

Anti-Violence Initiatives (AVI)

Anti-Violence Initiatives (AVI) is located in Forcina 308 on TCNJ campus. The person to contact about internships is Michelle Gervasi. She can be reached by emailing avi@tcnj.edu. I interned at the AVI office from August 2015 to May 2016. This is an unpaid internship but it can be used as school credit. The career path most relevant to this internship is working with victims and survivors of power-based personal violence (sexual assault, domestic/dating violence, and stalking). The experience and knowledge that you get from this internship puts you on a career path of non-profit work, working at a women's center, or working with victims and survivors. I served as the Victim Support Specialist intern. My job was to create programs and campaigns that educate the campus about power-based personal violence. The goal of the internship is to make the TCNJ campus a more empathetic and supportive place for victims and survivors of power-based personal violence. The AVI office handles cases of power-based personal violence on campus, but as an intern you do not work directly with victims and survivors. AVI does not provide training to work with victims and survivors but gives you the necessary vocabulary and ignites a spark in you to want to help this cause. As an intern I had shifts at the office twice a week and I worked about 9 hours a week. There were also weekly intern meetings. AVI currently offers 4 internships. Mine was the victim support specialist intern but there is also an intern to support the peer educators, a PR intern, and a Green Dot intern. This internship was a very educational and rewarding experience. I gained important knowledge that could help me get into the field of non-profit work, but I also learned so much about how to be a more empathetic and informed person. It is a very friendly environment and everyone is working together to make the campus better.

Grace Flagler
Fall 2015

Bai Brands

Position: Human Resources Intern

Company: Bai Brands (a beverage company)

Location: 1800 E. State St., Hamilton, NJ 08609

Website: drinkbai.com

Contact: Meghan McMaster, Human Resources Manager

Email: meghanmcmaster@drinkbai.com

Other Information:

- Great internship for undergraduate students interested in Human Resources and/or Industrial Organizational Psychology
- Paid internship
- Interns work directly with the HR Manager and the HR Generalist
- Job tasks are related to:
 - Recruitment
 - Onboarding/Orientation
 - Professional Learning and Development
 - Employee Benefits
 - Employee Performance Management
 - Organizational Policies
 - Labor Law Regulations
- Office Environment:
 - Highly creative and progressive
 - High energy
 - Casual dress code

My Experience:

I've interned as a HR Intern since August 2015 and will be continuing the internship for course credit until May 2016. So far, I've enjoyed my experience at Bai Brands. It's been great working for and contributing to such a fast-growing company that I wasn't familiar with before my internship yet am devoted to now.

As an HR Intern, I've been able to gain hands-on experience in the HR field. For instance, I've been able to independently conduct phone screenings and interviews. I've also been able to write a progressive discipline policy, create an orientation PowerPoint presentation for new hires, run background checks, and do research about labor laws. These projects have been enjoyable and have provided me with a better understanding of various HR practices.

However, some tasks, such as filing and reconciling employees' hours for payroll, can sometimes be mundane and boring. However, those tedious tasks are expected in an HR internship, and I think that at most job sites, there will always be some work that

people find boring and tedious. Some project-based work, such as summarizing highly complicated Family Medical Leave laws in simple enough terms so employees can fully understand these laws, has been challenging at times. However, the HR Manager and HR Generalist are always willing to provide guidance and help.

Throughout my internship, the HR Manager and HR Generalist have served as great mentors who always explain assignments and projects in detail and are willing to help and answer any questions. I've especially liked how they're open to sharing their own interesting, personal experiences and challenges that they have faced as HR professionals. Overall, I would suggest this internship site to other students who are interested in Human Resources as well.

Karen Chan
Fall 2015

Bergen County Sheriff's Office

I completed my internship at the Bergen County Sheriff's Office, located at 10 Main Street, Hackensack, N.J. 07601. I worked in the Community Outreach Department under the supervision of Sheriff's Officer Aimee Mehnert. I completed my internship over the course of one summer, and one winter break in order to meet the 150 minimum hour requirements. At this internship I worked closely with the female officers in charge of the Community Outreach Department and completed a lot of clerical work such as answering phone calls, filing paperwork, and entering confidential police data into the computer. On some occasions I accompanied the officers on police details such as identity theft presentations, and Gold Star Identification program presentations (a tracking band worn by autistic children who wander off and can be traced by the police) which was a great opportunity to see how the police interact with the community. This is an unpaid internship that requires the intern to be a college student. This is a good internship for those considering career paths in law enforcement, communications, women's and gender studies, public relations, or political science. In order to obtain an internship, fill out an application on the Bergen County Sheriff's Office website which will appear when googled. This internship requires much social interaction and is very fast paced so one should be able to adapt to different situations quickly. The officers have very strong personalities and have high expectations for their interns. Overall, I learned a lot about the interactions between police and civilians and was able to apply much of my Women's and Gender Studies knowledge to the workplace, especially working in an all female run department of a predominantly male dominated field.

Emma Califano
Spring 2016

Bonnie Brae

My internship site was Bonnie Brae which is a residential school for boys in crisis ages 8-18. I was a Research Intern, which is a position they offer during both school semester and the summer. Bonnie Brae is in Liberty Corner New Jersey which is in northern New Jersey about an hour from The College of New Jersey. My contact was a woman who works in the Department of Quality Assurance and Improvement named Deborah Schmitt. If interested in the position or if anyone has questions about it, she can be contacted at lschmitt@bonnie-brae.org. I interned the summer of 2015. The internship ran for 10 weeks and I worked Monday-Thursday from 9am-4pm. The internship is unpaid, however, there is a \$600 stipend for the summer as a whole.

