send the following letter of introduction to your proposed project site in order to facilitate initial contact with them regarding the goals and purpose of the internship.

Thank you for considering an internship placement for _____, a student in the Women's, Gender Sexuality Studies department at the University of Louisville.

Internships are among the most valuable learning experiences that a student can have while enrolled at U of L. Thus, all Women's, Gender Sexuality Studies (WGST) majors have the opportunity and responsibility to complete an internship in a community organization serving the needs of women or dealing in some way with gender issues before completing their degree.

We thank you for making this arrangement possible through your participation and wish to provide you with a detailed overview of internship guidelines and expectations. It is our aim to keep you well informed to help maximize the partnership between your organization and our students' learning experiences.

Purpose for Students

By working part-time in a business or organization that relates to the student's career plans, individuals will gain professional experiences and status that are essential to future success. Students will have the opportunity to apply what they've learned in the classroom, they will make important networking and reference contacts, and they'll affirm (or refute) career plans.

Approach toward Internships

We communicate to students that they must approach internships not merely as a "part-time" job or a typical college course. Instead, they must recognize that the internship is intended to be a professional learning experience. As such, interns have not only academic responsibilities, but also obligations to you - the organization hosting them. We encourage you to work with students to clearly set solid expectations for their engagement and work on specific projects meeting the needs of your organization.

General description/requirements:

The WGST internship requires that the student work 70 hours in a community organization, documented by the student's supervisor. A key goal of the internship is to provide service to the organization in support of your overall mission, while engaging students in work that relates to the learning goals of the Women's, Gender & Sexuality Studies department, listed here:

WGST Learning Goals:

1. Students will be able to apply feminist research to community problems related to women or gender.
2. Students will gain an understanding of the intersection of gender with other structures of power, such as race, class, ethnicity, nationality, and sexuality.

Scope of Internship Work

The work performed by the WGST intern must involve a project or activity that goes beyond basic clerical work or errands. We encourage organizations to think about areas of need you currently have which could be project based and that may call for the application of theoretical concepts learned in class settings with "real-world" scenarios and situations. This may lead to the intern's work on strategy for and development of a "product(s)" for your organization, such as a grant proposal, a survey, a web site, posters/flyers, etc.

Evaluation:

A student's performance in the internship program will be evaluated by the faculty advisor directing the project with input from the student and your organization. The evaluation will be based on the following:

- Process/progress reports submitted at least twice during the semester to the faculty advisor
- Internship journal (if required) kept throughout the semester and submitted at the end to the faculty advisor
- Formal paper based on the student's work during the internship, including any material the student produced for the organization
- Self-evaluation form (attached)
- Community organization's evaluation of the intern (one-page form, attached)

We hope this comprehensive overview of the WGST internship program and its processes helps you in structuring a position with your organization that engages our student in worthwhile learning opportunities that also translate into meaningful work needed by your organization.

We encourage any questions, suggestions or ideas you may have. Please feel free to contact me, the WGST Internship Director, at 852-2992 as needed. Otherwise, feel free to communicate openly with your student intern, in facilitating a productive and vibrant partnership for the coming semester.

Once again, we thank you for your partnership!

Sincerely,

Dr. Dawn Heinecken
Chair and Professor
Internship Director
Women's, Gender & Sexuality Studies

| Organization | website | Mission | Telephone |
|---|---|--|---|
| AAUW American Association of University Women | https://louisville-ky.aauw.net/ | Promotes women and girls | Use contact form on website |
| ACLU of Kentucky | https://www.aclu-ky.org/ | Civil liberties | (502) 581-1181 |
| Bluegrass Alliance for Women | https://bluegrassallianceforwomen.wordpress.com/about/ | Economic progress of women in KY | Use contact form on website |
| Cabbage Patch Settlement House | https://www.cabbagepatch.org/ | Equip and empower families at risk | (502) 634-0811 |
| Center for Women and Families | https://www.thecenteronline.org/ | Support and advocacy for those affected by domestic violence | (502) 581-7276 |
| Coalition of Labor Union Women | https://www.facebook.com/DerbyCityCLUW/ | Labor union | (502) 541-4794 |
| Dare to Care | https://daretocare.org | Food bank | (502) 966-3821 |
| Family and Children's Place | https://familyandchildrensplace.org | Child abuse and neglect | (502) 893-3900 |
| Girls Scouts of Kentuckiana | https://gskentuckiana.org | Empowerment of girls | (502) 636-0900 |
| Human Relations Commission | https://louisville.ky.gov/government/human-relations-commission | Coalition building | (502) 574-3631 |
| Jewish Family and Career Services | https://jfcslouisville.org | Support for Jewish life | (502) 238-2739 |
| KY Commission for Human Rights | https://kchr.ky.gov/Pages/default.aspx | Enforcement of the KY Civil Rights Act | (502) 595-4024 |
| KY Correctional Institute for Women | https://corrections.ky.gov/Facilities/AI/KCIW/Pages/default.aspx | Support for incarcerated women and families | Currently closed to visitors (Oct 2021) |
| KY Foundation for Women | https://www.kfw.org | Support for women in the arts | (502) 562-0045 |
| Kentucky Harvest | https://www.kyharvest.org | Food insecurity | (502) 894-9999 |

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| KY National Organization for Women (NOW) | https://www.facebook.com/KentuckyNOW | Women's issues, legislation, and advocacy | Contact through Facebook |
| KY Nurses Association | https://kentucky-nurses/nursingnetwork.com | Advocacy for nurses | (502) 245-2843 |
| KY Youth Advocates | https://kyyouth.org | Child advocacy and legislation | (502) 895-8167 |
| League of Women Voters | https://my.lwv.org/kentucky/louisville | Nonpartisan political advocacy | (502) 895-5218 |
| Louisville Fellowship of Reconciliation | www.Louisvillefor.org | Interfaith nonviolent peace building and coalition | (502) 609-7985 |
| Louisville Metro Housing Authority | www.Lmha1.org | Affordable housing and community-building | (502) 569-3400 |
| Louisville Urban League | https://lul.org | Eliminating racism | (502) 585-4622 |
| Maryhurst | https://www.maryhurst.org | Child abuse and neglect | (502) 245-1576 |
| National Council for Jewish Women | https://ncjwlou.org | Social justice | (502) 458-5566 |
| Nativity Academy at St. Boniface | www.louisvillenativity.org | At-risk preadolescents | (502) 855-3000 |
| Office for Women | https://louisvilleky.gov/government/office-women | Status of women in Metro Louisville | (502) 574-5360 |
| Peace Education | https://www.peaceeducationprogram.org | Conflict resolution | (502) 589-6583 |
| Planned Parenthood | https://www.plannedparenthood.org/health-center/kentucky/louisville | Reproductive health | (317) 205-8088 |
| Seven Counties Services | https://sevencounties.org | Mental and emotional healthcare | (502) 589-8600 |
| The Fairness Campaign | https://www.fairness.org | LGBTQ advocacy | (502) 893-0788 |

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| UofL Pediatrics | https://uoflphysicians.com/service-speciality/pediatrics/ | Pediatric medicine | (502) 636-0771 |
| Volunteers of America | https://www.feedingahc.org | Various causes related to homelessness and addiction | (502) 636-0771 |
| Women Lawyers' Association of Jefferson County | https://www.wlajeffco.com | Forum for lawyers who identify as women | |
| Women for Women | https://www.w4w.org | Economic sufficiency for women and girls | (502) 561-8060 |
| Women's Alliance at the First Unitarian Church | http://firstlou.org/womens-alliance/ | Advocacy | (502) 585-5110 |