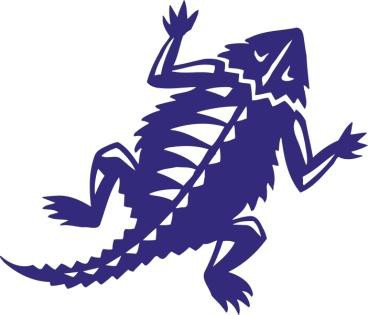
**WGST 49003: Internship in Women and Gender Studies**

**Student Internship Manual**

**ADHERENCE TO AGENCY POLICIES AND PROCEDURES**

Students are required to adhere to all agency policies and procedures as well as all TCU student policies. Violation of agency policy and procedures and/or TCU student policies may result in the student being removed from the agency and failing the course.

**ADMISSION TO THE INTERNSHIP**

WGST students must complete WGST 20003 OR another introductory WGST course to begin the internship. Additionally, students must submit a written application to be admitted into the internship. Students must receive faculty approval based on the written application as well as a student-faculty meeting to evaluate readiness for the internship. The internship may be postponed or denied if the faculty finds the student insufficiently prepared or lacking required knowledge, skills or values.

**Criminal Background Check**

A criminal background check for interns is required by many of the organizations providing internships prior to the time the student would have contact with the organization’s clients or employees. It is important for the WGST Internship Supervisor to know ahead of time if a student has had an arrest or conviction so that students may be assisted in addressing any criminal background concerns with potential internship agencies. The agency is responsible for providing the criminal background check form; the student is responsible for completing the background check form and making payment so that the background check can be completed.

**FINDING AN INTERNSHIP**

Students are responsible for finding an agency to work with for the course of the semester. If you are unsure about where to begin, make an appointment with the WGST Internship Supervisor to talk through possible ideas. 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/)>, and the WGST website (https://wgst.tcu.edu/).

**GRADES**

The internship is graded as P/NC. In order to pass, the student must earn the equivalent of a C for the course. The final grade for the internship is based on the following: learning contract, weekly log, responses, final portfolio, and final workplace evaluation. In order to receive a passing grade for the course, it is necessary to fulfill the workplace requirements *and* complete the required academic assignments. If either of these two is lacking, it will be difficult to pass the class.

**HOLIDAYS**

Schedule conflicts with agency or TCU holidays must be negotiated between students and supervisors (this includes Fall and Spring Break). While students observe the same holidays and vacations as the University and field site, they may elect to work at the agency during these times if it is mutually agreed. The total clock hours required of students each semester does not vary regardless of holidays. If a holiday occurs and it is a regularly scheduled work day for the student, that time must be made up. All hours must be worked in order to count toward the total required.

**HOURS COMPLETED**

Students must work at least 10 hours per week, for a total of 150 hours for the semester. In addition to completing hours at the agency, all students will meet regularly with the WGST Internship Supervisor on campus. Students should not plan their work hours to complete their internships prior to the end of the semester by accumulating compensatory time and then taking it all at the end. The placements are designed to afford the student the opportunity to experience a placement over a period of months as agency workloads and activities ebb and flow during this time period.

**INTERNSHIP EVALUTION BY STUDENTS**

All students are asked for feedback related to internships at the end of the semester. Additionally, students are expected to and routinely use their regular communication with their faculty liaisons to evaluate their internship experiences.

**LEARNING CONTRACT**

Students have various resources available for the development of their internship experience. In most cases the On-Site Supervisor is the student’s key contact at the agency; another key resource the WGST Internship Supervisor, who can provide consultation or direct intervention as requested by the student and/or the internship supervisor.

Students are required, with input from the On-Site Supervisor, to complete and adhere to a learning contract and, if needed, a corrective action plan or behavioral contract. The learning contract is an agreement that is negotiated between the student and the agency. The learning contract should contain information about the structure of the practicum (work hours, total hours, duration, supervision time, etc.) and goals. The goals should be concrete and attainable. The learning contract should be signed by both the student and the internship supervisor and emailed to the WGST Internship Supervisor. If, during the internship, the student’s responsibilities or assignments change significantly, or if it becomes clear that the goals and objectives cannot be met, the learning contract may be renegotiated and resubmitted. The student’s evaluation and final grade will be based, in part, on adherence to the learning contract.

The student should consider the following questions when working with the internship supervisor to develop the learning contract:

* What will you do day-to-day in your internship?
* How do these activities relate to your academic interests? Your career interests? The field of WGST?
* What issues are you going to explore at as a result of your internship work?
* What do you expect to learn from the internship that you could not learn in a classroom?

**SCHOLARSHIPS**

TCU’s Career Services offers an Internship Scholarship Program, which can provide students with as much as much as $1,000 per semester for internship-related expenses such as gas, parking, workplace attire, child care, etc. Please visit the website for information about the application process as well as deadlines. (https://careers.tcu.edu/students/internscholarship/)

**SICK TIME**

Students are expected to act responsibly in their internships. If an illness and/or a family emergency (death or illness) occurs, students must communicate directly with their On-Site Supervisor immediately upon learning that they will be absent. If an absence exceeds two days, the student must also inform the WGST Internship Supervisor. Arrangements must be made with the On-Site Supervisor to make up time, and the WGST Internship Supervisor must be notified of the plan. Students reported for excessive absences in the internship may receive a failing grade in the course and will be required to make up the time deficiency. If time is needed for illness, death in the family, etc., it must be coordinated with the On-Site Supervisor.

**STUDENT CONDUCT EXPECTATIONS**

Students are expected to dress professionally, arrive on time, remain at the internship site for the duration of their shift, and complete all assigned tasks. Students are also expected to adhere to TCU’s Code of Conduct, which provides the rules, regulations, and procedures for acceptable standards of behavior.

**SUPERVISION MEETINGS**

Students are required to participate in a meeting with their On-Site Supervisor at least four times during the semester to discuss the student's progress and performance in the agency. These meetings must be documented by the student on their weekly log. If the student fails to meet with the On-Site Supervisor three or more times during the semester, the student could receive a failing grade in the course.

**TCU ONLINE**

Students have access to WGST 49003 beginning on the first day of class. The TCU Online course site includes the syllabus, as well as all assignments, grading rubrics, permission forms, etc. Please submit all coursework through TCU Online.

**TRANSPORTATION OF CLIENTS**

Students must adhere to the TCU and agency policies relating to transportation of clients in personal cars. The TCU policy states that a student cannot transport an agency client in their personal car at any time. No exceptions will be made to this policy under any circumstances.

**UNSATISFACTORY STUDENT PROGRESS**

When a student is not progressing at a satisfactory rate:

* The On-Site Supervisor should notify the WGST Internship Supervisor as soon as a problem is suspected
* The WGST Internship Supervisor will arrange a conference with the On-Site Supervisor immediately
* The student, On-Site Supervisor, and the WGST Internship Supervisor are involved in the analysis of the problem
* The student is given formal notification that their performance is substandard
* Guidelines are developed for the student to follow in bringing up the standard of their performance; these are given to the student in writing and will be monitored as the semester progresses
* If the student does not meet the requirements, a failing grade is earned.