The internship focuses on applied research and is most relevant to students looking for careers in research, psychology, non-profit work, or seeking to apply to graduate school. At the internship we completed a number of research projects. The work included entering data into SPSS and Microsoft Excel, graphically representing data, making presentations, conducting phone interviews, etc. While some of the projects were less than exhilarating, they were completed in only a few days and the variety kept things interesting. The work environment was very comfortable for me and there were many opportunities to meet and talk with people from different departments in the organization including the CEO, CFO, and Clinical Director. In this way, it was a great way to learn about the non-profit sector, network with professionals in a variety of fields, and learn more about residential treatment and applied research. The non-profit is committed to helping boys in crisis, many of whom were abandoned, neglected, and/or abused as young children. The different types of boys included substance abusers, sexual predators, or youth that had been in psychiatric hospitals. My main job as a research intern was to evaluate boys', families', and caseworkers' satisfaction with the school, as well as monitor other trends in the boys' behavior, health, etc. Overall, I would recommend this internship and encourage anyone interested to apply. If you have any questions about my experience, please feel free to email me at rachelfikslin@gmail.com.

Rachel Fikslin
Fall 2015

Clinic (TCNJ)

I interned this past semester, between the second week of classes until spring term finals week. The College of New Jersey Clinic is located on campus in Forcina Hall in room 124. If you are interested in interning here, you will want to contact Jennifer Sparks, the supervisor of the clinic. She can be reached at 609-771-2700, or you can email her at sparks@tcnj.edu. Have a resume prepared, and three to four hour shifts available twice a week between 12 to 8 o'clock at night. This internship does not pay. Relevant career paths to this site include clinical psychologists, marriage and family counselors, licensed clinical social workers, and school therapists.

My job at the internship included filing confidential papers, assembling portfolios for monthly IDRC classes, answering the front desk phone, scheduling clients, greeting clients, and becoming certified in administering the Columbia Suicide Severity Rating Scale in order to run intakes on potential clients. While working at the TCNJ Clinic, I did not find the work difficult. I certainly found answering the phone awkward, but it got easier as I learned more about how the clinic was run. The only issue I found was the lack of work available; I had to make my own work. In a clinic, there is not much available for an undergraduate intern to do when we are just not certified to interact with the clients further than greeting them at the front desk. It allowed for a lot of studying and homework to be done, but it got dull to say the very least.

My advice would be to certainly pursue this internship if you have serious interest in being in a clinical psychology setting, as this site does provide a great opportunity to experience managing a clinic behind the scenes.

Bridget Appleby
Spring 2016

Communications, Marketing and Branding, TCNJ

I worked at the Office of Communications, Marketing and Branding which is located on the second floor of Green Hall at TCNJ. Emily Dodd is my supervisor and she can be contacted at eweiss@tcnj.edu. She is a wonderful human being who truly makes your efforts feel valuable. I am interning in the Office of Communications throughout the entire 2015-2016 academic year. The internship is paid- \$10.25 an hour. If you are looking for a career in Higher Education, Marketing, Advertising, Public Relations, Communications, Nonprofit Advocacy and/or Journalism, this internship is very helpful. It teaches you how to be concise and connect with an audience. I tweeted, insta'd, posted/shared on Facebook, wrote articles for the TCNJ official website and created my own social media campaigns. The biggest responsibility is to consistently social TCNJ's official website posts but I was given the opportunity to create my own projects such as #QuAMgram and #HerStory to raise awareness of social issues on TCNJ's campus. Although it is fun to have this kind of independence, the work setting is bland. I sat in a cubicle behind Dave Muha's office and there's another office behind where I sit, which can sometimes make for awkward moments when Dave Muha is standing behind you and waiting to get into the next office. However, the women in the office are wonderful. Emily Dodd is an absolute delight and this internship made me realize that it is essential for me to work for someone who values my work. Regardless of whether or not you pursue this specific internship, if you have the opportunity to work for someone who sees your worth, do it! In terms of this specific internship, my one piece of advice would be to take the freedom you are given to create your own projects and run with it. Introduce your ideas and start a campaign, you have a lot of power and this was a great way for me to combine my love for WGS with my internship.

Jennie Sekanics
Fall 2015

EYECARE, MD of New Jersey, P.A.

Address:

261 James Street, Suite #2D/3EL
Morristown, NJ 07960

Contact information:

Office Manager: Barbara Kalmus

Email: eyecaremdnj@aol.com

Doctors: Marta Lopatynsky, MD. Jayati Sarkar, MD. Dan Landmann, MD. John Barbato OD.

Website: www.eyecaremdnj.com

Phone #: (973) 984-3937

Internship Dates:

May 20, 2015-July 15, 2015. I worked at the office one day a week and went to the surgery center once during my time as an intern. 8 hours per week for 8 weeks.

Paid/Unpaid?

Unpaid

Career paths relevant to this site?

Health and medicine. You do not need to only have an interest in ophthalmology to intern at this site, as Dr. Lopatynsky often has residents from Morristown Memorial Hospital do rotations with her. The residents that do rotations with Dr. L often do not specialize in eye health.

Intern Duties:

Shadow Dr. Lopatynsky and Dr. Barbato during eye examinations.

Make patients feel comfortable and create a welcoming environment.

Assist optometric technicians with visual field screenings and OCTs (take pictures of optic nerve and retina)

Attend monthly staff meetings and address any ongoing issues with office flow and patient care.

Learn about disease of the eye and routine eye health by reading pamphlets provided on site as well as research on my own time.

Observe cataract surgery and learn standard operating room procedures

My Internship Experience:

This office is extremely friendly and welcoming to all interns. Although this internship is unpaid, you gain a lot of knowledge about eye healthcare and learn ways to run a good doctors' office. The staff is predominantly female, and Dr. Barbato and Dr. Landmann are the only male doctors or staff in the office. Observing surgery was the most rewarding part of the internship for me, as I was able to experience firsthand what a future as a doctor would look like. In general, the patients at this office are elderly and often have views that do not coincide with those of a young, female WGS student. However, it is important to remain respectful and remember that the patient is always right, even if that is not the case. If you want to work at this site or at a similar site you have to be ready to work hard and

truly do the research. If you do not have some background information on common eye diseases and the general anatomy of the eye you will be very confused and not get as much out of this internship as you should. However, just because it is a doctor's office do not think that it is serious all the time. Most eye examinations are quick and routine and the staff is very friendly. The staff and doctors respect each other and joke with each other, which makes the workplace enjoyable. All the doctors at this office enjoy teaching interns and residents so do not be afraid to be hands-on and ask questions.

