

**The College of New Jersey
Women's, Gender, and Sexuality Studies Department/
Women in Learning and Leadership Program
PO Box 7718, Ewing, NJ 08625-0718**

Internship Agreement Form

Submit to the instructor of WGS 398 before or at the start of your internship.

Name of Student Intern _____

Name of Supervisor _____

Internship Organization _____

To be completed by the site supervisor and returned to the student:

Please review the Guidelines for Internships (below). What obstacles, if any, do you see to the student's meeting these guidelines through an internship with your organization?

I agree to supervise the intern and to complete a written evaluation of her/his work at the conclusion of the internship. Either I or another qualified staff member will serve as a mentor to the intern.

Signature of supervisor _____

Date _____

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Guidelines for Internships

1. The internship should advance the student's knowledge of a career path or professional field that they are considering.
2. While the student will be analyzing gender regardless of the kind of position she or he takes, they should give priority to finding a placement that relates directly to women, gender, or sexuality.
3. The position's responsibilities may include some routine clerical work, but it should not be primarily a clerical position.
4. The intern is required to spend a minimum of 135 hours working on the internship.
5. The internship site must have a supervisor who will agree to mentor and evaluate the student. Mentorship includes reviewing the student's goals for the internship with her at the outset of the internship; offering insights into concepts, strategies, and methods; and guiding her toward research materials that will enhance her knowledge of the field.
6. For academic credit, students are required to maintain participant-observer journals, conduct research, and write a report on a topic related to the internship. They are asked to explore with the site supervisor whether they can devise a research project that would benefit the employer while fulfilling the academic requirement.
7. The internship may be in any employment sector (e.g. business, social services, education, law, health care, psychology, government, etc.), provided it fulfills the other guidelines.
8. A job the student already holds may be approved as an internship only if it meets the other guidelines.