**Procedures for WGST 49003: Internship in Women and Gender Studies**

Internship Advisor: Dr. Margaret Lowry, Lecturer in Women and Gender Studies (m.lowry@tcu.edu)

An internship in Women and Gender Studies engages students directly with the communities and issues central to the discipline, allowing students to live out the commitments they have studied in the classroom. Students gain workplace experience by working with companies, agencies, or organizations that engage with women- and gender-related issues. Duties are arranged to fit each student’s schedule, and work opportunities may vary according to students’ majors, skills, and interests. Students need to work approximately 10 hours a week during the semester to receive three hours of credit. An internship may help with career decisions and may lead to full time employment; it answers questions about what certain jobs are like, helps to test abilities in the workplace, provides on-the-job experience, and challenges assumptions a student may have about workplace behavior.

**Want to learn more about a WGST Internship?**

1) Review information about the internship on the WGST website ([www.wgst.tcu.edu)](http://www.wgst.tcu.edu)).

2) Make an appointment with the WGST Internship Supervisor to discuss the requirements and possibilities for a WGST internship. Please come ready to discuss these questions:

* Why are you interested in completing a WGST internship? What do you hope to gain from the experience?
* What are your interests? (What topics have most grabbed your interest in your WGST classes? What volunteer/activist/extra-curricular activities have you most enjoyed participating in? What kinds of social and political issues are you most passionate about?)
* Do you have sites already in mind? If so, which ones, and what makes you think they would be a good fit for you?
* How does the internship fit into your overall professional and academic plan?
* What questions do you have about the WGST internship?

**Ready to Commit to a WGST Internship?**

1) Submit an **Application for a WGST Internship** to the WGST Internship Supervisor.

* For help in developing a resume, you may contact Career Services and/or visit their website for tips (https://careers.tcu.edu/career-tools/ https://careers.tcu.edu/career-tools/)

2) Identify an agency (subject to the approval of the WGST Internship Supervisor). Information about possible partner agencies is available through the following resources:

* FrogJobs (<https://tcu.12twenty.com/Login)>
* Office for Community Engagement (<https://involved.tcu.edu/students/volunteer-opportunities/internship-opportunities/)>;
* the WGST website (https://wgst.tcu.edu/), and
* the WGST Internship Supervisor.

3) Contact the agency to get information and set up an interview. Then, with resume and WGST internship application in hand, interview with one or more agencies and select one to work with for the semester.

* We *strongly* recommend that you participate in a mock interview with Career Services or the WGST Internship Supervisor before your interview with the agency.
* Prepare a list of questions that you have for your interviewers (e.g., What kind of work would I be doing at the internship? Who will my supervisor be? What hours would I work?)
* See also Career Services’ information on Interview Preparation, Interview Questions, Preparing Your Personal Pitch, and After the Interview (https://careers.tcu.edu/career-tools/)

4) Sign an agreement with the agency and register for the internship course.

* Downloada Letter of Agreement from the Women and Gender Studies website and get it signed by the agency supervisor.
* Return the signed form to the Women and Gender Studies office and receive a permission number to register for the course.
* Download, sign, and return TCU liability forms.

5) Apply for the Career Services Internship Scholarship Program, which offers as much as $1,000 per semester to support students’ internships by providing funds for gas, parking, appropriate clothing, child care, etc. (https://careers.tcu.edu/students/internscholarship/)

**Ready to Begin Your Internship?**

1) Download and review the **WGST Internship Manual** from wgst.tcu.edu.

2) On the first day of class access the syllabus on the course’s TCU Online site. The syllabus explains course requirements and policies.

3) During the first or second week of classes, attend an orientation session with the WGST Internship Supervisor and start work at your internship.

**Important Deadlines**

* Students should meet with the WGST Internship Supervisor **the semester before they plan to take** **the course**. Students interning in the fall should have their internships set up and approved no later than the first Monday in August; students interning in the spring should have their internships approved by the end of finals weeks in December. (Transfer students with late advising/registration dates should contact the WGST Internship Supervisor no later than the week before classes begin.)
* Students set up working hours with the agency. Interns should have made all arrangements needed to start work no later than the beginning of the second week of class.
* The Learning Contract, which the student will develop in conjunction with her internship supervisor, is due no later than the end of the third week of class.