Ariel Moskowitz
Fall 2015

Freed Vision Center

Address:

1301 Paterson Plank Road

Secaucus, NJ 07094

Contact Information:

Office Manager: Stephanie Blinstrub

Email: freedvision@freedvisioncenter.com

Doctors: Dr. Randi Freed. Dr. John Barbato

Website: www.freedvisioncenter.com

Phone #: (201) 864-2965

Internship Dates:

May 18, 2015-August 21, 2015; excluding July 16-August 2 (studying abroad). 10 hours per week for 10 weeks.

Paid/Unpaid?

Paid. However I am not sure if future internships would be paid positions.

Career paths most relevant to this site?

Health and medicine, especially relevant for students interested in going to optometry school.

Intern Duties:

Perform pre-testing including auto-refraction, visual field screening, and non-contact tonometry.

Manage patient flow and create a welcoming office environment.

Work in the optical section, helping patients select frames and restock shelving.

Schedule appointments and update electronic records.

Handle contact lens and glasses pick-ups.

My Internship Experience:

Freed Vision Center is a small office that focuses on patient care. Both Dr. Freed and Dr. Barbato are optometrists, and therefore do not perform surgery. The staff and doctors are very friendly and most of the patients that come to this office are families that have been patients for generations. This office genuinely cares about their patients. The work days are long and busy, but the work is rewarding. You do not need an extensive background in health or science to fulfill your duties as an intern at this site. I would encourage students interesting in pursuing an internship at this site to familiarize themselves with eye healthcare. Having some knowledge of routine eye healthcare will help interns get more out of this experience. Sometimes patients come in and you and the doctors can see that something is wrong with the eye health of these patients. Identifying issues in eye health can save someone's life and prevent them from going blind. That is the most rewarding part of working in medicine and healthcare. As long as you take pride in your work and are genuinely interested in your internship site, you will have a successful internship experience.

Ariel Moskowitz/Fall 2015

Guest Services, TCNJ

During the summer, TCNJ's campus transforms into a functioning hotel. This means, various groups (Camps and conferences) come to stay on campus for a short period of time. As a member of the Guest Services staff, it was my job to make sure these guests were satisfied. This also meant the job was unpredictable. I never knew what I was going to have to deal with. This was surprisingly exciting for me and the other staff members. Sometimes I had to contact TCNJ's Building Services when a camper made a mess in the hallway or call a locksmith when Eickoff Hall door locks weren't functioning. It was my job to know all of the resources available to me and use them to accommodate for guests on campus. Guest Services staff members are paid very well over the course of the summer. The program is 11 weeks and students can make up to two thousand dollars in this time. Another perk of this position is that it allows to stay on campus over the summer and enjoy TCNJ in the June, July and August months. . I come from the urban city and the thought of going home each summer was dreadful. Fortunately, I did not have to spend one summer at home. Guest Services was my way into my summertime safe haven. I am very grateful to have worked for Shari four summers in a row. Shari Blumenthal is the supervisor of all staff members and director of Campus Space Management. She can be contacted via email at sblumen@tcnj.edu. This job is very customer services oriented and will prepare students in any field to better function in their career. In this position, students learn how to problem-solve and be a valuable member of a team. These skills are essential to almost any workplace setting. The knowledge acquired at TCNJ Guest Services transfers over to basic life. I learned to communicate better because of my position at Guest Services. My overall experience at Guest Services has been very pleasant. I have made many friends that I am still in constant contact with because of my Guest Services position. The nature of the job allows you to bond with your co-workers. Because the entire staff is responsible for keeping guests happy, you communicate consistently with other staff members. It is a system where everyone leans on one another. The actual job is not difficult. However, I does take one committing to being a part of a team. If you are committed to serving and showing TCNJ as a great place, this job is for you!

Annie Hawkins
Fall 2015

Isles, Inc.

Location: Trenton New Jersey; Two different offices

Contact: Peter Rose; 609-341-4700

Time frame: I interned from early September of 2015- December 2015

Unpaid

The site relates to a lot of different career paths. It deals with the intersections between race and class in understanding the issues that the Trenton community, and other low-income minority communities, are facing, as well as environmental issues, healthy housing, and health problems such as lead poisoning, asthma, and others. Understanding the complexity and history of what Isles is working to address through its work pulls from multiple fields and interning there can therefore be considered relevant to multiple career paths.

I started my internship by editing a research report that Isles is planning on releasing sometime soon, that provided a detailed look at the disproportionate health issues facing low-income, minority communities, the link between these health issues and unsafe housing, and the action steps required to eradicate such issues. I then created a PowerPoint presentation dealing with the same concepts, wrote short one-page snippets about each health issue and its link to housing as a way of quickly explaining the issues to people who are unaware, and created a webinar invitation for a future presentation.

I loved working at Isles. All of the employees there were incredibly kind and welcoming and I never really encountered anything awkward or uncomfortable because of their hospitality. I loved being given real projects to work on and trusted with creating and editing things that are actually going to be used in the future. It was really cool to get to read so much about the issue and figure out ways to convey them to different audiences. My supervisor was always super supportive and somehow found the perfect balance between being laid back, approachable, and not giving deadlines, and also being on top of everything. He made it really easy to intern there and was always making sure I put myself and my school work first before the internship, which made it really relaxing, instead of stressful, to get work done for them. For me this style of supervising really worked well because I never felt like I was being closely monitored or criticized, but instead was constantly told that I was going to do well and was supported throughout all of the projects. The only thing that I can possibly think of that was not perfect was that there was no training at all—I was just kind of thrown blindly into these really big projects with very little structured guidance or idea of what the organization really wanted from me. I did fine with this, and actually kind of liked the freedom in it, but do not think that it is a style that would work for everyone who wants to intern there, since it was so up in the air sometimes, and I often had to just be creative and make stuff up and hope it worked out. Overall, however, I think that I had an incredible internship experience at Isles and would stay longer if I could. The organization as a whole, and everyone who works there, is absolutely great, and it is something I am glad I got the chance to be a part of.

Ashley Van Riper/Fall 2015

Marie Katzenbach School for the Deaf
320 Sullivan Way, West Trenton, NJ 08628

Contact information:

Secretary- Daniela Provost [609-530-3120](tel:609-530-3120)

daniela.provost@mksd.org

(Daniela was the most helpful and organized, in knowing which steps to take).

