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|  | Gen&WS 660: Internship in Gender & Women’s Studies – Spring 2021 |

# Internship Learning Contract for GWS 660

The goal of the Internship Learning Contract is to clarify the roles, activities, opportunities, expectations and evaluation criteria between the student intern, the supervisor, and the Department of Gender and Women’s Studies, during the semester-long internship placement. Please complete this contract in conversation with your supervisor.

This contract is to be *completed by the student* in discussion with the internship agency supervisor and submitted to the GWS 660 instructor, Susan Nelson. All Student Learning Contracts should be typed, completed with appropriate signatures, and submitted by Monday, January 25, 2021. Contracts will be accepted electronically as PDFs sent to [susan.nelson@wisc.edu](mailto:susan.nelson@wisc.edu).

## Student Information

| Name: |  | ID #: |  |
| --- | --- | --- | --- |
| Email: |  | Date: |  |
| Intern Position Title: |  | | |

## Internship Site Information

| Supervisor Name & Title: |  | | |
| --- | --- | --- | --- |
| Organization: |  | Email: |  |
| Street Address: |  | Phone: |  |

This is an agreement between the enrolled GWS 660 student, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the site supervisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and Susan Nelson, PhD, instructor for GWS 660: Internship in Gender and Women’s Studies in the spring 2021 semester.

## Student Learning Contract:

*In discussion with your supervisor, please address the six following areas. Please type your* ***summarized*** *discussion under each topic.*

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| **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.** * **Please include approximately how many hours will be spent on each task per week.** |
| **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.** |
| **Learning Activities:**   * **How are you going to accomplish your educational objectives?** * **Discuss the reading, writing, experimentation, training and other activities that you will complete or participate in.** |
| **Internship Project:**  **Describe at least one independent “internship project” you will do. This could include a specific project, planning an event, responsibilities toward a larger project or on-going work. Students should take “ownership” of work that can be written about and reported on to meet the GWS 660 course requirements.** |
| **Evaluation:**   * **What sort of criteria have you and your supervisor agreed will be used to assess your performance?** * **How will you and your supervisor agreed to meet to maintain ongoing supervision, inspiration, support, and learning experiences?** * **How often will you meet?** |
| **Challenges:**   * **What difficulties do you and your supervisor anticipate?** * **How can you work together to prevent these issues from arising?** |
| **Any additional information:** |

## Agreement of Student Participation:

The student agrees to complete the following to fulfill the requirements for a satisfactory grade in the course GWS 660: 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 10 hours per week of work throughout each week of the semester and the outlined activities and expectations as agreed upon in the Student Learning Contract.
3. To attend and participate in regularly scheduled field supervisor meetings.
4. To attend and participate in the GWS 660 course seminar and individual meetings with the instructor.
5. To complete all the requirements of the GWS 660 academic course as outlined in the syllabus.

| Student Signature: |  | Date: |  |
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| Supervisor Signature: |  | Date: |  |
| Instructor Signature: |  | Date: |  |

## Agreement of Organization Participation:

| Supervisor Name & Title: |  | | |
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| Organization: |  | Email: |  |
| Street Address: |  | Phone: |  |

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

We agree:

1. To introduce and orient the student to our agency objectives, structures, policies, procedures, and the “culture” of our organization, as well as to provide interpretation as needed.
2. To identify and share meetings, conferences, webinars, hearings, events, and otherwise that the student will be permitted to participate in.
3. To provide adequate space and equipment to enable the student to perform their tasks.
4. To clearly define the student’s duties, specifying how work will have a feminist focus.
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.
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 & 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 10-12 hours per week must be in addition to any substantial training requirements required by the agency.*

| Supervisor Signature: |  | Date: |  |
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## Agreement of Departmental Participation:

The Gender and Women’s Studies 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.
2. To strongly encourage all interns to provide a resumé to their agency 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 Department of Gender and Women’s Studies, 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 evaluation is completed or the Department of Gender & Women’s Studies, the agency, or the student requests termination in writing.

| Instructor Signature: |  | Date: |  |
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All students must have a completed and signed Learning Contract submitted no later than the day classes resume on Tuesday, January 22, 2019.