



UNCG WOMEN'S & GENDER STUDIES PROGRAM
336 CURRY BUILDING, GREENSBORO, NC 27402
[HTTP://WGS.UNCG.EDU](http://wgs.uncg.edu)

Internship Learning Contract

WGS Graduate Students

WGS 601 & 602: WGS Internship & Internship Seminar

The goal of the Internship Learning Contract is to clarify between student, supervisor and the Department the roles, activities, opportunities, expectations and evaluation criteria during for the internship placement. The student must complete this contract as completely as possible, after engaging in discussion with the internship site supervisor.

Contract to be submitted by one week before classes begin.

Please submit a digital/scanned copy of the completed and signed contract to Lisa Levenstein, WGS Internship Coordinator and professor of WGS 602, Internship Seminar, at l_levens@uncg.edu. All answers to questions on Pg. 3 should be typed.

You must give a copy to your site supervisor and should keep a copy of the contract for your own records.

Please note: The required 8-12 hours of work per week (for a total of 120 hours by the end of the semester) must be in addition to any training required by the agency.

Internship Learning Objectives Contract

STUDENT INFORMATION	
Name	Student ID#
Address	City, State Zip
Telephone Number	Email address

ORGANIZATION INFORMATION	
Name of the Organization	Intern's Position Title
Name and Title of Intern Supervisor:	
Address	City, State Zip
Telephone Number	Email address

This is an agreement between the enrolled WGS 601 & 602 student,
_____, the site supervisor, _____, and Lisa Levenstein
the instructor of WGS 602: WGS Internship Seminar.

Student Learning Contract

In discussion with your supervisor, please address the four following areas. Please attach typed pages summarizing your discussion, with specific answers for each question.

1. POSITION DESCRIPTION:

- Describe the nature of your position and your duties and responsibilities.
- How will your position contribute to and fit within the agency? Please be as specific as possible.
- As part of your duties, you should take responsibility for one specific project that is useful to the agency, useful for your learning, and can be completed by the end of the semester. You can come up with this collaboratively with your supervisor through brainstorming. Please outline the expectations for the project.
- Please include approximately how many hours will be spent on each task per week.

The internship experience should be designed so that you, the student, are a part of the agency, working with other members of the agency, and are not spending more than two hours per week on "busy work."

2. EDUCATIONAL OBJECTIVES:

- What do you hope to learn from this experience?
- Specifically, how will this internship enhance your understanding of gender and women's issues, social change work and activism?
- Describe what you plan to accomplish.

3. EVALUATION:

- What sort of criteria have you and your supervisor agreed will be used to assess your performance?
- How will you and your supervisor agree to meet to maintain ongoing supervision, support, and learning experiences?
- How will you and/or your site supervisor record your work hours and tasks completed?
- Each student should schedule a check-in meeting with her/his site supervisor about one-third of the way through the internship, which falls around the fifth week of classes in early to mid-February. What date and time will you plan to have this meeting?
- In addition to the check-in meeting, how often will you meet?

6. CHALLENGES:

- What difficulties do you and your supervisor anticipate? (Examples: finding meeting times, transportation, challenges with clients of the agency, etc.)
- How can you work together to prevent these issues from arising?

The student agrees to complete the following to fulfill the requirements for a satisfactory grade in the course WGS 602: Internship in Women's Studies. The requirements are:

1. To complete any training or orientation necessary to perform the assigned work at the field site
2. To complete 8-12 hours per week of work throughout the 14 weeks of the semester and outlined activities and expectations as agreed upon in the Student Learning Contract, for a total of 120 hours completed by the end of the semester. Student and site supervisor should come up with a method for logging hours and submit a log to Lisa Levenstein signed by their supervisor each month.
3. To attend and participate in regularly scheduled meetings with the site supervisor
4. To attend and participate in the WGS 602 course seminar and individual meetings with the instructor
5. To complete all the requirements of the WGS 602 academic course as outlined in the syllabus

Student's Signature

Date

Supervisor's Signature

Date

Instructor's Signature

Date

Agreement of Agency Participation

ORGANIZATION INFORMATION	
Name of the Organization	Intern's Position Title
Name and Title of Intern Supervisor:	
Address	City, State, Zip
Telephone Number	Email address

In recognition of a commitment to provide work experience for a Women's and Gender Studies student intern, we agree to work collaboratively with the UNCG Women's and Gender Studies Internship Program according to the following guidelines.

We agree:

1. To educate the student about our agency objectives, structures, policies, procedures, and the "culture" of our organization, as well as to provide interpretation as needed.
2. To specify meetings and/or conferences that the student will be permitted to participate in.
3. To provide adequate space and equipment to enable the student to perform her tasks.
4. To clearly define the student's duties, and develop at least one specific project for the student to complete before the end of the semester.
5. To negotiate the student/agency agreement to determine a work schedule for the student that meets the needs of both the student and the agency. Students are expected to complete 8-12 hours per week of work throughout the 14 weeks of the semester for a total of 120 hours completed by the end of the semester. Student and site supervisor should come up with a method for logging hours and students should submit a log to Lisa Levenstein signed by their supervisor each month.
6. To provide regular supervision by the primary supervisor.
7. To accept ongoing responsibility for evaluation of student progress, including midterm and final evaluation reports, to the Gender and Women's Studies Program instructor.
8. To consult with the Gender and Women's Studies instructor regarding the student's progress, problems or challenges before taking any final action.

Please note: The required 8-12 hours per week (for a total of 120 hours by the end of the semester) must be in addition to any substantial training requirements required by the agency.

Supervisor's Signature

Date

Agreement of UNCG WGS Participation

The UNCG WGS Internship Program agrees:

1. To assign an instructor to facilitate communication regarding the student's educational progress. The instructor agrees to be available for consultation with the agency supervisor. During the Spring 2014 semester, the professor is Lisa Levenstein, who can be reached via e-mail at l_levens@uncg.edu.
2. To strongly encourage all interns to provide a resume to their site supervisors describing the student's educational background, areas of interest and qualifications for working with the agency.
3. That student placements and termination shall not be considered final until this learning contract has been fully reviewed by the UNCG WGS Program, the agency, and the student. Modifications and changes, such as early termination, shall be submitted in writing.
4. To keep the agency informed of any changes in university policy or curriculum that affects the agency, internship program or field instruction.
5. This agreement continues until review or the UNCG WGS Program, the agency or the student requests termination in writing.

Instructor's Signature

Date