My internship was 150 hours total, three days a week, from mid September to the end of November, in 2015.

My internship was unpaid, however, it did open up to some paid positions that I am currently following up on.

The most relevant career path would be teaching, however, I did notice that there were counselors, at the school. There would also be sign language interpreter positions available. There are child psychologists on staff, which may be of interest to WGS majors, and occupational and physical therapists. I saw some speech pathologists, but I'm not sure how related to WGS that is.

I was in third grade, with six children who were all deaf to some degree. The teacher allowed me to lead some lessons with the kids, in regards to WGS-we did the "boys" "girls" "both" activity (That is to create columns of which activities/preferences are generally considered to be "boys" or "girls" actions and why this is. The last column was "both" and to see how our answers changed, after some discussion). Also, we read some stories and discussed stereotypical gender roles. Another activity was called Permanent Scars to discuss bullying and how that can affect the people who are the targets. Aside from leading lessons, I was 1:1 with some students, and acted as an aid, when needed. I learned how to modify the information based on the child's personal needs (for example, some of the children responded well to reading the assignment, however, some of the pupils preferred to see the information visually, in American Sign Language. A few of the children even relied on a more basic, miming/body movement aspect of the sign language). Learning how to modify the content was an important step in my internship, as my goal is to work with pupils who are deaf, in my "real" job.

The flavor of the site was that people were very welcoming. Everyone that I spoke or signed with was willing to answer my questions. Many of the workers were also Deaf/deaf and it was interesting to hear their perspectives about the school (some of them had even attended Katzenbach, years ago). Also, the school itself had many various activities, during the time I was there. They had some pasta selling fundraisers, there were field trips, book fairs, and an ASL/English Bilingual festival. There was a lot going on, other than the "typical" learning that we associate with schools. This was a positive, and refreshing aspect that I had forgotten about. It is important for the children to experience a wide variety of situations in order for learning to occur.

My advice would be to allow the children to teach you-many of them have life experiences that are different/unique and we don't want to discredit them of that. Some of the pupils have "street smarts" and lived experiences that force them to grow up quickly. If we can allow the children to also teach us, and not look down on them, that would be the ideal situation. Just treat them with respect and allow them to lead the discussion, too.

Sandra Leith
Fall 2015

McNeil Media Group

My internship took place during the fall semester of 2015, where I was an intern for McNeil Media group located in Yardley, Pennsylvania, a short fifteen minute drive from campus. McNeil Media group owns and publishes several different publications both nationally and for the Mercer County area. This internship is best suited for those who are looking to go into the field of journalism, especially magazine writing, or have an interest in writing about travel and hospitality.

I worked primarily with Lodging Magazine which is the official publication of the American Hotel and Lodging Association. As a result it is a business to business publication, the magazine reports on trends and innovations in the hospitality industry. Lodging is published in print monthly and has an online edition featured on their website. Throughout my time at Lodging I have been able to interview industry leaders, learn about the inside operations of the hospitality industry, and publish feature length print articles, as well as publish short informational pieces for the web.

My onsite supervisor was Kate Hughes, a TCNJ alumna who has helped guide me into the world of magazine publication and served as my editor during my internship, she can be reached by email at khughes@lodgingmagazine.com. Kate assigned me a wide range of stories to cover which ranged from interpreting PR releases to sorting through archives of stories in order to compile a feature on the magazine's fortieth anniversary. I also learned the a new skill in transcribing interviews for other editors at the magazine. The environment was very welcoming and appreciative, I was always given work that had a purpose and I could always see the results of my work in print or online. I was surprised at how quickly I felt at ease at my internship and I am glad that my first experience working in the world of journalism went so smoothly. For others who are interested in this site or a site like it, I would advise them to never be afraid to ask for more feedback, especially if they are interested in a career in writing, the more feedback and constructive criticism you can get the better.

Olivia Rizzo
Fall 2015

MUSE (Mentored Undergraduate Summer Experience)

Name of Site: Biology Building at TCNJ

Location: The College of New Jersey
2000 Pennington Road
Ewing, NJ 08628

Contact Information:

Dr. Benny Chan
Dept. of Chemistry, The College of New Jersey
609-771-2471
fscollab@tcnj.edu

**Students must also contact the professor that he/she is interested in doing research with!

When I interned there: I interned there over the summer of 2015.

Paid or unpaid: Paid, and MUSE provides you with FREE housing in TCNJ apartments.

What career paths are most relevant to this site: First and foremost this internship experience would be most valuable for those students seeking a career in research and/or students looking to obtain their master's degree or doctorate degree. MUSE is not only for science majors but also students majoring in history, art, psychology, etc. Specifically for science majors, MUSE is a great internship for students interested in the medical field. I would like to become a physician assistant, and any professional in the medical field can benefit from being a good researcher. Research is so valuable to the thought process. Additionally, my research project that I worked on over the summer was medically relevant. My research dealt with cilia function which has a direct correlation to ciliopathies.

What did you do?: My lab studied the post-translational modification known as glutamylation of tubulin in *C. elegans* (nematodes). At the beginning of MUSE, my professor assigned myself and the other student in my lab multiple research projects to conduct by the time MUSE finished. I was asked to cross two strains of worm together and evaluate the cross, conduct a brood-size assay of a specific strain of worm, and finally conduct a dye-filling assay of a specific strain of worm. In addition to research projects I was also responsible for lab maintenance: pouring plates, making bacteria to seed plates with, etc. My lab had a lab meeting every Wednesday morning where we would discuss a journal article that we were assigned to read the week prior. Every Wednesday all of the biology MUSE students and professors got together for snacks and talked about topics pertinent to successful careers in science (such as how to build a scientific resume). On Thursdays all MUSE students would get together for bagels and coffee and Dr. Chan (the director of the program) would give tips on how to network successfully. Finally, at the end of MUSE, myself and the other student in my lab created a poster to show all of the data that we collected during MUSE and we presented the poster at the MUSE poster session at the beginning of this fall semester.

What to expect: The research that you do is very independent. Although your professor will be there to help you when needed, you do not depend on him/her to help you with every stage of your project. My best advice would be to have confidence in yourself!

Kate Badecker
Fall 2015

MUSE

Internship: TCNJ Mentored Undergraduate Summer Experience (MUSE) – Biology Department

Location: The College of New Jersey, Ewing, NJ

Contact Information: Dr. Benny Chan, Director of Faculty-Student Scholarly and Creative Collaborative Activity, TCNJ, 609-771-2471, fscollab@tcnj.edu

When I interned there: June – July 2015

Pair or Unpaid?: Paid (Stipend)

What career paths are most relevant to the site?: The MUSE program is open to students of any major at TCNJ to apply. Depending on your career path, you can find research at TCNJ that corresponds to it and then apply for a research position in the summer. I personally did research in the biology department. My work would most likely correlate with attending graduate school and pursuing a research position job after graduation. However, I want to become a physician's assistant. This internship allowed me to gain hands-on experimental design and work that can be used in any scientific field I end up pursuing. The research you do could be pertinent to your future, but it can also be useful just for the experience itself. I learned better communication skills, writing skills, laboratory technique, and experimental design setups during my work at MUSE. If you find research at TCNJ that interests you, the MUSE program can help you in your future endeavors no matter what they end up being.

What did you do?: I was selected to participate in an eight-week mentored biological research program in the marine invertebrate laboratory of Dr. Gary Dickinson. I independently researched the effects of ocean acidification on the mechanical properties of blue crabs. I polished crab samples imbedded them in epoxy and tested the hardness of the samples using Vickers hardness testing, which then made me proceed to test the thickness of the endocuticle and exocuticle of the samples. I ran t-tests on the results to test for statistical significance amongst the varying treatments. I also researched the effects of varying salinities on the mechanical properties of barnacles by measuring the diameters, height, weight, and basal surface area of dissected barnacle samples to test the mechanical and biochemical effects of varying salinities. On this data, I ran ANOVAs to test for statistical significance amongst the varying treatments. Throughout the summer and experiment I maintained live cultures of barnacles by feeding them, changing the water in the tanks, and measuring pH and salinity.

Flavor of working there: I thoroughly enjoyed my time doing research in the MUSE program. I did not find it awkward. The semester prior to the internship, I had been shadowing the lab I worked in so I was comfortable with the other people in my lab and the professor I worked with. It was hard work and sometimes very mentally challenging but it made me a quicker thinker and gave me the confidence to know I can do research and although it is difficult, it is possible. Some people say that in the sciences, people are not always good at cooperation but this program showed me that they were wrong. In order to do well, you have to be comfortable asking questions and working with others. Together more is possible in my experience. If you are interested in applying to the MUSE program my first piece of advice would be to get involved early and talk to the professor who you have interest in doing research with. Meet them in person

and talk to them about possibly shadowing in the lab. From there, show up to the lab, ask questions, and overall show enthusiasm and appreciation. When the MUSE applications get sent out mention it to your professor, do not wait for them to ask you. The professors want a student who will work hard and who wants to be there, show them that. Passion and dedication will give them the proof that they should take you on into their lab. This advice can be used in any field of internship site.

Dana Tedesco
Fall 2015

New Jersey Health Care Quality Institute

During the fall and spring semester of my senior year, I interned at the New Jersey Health Care Quality Institute (NJHCQI) in Princeton, New Jersey. This non-profit multi-stakeholder organization works towards improving healthcare quality and efficiency in New Jersey by undertaking various different projects. My first semester was unpaid and my second semester was paid and following that I was offered a full-time internship after graduation for the summer. The best individual to contact would be Amanda Melillo, the Chief of Operations at amelillo@njhcqi.org. The New Jersey Health Care Quality Institute is a great place to work for anyone interested in a career in healthcare policy, non-profit healthcare organizations, and community health. It provides networking with a lot of the major health care institutions such as health insurance agencies, hospitals, and federal and state level health organizations. My specific role at the institute was community health intern as I worked on their Mayors Wellness Campaign. The Mayors Wellness Campaign connects mayors of each town to health programming resources so that they can implement healthy ideas in their towns. My tasks involved creating a newsletter that would be sent out to the mayors regarding health policy issues in the state and upcoming events with the institute, helping create a handbook for new towns, helping create health programming that towns could use, and redesigning a rubric for the annual “Healthy Town” award given to a town in New Jersey with the best health programming. I really enjoyed working at NJHCQI mainly because I never felt like an intern in the traditional sense as I always felt that my work was being valued and utilized. I felt that they provided me with adequate responsibilities and tasks to keep me both busy and interested. My director Janan Dave, was extremely friendly and acted as a mentor by providing me with advice on working in the health care field. I would advise anyone looking to intern at this location to become familiar with all of the different projects that are being worked on at the office in order to gauge which one fits you best. For example, though I was a community health intern I am very interested in health policy and requested to help with another project, the maternal report by Leapfrog, which allowed me to broaden my experience in the field of public health and introduce my interest in women’s health at the same internship.

Tabiya Ahmed
Spring 2016

One Simple Wish

Name and location of the site:

One Simple Wish, located at 354 South Broad Street, Trenton, New Jersey, 08608

Contact information:

Danielle Gletow

danielle@onesimplewish.org

When you interned there:

I began a week after the fall semester started, August 31st, 2015, and ended a week before the finals at the end of the semester December 3rd, 2015. This allowed for enough time to complete the required 150 hours for the class, as well as complete internship projects I was assigned.

Throughout the semester I worked the following days and times:

Monday: 10am – 3pm / 10am – 1:30pm, approximately halfway through the semester, I realized I needed to work less hours on Mondays as I had a conflict with another class. I was still able to complete more than the required hours after lessening the Monday hours by 1.5 hours.

Wednesday: 10am – 3pm

Thursday: 10am – 3pm

Paid or Unpaid:

This was an unpaid internship.

What career paths are most relevant to the site?

One Simple Wish is a not for profit organization which works to grant simple wishes for children in foster care, all over the country.

As a not for profit organization, the majority of the career paths this internship trains you for are other not for profit organizations, as well as positions where skill sets such as communication, organization, event planning, program managing would be useful.

What did you do?

At One Simple Wish, I worked on 3 different projects. First, I was assigned weekly tasks such as hand writing thank you letters to our wish granters and donors, to bridge the gap between the granters and the grantees, as well as to encourage more donations by proving the immense impact of these seemingly simple wishes. Second, I was assigned to create and launch an educational program for the Milly's Project Initiative. Milly's Place is a home for young women who graduate out of the foster care program at the age of 18. OSW's launch of Milly's Place will offer young women shelter and a paid internship for two years, and give them tools to help them get back on their feet and be able to stand independently. Third, I was assigned to create and launch a new inventory system for the Ohana Project Initiative. This project was designed to bridge the gap for foster children just arriving into the foster care system, and to help ease the transition by providing basic necessity items.

Other information:

This experience has taught me so much, not only about working in an office environment, but also about the inner workings of a not for profit organization and the true difficulties they have to tackle. There is a huge turn around of staff members, the week my internship began, OSW lost two staff members, and another throughout the course. Also, there is the discussion of finances and fundraising, it is not easy. The construct that entire weight of your organization revolves and depends on fundraising is not easy, and can sometimes create an air of worried emotions. One wonderful and surprising thing I encountered was the atmosphere was amazing. Everyone was welcoming and friendly, and always playing music. The office was always upbeat and enjoyable. I could see that my co-workers truly loved working towards the OSW mission. Last, my advice to anyone pursuing an internship at One Simple Wish, or any other not for profit organization, would be to keep an open mind and heart. Sounds simple, but by keeping an open mind and heart allows you to experience new opportunities and work towards a common goal with others who love the same outcome.

Shakira Badshah
Fall 2015

PricewaterhouseCoopers (PwC)

Site Location: 400 Campus Drive, Florham Park, New Jersey 07932

Contact Information:

Lauren DeStefano, *Campus Recruiting*
lauren.a.destefano@pwc.com

Intern Dates: June 15, 2015 to August 7, 2015

Paid or Unpaid: Paid

What career paths are most relevant to the site?

Students with a background in finance or accounting are best suited for this internship.

What did you do?

During my time at PwC I worked on various projects. As an audit intern, I was given various tasks that ranged from planning the audit to performing control tests. In the beginning of my internship I was asked to assist with the planning phase of the audit. This included assembling the “white binders” that held all of the financial information of the company. In addition to assisting with the planning phase, I also helped with reformatting the excel template for the audit. The audit excel template is the main file that all team members use to place and analyze all financial information for the company. In updating the template, I changed the format and formulas of the file. Although my day-to-day responsibilities depended on the work that my supervisor was completing for the day, all of the work that I assisted with was important to the success of the audit. All of the projects that I was assigned provided a great learning experience.

Tell something about the flavor of working there? What advice would you give anyone pursuing an internship at this site, or at a similar site?

My internship was extremely hands-on and was definitely a great learning experience. Before working at PwC, I knew little about auditing. As an accounting major, students do not take an auditing course until the fall of their senior year. As a result, I came in to the internship with little auditing knowledge. Although I did not have much experience with auditing, I learned a great deal on the job. PwC prides itself on its learning curve and its emphasis on constant learning. The first week of the internship consisted of a training seminar that was dedicated to teaching the interns about auditing. After my first week, I was placed with a team and introduced to the client that I would be working on for the remainder of the internship. My team was extremely welcoming and spent a great deal of time walking me through my responsibilities as an intern. My team consisted of eight other individuals of various levels, ages, and genders. My immediate supervisor, who assigned me tasks and projects throughout the summer, was extremely patient and helpful throughout my internship experience.

My advice for individuals (looking to pursue an auditing internship at a Big Four accounting firm) is to constantly ask questions. On the first day of my internship, a PwC partner came in to speak with the interns about his past experiences with the firm. At the

end of his presentation, he told us, “Never be afraid to ask questions.” Through my experience as an intern, I found that the key to succeeding and learning is to ask meaningful questions. Asking questions is important in order to grow.

Stephanie Cirullo
Spring 2016

TEACH FOR AMERICA

My internship site was located in Tempe, Arizona at Arizona State University working with Teach for America as an operations coordinator. This internship is a summer internship with national and regional locations throughout the continental United States. I interned there the summers of 2014 and 2015. The internship is paid (minimum wage in the state you work in) with travel, room, and board expenses covered as well. This internship is perfect for students interested in joining the corp for Teach for America, those who want to get work in non-profit organizations, in the field of education, or for those who wish to work within operations. In the summer of the 2015, I worked on the school operations team, meaning I worked in facilitating daily operations and logistics at eleven different school sites throughout the Metropolitan Phoenix Area working in schools K-12. These logistics included the initial set up at the school sites, the visitor system at each school, culture building, and any and all signage, distributing and facilitating the DRA reading assessment for all students grades K-8, among many other things. In addition to the many responsibilities of the role, Teach for America also has the interns participate in diversity and inclusiveness trainings, professional development workshops, technology training workshops, and presents a variety of leadership opportunities. This internship would be perfect for a women and gender studies major. The wonderful thing about working there is that employees must embody the core values of the organization, which are Diversity, Leadership, Team, Transformational Change, and Respect and Humility. Working with Teach for America, you will be working along side like-minded individuals who care deeply for social justice and want to cause transformational change in order to end systematic injustices and promote educational equity. My advice to anyone thinking of applying for this internship is to completely immerse you in the internship! By the end of your experience, you are going to have an incredible professional network with people who are passionate about social justice, professional development and growth, leadership experience and an amazing time living in a new place!

For more information about or on how to apply for this internship, please visit <https://www.teachforamerica.org/about-us/careers/summer-institute-staff-opportunities/operations-coordinator>.

Laura Alshamie
Fall 2015

Tutoring Center

During the Fall 2015 semester, I worked at the TCNJ Tutoring Center located on The College of New Jersey's campus in Roscoe West Hall. My supervisor was Diane Gruenberg (dgruen@tcnj.edu & (609) 771-3325) and she is normally able to be reached through e-mail and in-person. I have been working at the Tutoring Center since the first semester of my sophomore year and during this internship I was paid hourly wages (\$9.25/hour). In order to be hired for this site, an application, interview, and classes (training) needed to be completed. The Tutoring Center works with college students across all subject matters, in both Math/Sciences and Humanities/Social Sciences. This internship is therefore relevant to any student going into any content area, as they will be able to directly work with their area of content. However, I find that this internship greatly benefits anyone who is interested in going into the field of education since you get to foster content and understanding with other peers. The skills used in this internship, such as communication and leadership, are heavily used and treasured in classroom environments.

During my time working at the Tutoring Center, I was a content tutor for individual students in American Sign Language (ASL), Women's and Gender Studies courses, and Writing courses. During these sessions, I would meet with individual students and review course content that they learned during the week with their professors. I would also make action plans and studying schedules for the students to help them with their time management skills. Tutoring also often had to be adjusted on an individual student based on their needs and their strengths in learning. This is sometimes difficult, but reaching out and asking for assistance is encouraged in the working environment that the Tutoring Center provides. During this time, I also facilitated ASL Conversation Hours for groups of about ten students. These sessions met once a week and I would work with the ASL students on using the language conversationally, which is meant to prepare them for Direct Contact Experiences in the Deaf Community. At the end of each of these sessions, I had to keep my own records that include attendance and what course material was covered during the session. These records are kept for the end of semester close out, which is reviewed by the supervisors at the Tutoring Center.

Working at the Tutoring Center was nothing less than a wonderful experience. The staff working there are friendly and quite helpful for the tutors' needs. Mrs. Gruenberg takes her time to get to know each of her employees, which makes for a wonderful environment of open communication. It is encouraged to ask for tutors to ask for assistance and the environment that the staff and other tutors create makes asking for help easy and comfortable. I would suggest that anyone who works there takes advantage of this opportunity to learn from others working there.

Kayla Termyna
Fall 2015

Tutoring Center

To satisfy my field experience requirement for WGS 398: Feminism in the Workplace, I worked at the Tutoring Center at The College of New Jersey. Located on campus in Room 101 of Roscoe West Hall, the Tutoring Center is a facility that provides academic support services to students enrolled in The College. The primary services we offer are Weekly Sessions, in which individuals or groups of students in the same class section receive course-specific tutoring on a regular basis throughout the whole semester; Writing Consultations, in which individuals receive one-time tutoring for a specific assignment; Writing and Talking Teams, groups of tutors who visit the classroom to conduct peer review sessions with small groups of students; and finally, during the exam period, Library Drop-in Hours, in which students can visit the TCNJ Library and work with tutors even if they had not set up an appointment. If any of what you have read so far seems to interest you, please consider applying. Compensation for tutors begins at \$9.25 per hour.

The application process for the Tutoring Center takes place each spring, and if you are hired, you will begin working in the fall. For example, I applied during the Spring 2015 Semester and have been working since the Fall 2015 Semester. Requirements to apply are as follows: have completed two full-time semesters at TCNJ by first semester of employment; attend an Information Session; have a minimum of a 3.1 GPA with grades of B+ or better in courses to be tutored; be able to tutor at least two different courses taken at TCNJ; applicants must submit three TCNJ faculty references; be available and willing to tutor at least six hours per week; take IDS 292: Techniques of Tutoring during the first ten weeks of employment. The Information Sessions mentioned above are typically available as early as February, and if your experience is similar to mine, you will receive a decision by the end of April. Further information is available online, or you may wish to contact one of the two supervisors. Diane Gruenberg, who oversees operations for courses in the humanities and social sciences, can be reached by email at dgruen@tcnj.edu. Then Dr. Rita Mary King, who oversees operations for courses in business, mathematics, and the natural sciences, can be reached by email at kingrm@tcnj.edu. If you are a Women's and Gender Studies major like myself, I imagine that you should probably seek Ms. G. rather than Dr. King. The position is not horrendously selective, but decisions are contingent upon not solely your qualifications as an applicant, but demand for the specific courses that you are planning to tutor.

I do not have much room to elaborate, but I will conclude with a little more information. The most obvious field is education, but working at the Tutoring Center will likely provide valuable experience for a wide range of career paths. First and foremost, the job is incredibly people-oriented, which, though potentially exhausting, could prepare you for any position in which you are required to directly engage with other human beings. There is also an unexpectedly large quantity of paperwork associated with the job, which could prepare you for any position related to data entry or record-keeping. If nothing else, the job will help you to develop a sense of professional ethos that will last for the rest of your life. I will say that the workplace atmosphere can be dreary, or at the very least monotonous, but it is definitely a nurturing environment in which I have always felt comfortable ask questions and make mistakes along the way. Some other advice that I should also emphasize is that tutors are not here to *teach* students the material, but to *help them learn*—besides, I have no doubt in mind that you, as a tutor, will learn a thing or two as well!

Ryan Eldridge/Spring 2016



The United States Marshals Service (USMS)

Located in Arlington, Virginia

I interned at USMS through an Internship Program. The Internship program is called the Washington Center, which set up on campus through the Study Abroad Office. Individuals from the Washington Center aid you in finding an internship that would best suit your interests!

I worked for USMS in summer 2015, but they also have fall, spring, and summer programs that allow students from all over the country to Intern at the headquarters for USMS.

Keep in mind, this position would require adjusting housing situations for that particular time period. For the past summer, I lived in Washington, D.C., through the program, where my commute was about 30 minutes via metro train. Though this may be somewhat difficult to adjust to, I highly recommend interning in a city. Interning with USMS and living in D.C., as a young professional, has not only helped me grow professionally, but also helped learn how to live on my own, and be my own individual.

Like most government internships, this internship was unpaid. It was difficult to accommodate living expenses without making money, but I had saved enough previously to ensure that I was able to have this experience. Interning is more so about experience than making money anyway, though it is always nice!

USMS is a large entity and a subdivision of the Department of Justice. It has many different divisions, such as, and not limited to, Judicial Security Division, Behavioral Analysis Unit, and Management Support Division. These divisions also have smaller departments within the divisions. I worked in the Management Support Division, specifically under the Fleet Department. Though this is not what I originally wanted, I was very pleased working there because my department's interns were actually permitted to do work that had a direct impact on the organization, mostly because we were not dealing with classified material. My supervisor was very supportive and gave us projects that were fun, and some challenging to help us grow. I put together presentations that were sent out to the field, which is the 94 small USMS branches all over the country, attended important meetings that exposed me to how the headquarters interacts with the smaller branches, and helped other departments in my division with busy work, though there were other small projects as well. My most important project my supervisor gave me was to conduct analysis from data that included all 94 districts in order to help save the company money. With that money, they would be able to disperse more money back to the field.

Those that I worked with came from various educational back ground. A majority of them studied Political Science, Business, International Relations, Criminal Justice, or simply came

out of the military. Most people who work for USMS are interested in Criminal Justice, Criminal Law, and working for the government to help bring justice to local communities. My goals for the future are to attend Law School and possibly do legal work for the government or for a non-profit in a way that brings justice to people. The legal field is a very male dominated field, and working for the USMS also exposed me to a very dominantly male workplace. Luckily, my department was not so formal with a strict professional “hierarchy”, like in most Justice Department workplaces are, but that does occur at USMS in some divisions. My Chief was rather new, and came straight from the military, so his personality was very dry, straightforward, and he liked things done in a very particular way. I expected this, but in all honestly, it was beneficial because it helped expose me to this kind of work environment. It also helped me learn to work with many different types of people. Towards the middle or end of my time there, my chief warmed up to us, and we had heart-warming, fun conversations. Working there truly showed me that change can happen even in very strict environments. I really enjoyed my time there, and I will never forget that experience.

If interested, Contact the Human Resources Assistant, Vivian Jones, about applying to Intern for fall, spring, or summer sessions by emailing her at USMS.StudentVolunteer@usdoj.gov

Francesca Buarne
Fall 2015

Women in Learning and Leadership

WILL office in TCNJ's Bliss Hall 122

Contact information:

Director of the WILL program, Mary Lynn Hopps

mlhopps@tcnj.edu

609-771-2178

When I interned:

I interned in the WILL office for the spring semester of 2016, (January-May 2016). The WILL program seeks one intern every semester, usually a different person each time.

Paid or unpaid?

My internship as the WILL Intern was unpaid, but "Office Assistant" positions in the WILL office (usually 2) are paid.

What career paths are most relevant to the site?

This internship would be beneficial for graphic design, web design, social media management, communications, and generally working for a nonprofit organization. For me, who is someone not pursuing a career in design, I would stress the management aspects and collaboration with the WILL E-board on a resume.

What did you do?

I mostly managed WILL's social media accounts, which included posting to Twitter, Instagram, and Snapchat, in order to maintain an online presence for the organization. I spread awareness about our social media accounts to gain more followers, and used them mostly to advertise for upcoming WILL events on campus. To make these posts, I mainly used the design website Canva. I also kept the WILL Wordpress website up to date based on what my supervisor needed, and completed other tasks like designing, printing, and cutting the programs for a WILL alumni dinner event.

Tell something about the flavor of working there--what was awkward or difficult, what was wonderful or surprising? What advice would you give anyone pursuing an internship at this site, or at a similar site?

I generally enjoyed my internship in the WILL office. I would recommend applying if you enjoy graphic design, as your main task will be creating aesthetically-pleasing posts for WILL's social media accounts. It is also helpful to be familiar with Wordpress so that you can keep the WILL website up to date. The office environment is generally very quiet – supervisor Mary Lynn works at her desk in the adjoining room, and when she is not there, you are the only one in the office. I enjoy working by myself, so this was enjoyable to me. Since I mainly posted about WILL events, and updated the website occasionally after events happened/pictures needed to be

uploaded, the general workload was light and I found myself with plenty of down time to do homework. Be prepared to attend many WILL events so that you can get pictures for the website and social media accounts, and to do some work when you are not in the office during your hours as events pop up and need to be posted.

Olivia Laura

Womanspace, INC.

1530 Brunswick Avenue, Lawrenceville, NJ, 08648

Contact information (who, how to reach the person):

Susan Adams (volunteer coordinator): saa@womanspace.org

Gina Vinch (supervisor): gmv@womanspace.org

When you interned there: 1/16 – 5/16

Paid or unpaid?: Unpaid

What career paths are most relevant to the site? Non-profit work, victim/survivor advocacy, domestic violence awareness, human trafficking awareness, sexual assault awareness, counseling, fundraising, and public relations.

What did you do? As a PR/admin intern: I filed donation checks and letters, looked for sponsors for events, filled envelopes (THOUSANDS OF ENVELOPES – this took weeks), visited the Safehouse, assisted my supervisor with errands, created fliers for events, watched domestic violence training videos, and attended two lectures by Womanspace employees.

Tell something about the flavor of working there--what was awkward or difficult, what was wonderful or surprising? What advice would you give anyone pursuing an internship at this site, or at a similar site? Womanspace is nearly all female employees- which can be pretty empowering. You won't feel pressured to wear makeup, and the environment will feel like a safe space. You often work directly with your supervisor, and don't interact with anyone else though. You will be treated as an intern – you won't be included in many things and you won't have an opportunity to get to know other employees unless you seek ways. I asked my supervisor if I could interview other employees – and this was my one way to get to know other employees (their views of the organization, what they do for the organization, and how they got into this career).

The most wonderful thing about the organization is that you learn a lot about their cause, and you have the option to do their 80 hour domestic violence training to become a DV first responder. This 80 training is a great opportunity, and can prepare you for a career in counseling (helping you decide if it's right for you, and how to act around survivors). Additionally, you begin to realize just how invested people are in their community – people came in every day to give donations.

If you plan on pursuing an internship at this site or a similar one, I suggest you familiarize yourself with what they do. Become fully aware of their programs and learn their mission statement. The more knowledge you have, the more responsibility you could be given (which is a good thing – you don't want to spend your entire time filing!). Also, speak with your supervisor about your career goals, and discuss way you both think you can advance your skills while participating in this particular internship. Don't be afraid to speak up if you want more responsibility, if you feel like you're being taken advantage of, or if you want to learn more!

Rachel Levitt
Spring 2016